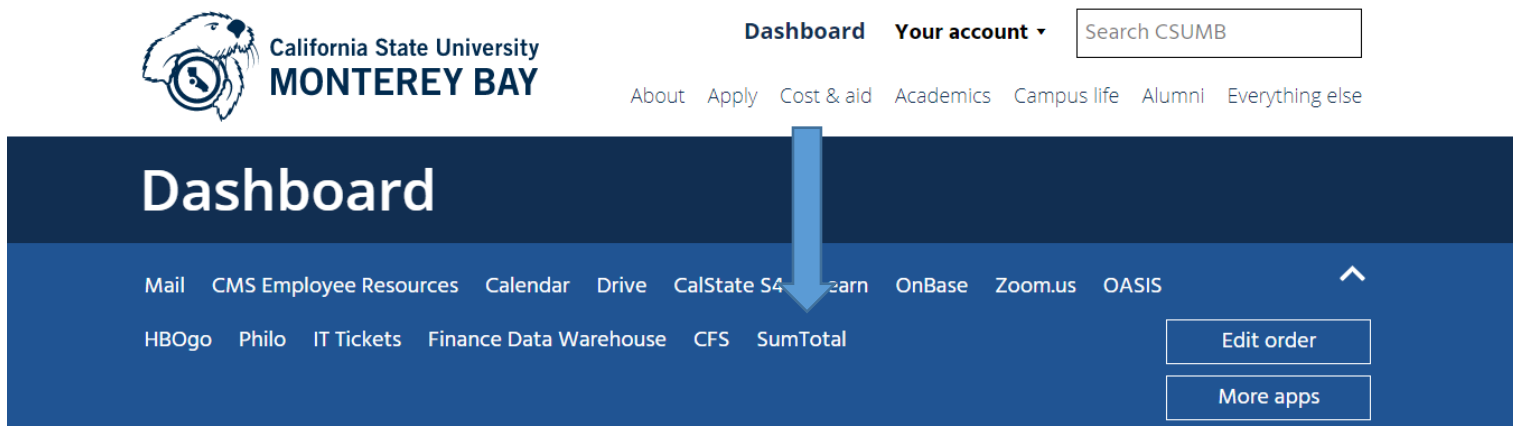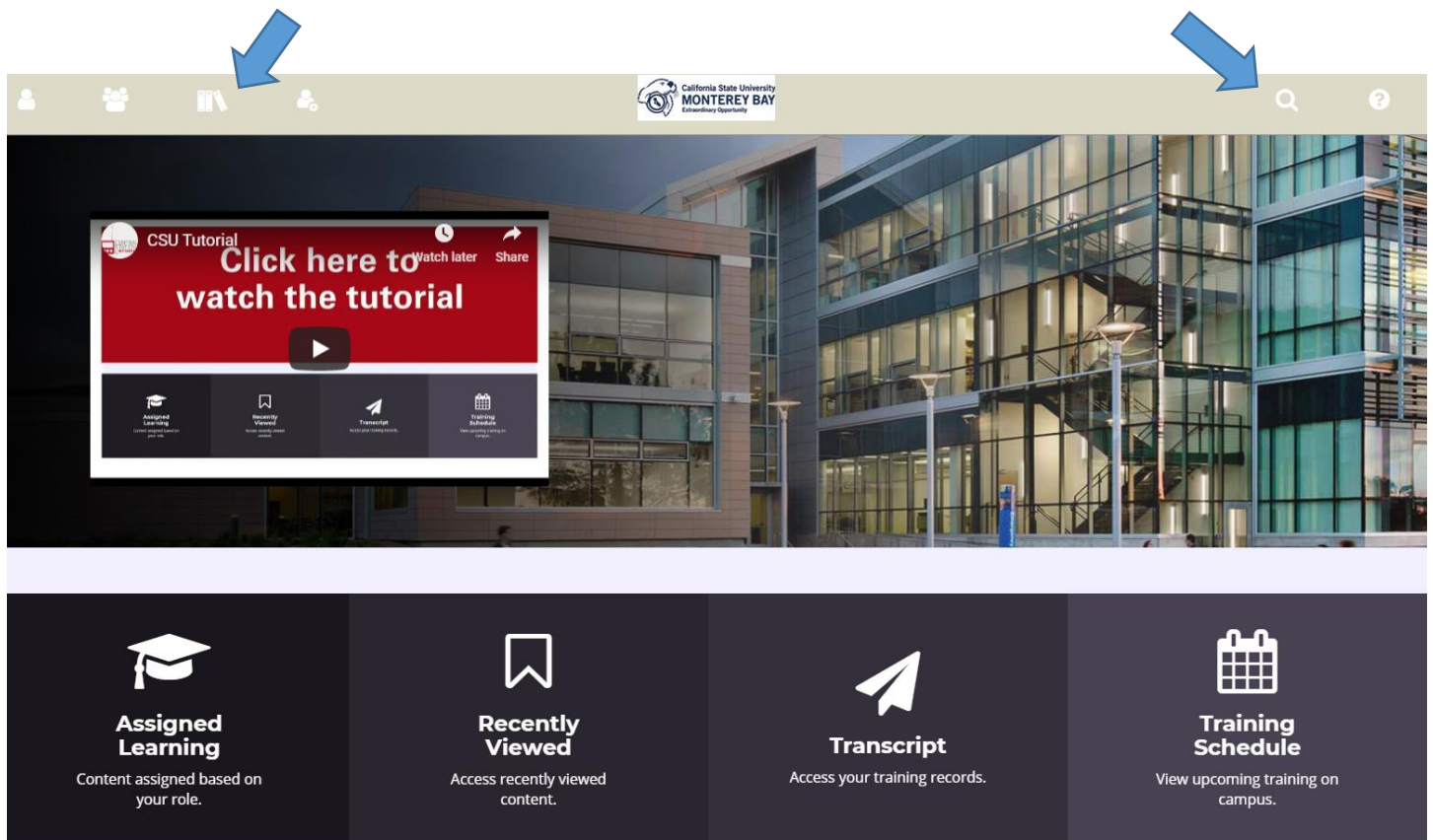To login and self-assign Trainings in SumTotal

