How to Register for a Curriculum

There are three ways to locate, register and start your learning activities within a curriculum. Choose any of the three options to register successfully!

Locate the activity link in your e-mail and click on the link

1. Open the e-mail notification with activity link.
2. Click the link and follow the steps to login to SumTotal
3. Once logged in, you will land on the curriculum details page
4. Click the REGISTER button on the top right (click on the word REGISTER, do NOT click on the downward arrow)
5. Once registered you will see a congratulations message and the activity will have a START button
6. Click START and complete your training!
Locate the curriculum from your Assign Learning Tile (and your timeline)
1. Login to SumTotal
2. Once logged in, you will land on your home dashboard
3. Click the Assigned Learning Tile (bottom left)
4. On your timeline, locate the curriculum and click the REGISTER button (click on the word REGISTER, do NOT click on the downward arrow)
5. Once registered you will see a congratulations message and the activity will have a START button
6. Click START and complete your training!
Locate the curriculum from Search
1. Login to SumTotal
2. Once logged in, you will land on your home dashboard
3. Click the Magnify Glass icon (top right)
4. Under the Learning drop down, search for the curriculum
5. From the search results, locate the curriculum and click the SELECT button and Register
6. Once registered you will see a congratulations message and the activity will have a START button
7. Click START and complete your training!