

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!

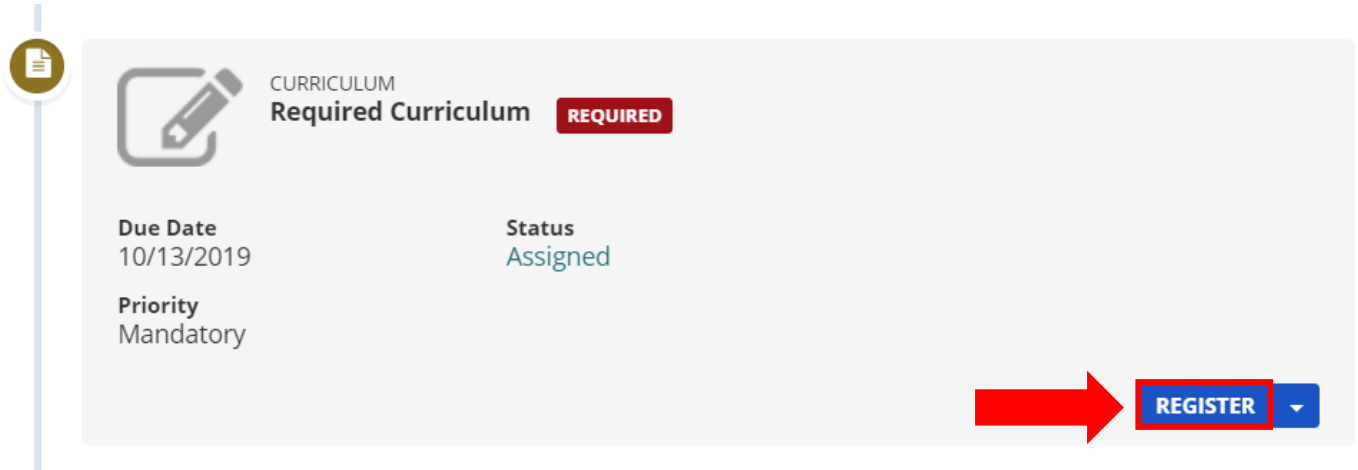
The screenshot shows the SumTotal interface for a curriculum. At the top, it says "Curriculum REQUIRED CURRICULUM" with a completion status of "0%". A red arrow points to a blue "REGISTER" button. Below this, there is a "Required Curriculum" section with a list item "1. CSU's Sexual Misconduct Prevention ...". To the right, under the "ACTIVITIES" tab, there is a course card for "United Educators CSU's Sexual Misconduct Prevention Program" with an "OPTIONS" 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 screenshot shows the SumTotal interface after registration. The completion status is still "0%". The "Assignment Status" is now "In progress - Registered". The "REGISTER" button is replaced by an "OPTIONS" button. The course card for "United Educators CSU's Sexual Misconduct Prevention Program" now has a blue "REGISTERED" tag and a blue "START" button highlighted by a red arrow.

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!



CURRICULUM
Required Curriculum **REQUIRED**

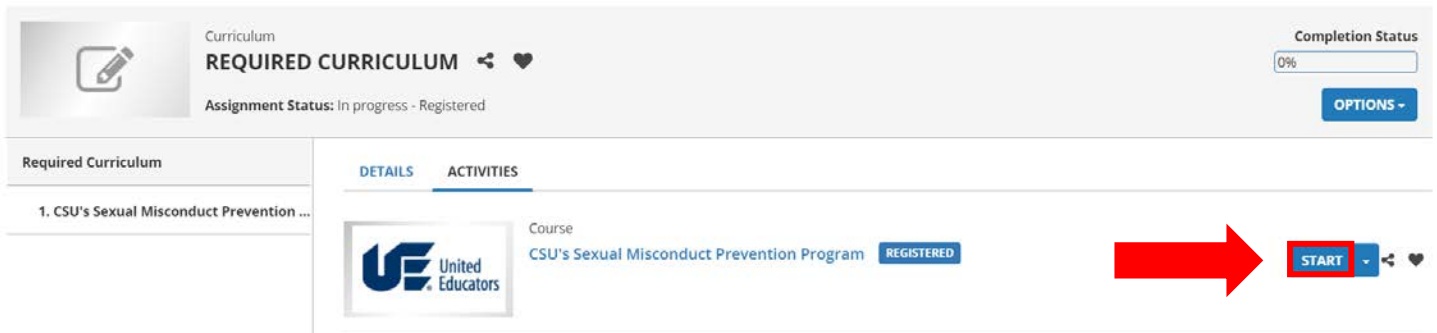
Due Date
10/13/2019

Status
Assigned

Priority
Mandatory

REGISTER

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Curriculum
REQUIRED CURRICULUM **REQUIRED**

Completion Status
0%

Assignment Status: In progress - Registered

OPTIONS

Required Curriculum

1. CSU's Sexual Misconduct Prevention ...

DETAILS **ACTIVITIES**

United Educators
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

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 🔗

←

- Register
- View Details
- Add To Playlist
- Add To Development Plan
- Manage Assignments
- Register Others

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Curriculum Completion Status

REQUIRED CURRICULUM 🔗 ❤️

Assignment Status: In progress - Registered

Required Curriculum

Required Curriculum	DETAILS	ACTIVITIES
1. CSU's Sexual Misconduct Prevention ...		Course CSU's Sexual Misconduct Prevention Program <input type="button" value="REGISTERED"/> <input type="button" value="START"/> 🔗 ❤️