1. Access SumTotal via this address https://csu.sumtotal.host/core/dash/home/Home_Monterey_Bay, or through your CSUMB Dashboard--

2. You can look up hundreds of trainings in SumTotal.
   Either in the Library Books icon, or under the Magnifying Glass icon.

3. Make sure to select the correct training you are interested in. For example, taking a Defensive Driving Truck Safety Course is not the same course as the CSUMB Defensive Driving CERTIFICATION course.

4. You sometimes then need to add the training to the Registration Summary by selecting ADD.

5. Once you are ready to begin, press the SELECT Button and then click on **Start** to take you to the beginning of the course. Then select START COURSE

ENABLE WEB ACCESSIBILITY

☐ Enable Web Accessibility for this activity (Internet Explorer browsers only)
Your choice will persist for the remainder of this session.

What is Web Accessibilty?

START COURSE

6. You will notice that several windows open. It is **important to keep them all open to ensure that your training stays linked to your profile in SumTotal in order to obtain credit for taking the course**.
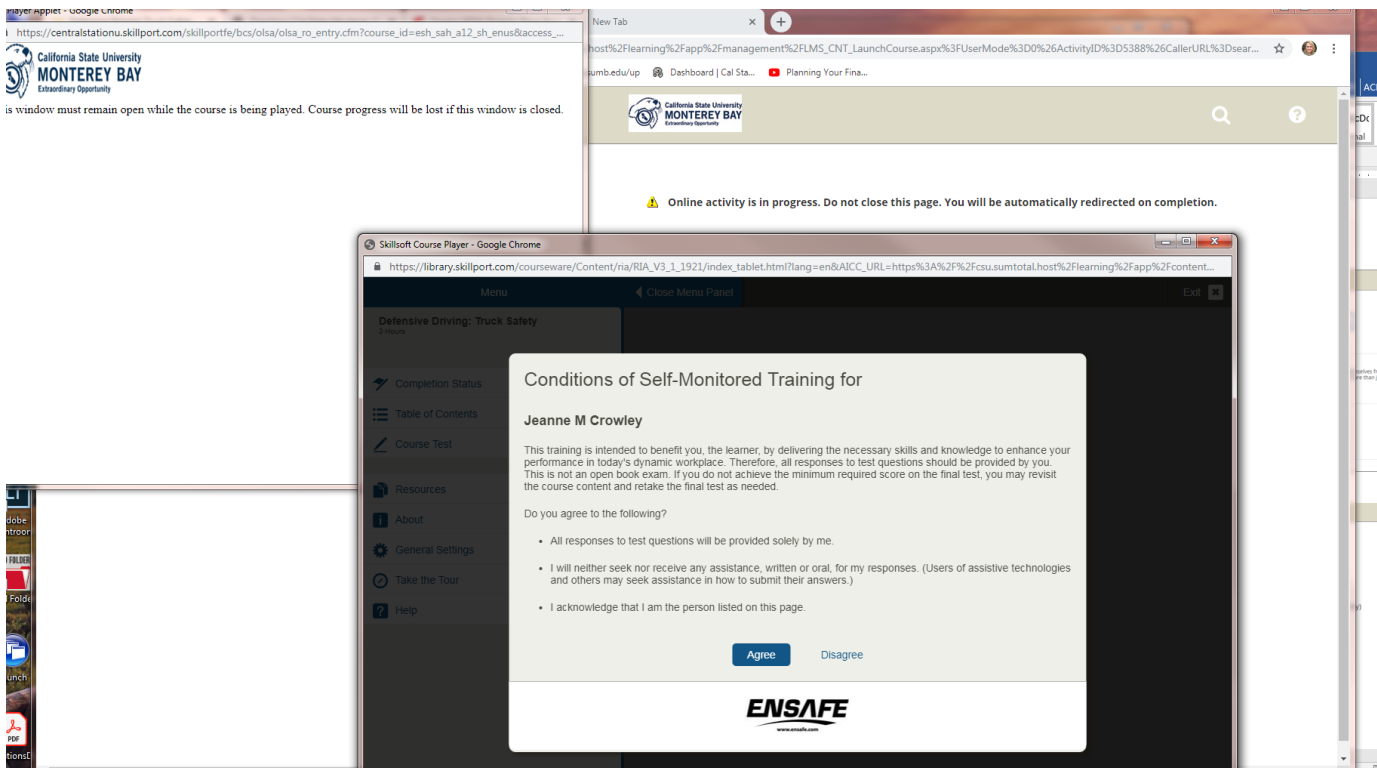

We also recommend saving a copy of your certification at the end just in case you have an issue with your training linking back to SumTotal

If you experience any issues with accessing your course please try the following immediate remedies—

1. Restart your computer and go back to step 1
2. Sometimes it is necessary to clean out your Cache and Cookies ** (see below). Once you have done this, go back to step 1 and begin the process again.
3. If you continue to have issues accessing this course, please try to send a screen shot to sumtotal@csumb.edu or open a SumTotal IT Ticket.
(https://csumb.teamdynamix.com/TDClient/Requests/ServiceDet?ID=24399)

