

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!

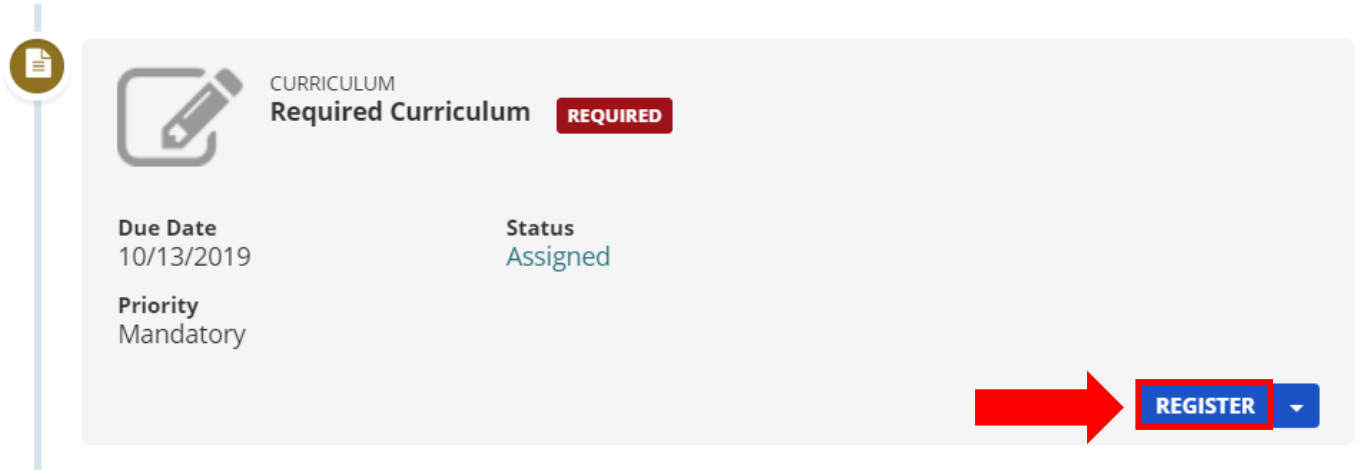
This screenshot shows the SumTotal interface for a curriculum. At the top, it says "Curriculum REQUIRED CURRICULUM" with a share icon and a heart icon. The "Assignment Status" is "Assigned". On the right, there is a "Completion Status" dropdown showing "0%". A red arrow points to a blue "REGISTER" button with a downward arrow. Below this, there are tabs for "DETAILS" and "ACTIVITIES". Under "ACTIVITIES", there is a course card for "CSU's Sexual Misconduct Prevention Program" by "United Educators". To the right of the course card is a blue "OPTIONS" button with a share icon and a heart icon.

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

This screenshot shows the SumTotal interface after registration. The "Assignment Status" is now "In progress - Registered". The "Completion Status" dropdown still shows "0%". A red arrow points to a blue "START" button with a downward arrow. The course card for "CSU's Sexual Misconduct Prevention Program" now has a blue "REGISTERED" button next to it. The "OPTIONS" button is still present.

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**

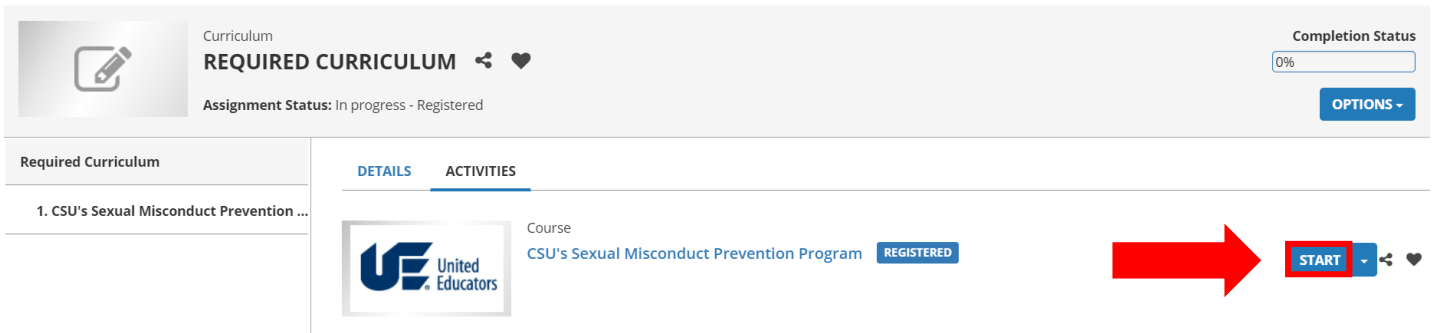
Due Date
10/13/2019

Status
Assigned

Priority
Mandatory

REGISTER

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Curriculum
REQUIRED CURRICULUM **0%** **COMPLETION STATUS**

Assignment Status: In progress - Registered **OPTIONS**

Required Curriculum

1. CSU's Sexual Misconduct Prevention ...

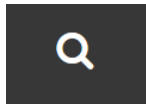
DETAILS **ACTIVITIES**

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

🎉 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** Completion Status 0%

Assignment Status: In progress - Registered

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 ▾"/>