

# SAC STATE CAMPUS DISASTER/EMERGENCY PREPAREDNESS ASSIGNED TO [EMPLOYEE NAME]

**Date:**

Tuesday, November 16, 2021 10:21:40 PM PST

**From:**

csu-learn@csus.edu

**To:**

[Employee Name]



Dear [Employee Name],

The following mandatory compliance training has been assigned to you:

- Activity name: Sac State Campus Disaster/Emergency Preparedness
- Due date: 11/30/2021

**To access this training:**

1. Make sure you are using either Chrome or Firefox and disable your pop-up blocker.
2. Go to [https://csu.sumtotal.host/Core/dash/home/Home\\_Sacramento](https://csu.sumtotal.host/Core/dash/home/Home_Sacramento)
3. Click on Assigned Learning in the bottom left corner
4. Locate this training and click ON the REGISTER button (not the arrow next to it).
5. Once you are registered, click ON the START button to launch the training. Again, click ON the button, not the arrow.

**Questions/Problems:**

For questions related to the subject matter, training content, or requirements, contact Risk Management Services at [rms@csus.edu](mailto:rms@csus.edu) or call 916-278-2020 (off campus) or 8-2020 (from an on-campus phone).

If you have questions about or technical problems with CSU Learn or the trainings, contact Regeena Lewis, Compliance Training Analyst, at [csu-learn@csus.edu](mailto:csu-learn@csus.edu).