** To clean out your Cache and Cookies, in Chrome, go to your 3 Vertical Dots (Customize and control Google Chrome list) and then select More Tools and Clear Browsing Data.
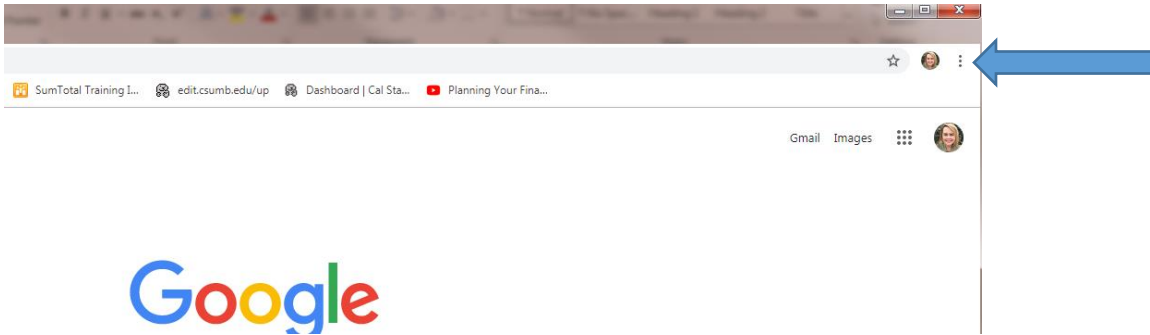
Then select More Tools and Clear Browsing Data
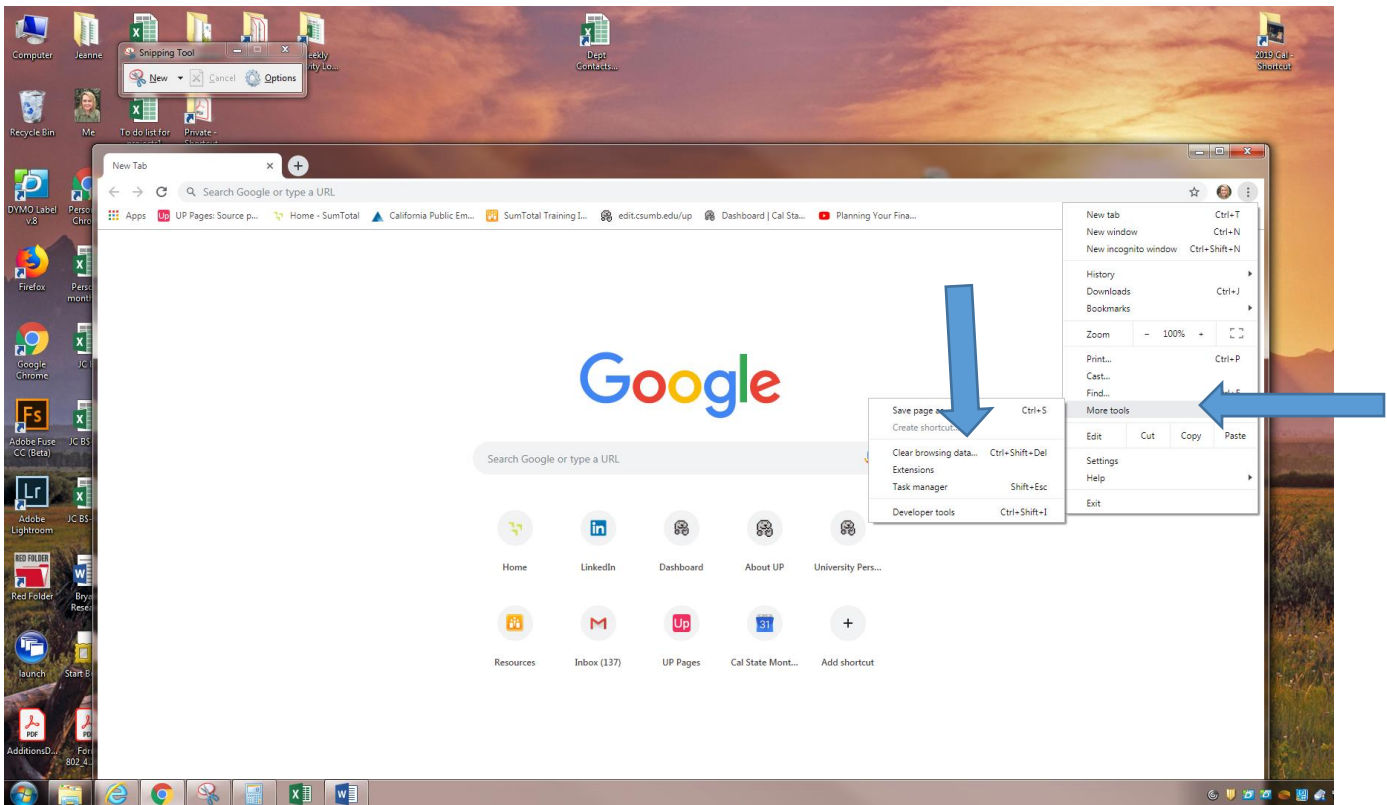
Select Clear Data—you can exit out of settings and then go back to Step 1.