

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!

Curriculum
REQUIRED CURRICULUM

Assignment Status: Assigned

Completion Status

0%

REGISTER

Required Curriculum

1. CSU's Sexual Misconduct Prevention ...

DETAILS **ACTIVITIES**

Course
CSU's Sexual Misconduct Prevention Program

OPTIONS

Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

Curriculum
REQUIRED CURRICULUM

Assignment Status: In progress - Registered

Completion Status

0%

OPTIONS

Required Curriculum

1. CSU's Sexual Misconduct Prevention ...

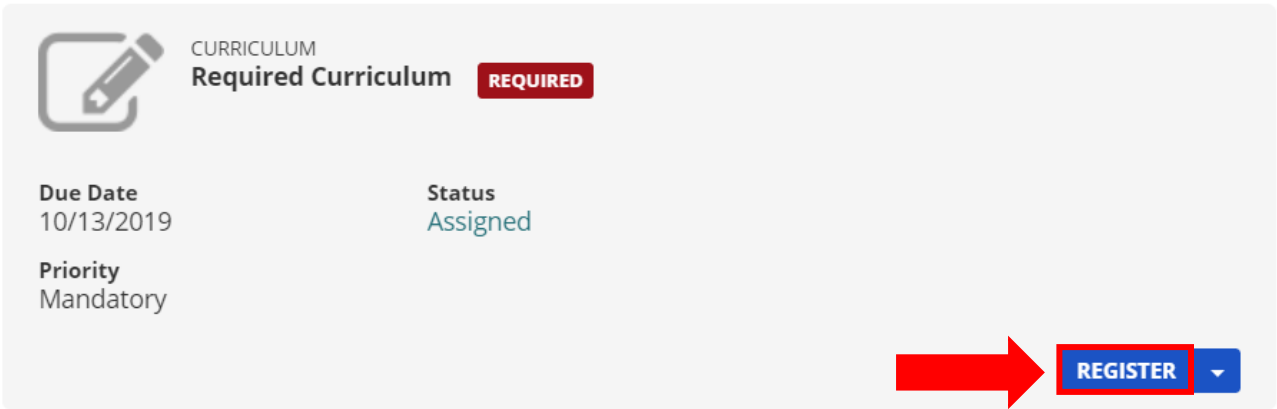
DETAILS **ACTIVITIES**

Course
CSU's Sexual Misconduct Prevention Program **REGISTERED**

START

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!



A curriculum tile titled "CURRICULUM Required Curriculum" with a red "REQUIRED" badge. It displays the due date "10/13/2019", status "Assigned", and priority "Mandatory". A red arrow points to the "REGISTER" button.

🎉 Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

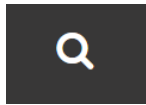


The curriculum details page for "REQUIRED CURRICULUM" shows a completion status of 0% and an assignment status of "In progress - Registered". A red arrow points to the "START" button.

Required Curriculum	Details
1. CSU's Sexual Misconduct Prevention ...	 Course CSU's Sexual Misconduct Prevention Program REGISTERED START

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!



WHAT ARE YOU LOOKING FOR TODAY?

LEARNING ▾

required curriculum

Q

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.



Required Curriculum

Curriculum CSU-CURRIC-REQUIRED



SELECT ▾

SELECT ▾

Register

View Details

Add To Playlist

Add To Development Plan

Manage Assignments

Register Others



🎉 Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.



Curriculum

REQUIRED CURRICULUM

Assignment Status: In progress - Registered

Completion Status

0%

OPTIONS ▾

Required Curriculum

1. CSU's Sexual Misconduct Prevention ...

DETAILS

ACTIVITIES



Course

CSU's Sexual Misconduct Prevention Program

REGISTERED



START ▾

