

WELCOME TO YOUR LEARNING PORTAL

Quick Start Guide to SumTotal LMS

Your new learning portal for training and development!

SIGN IN

To log in go to <https://alameda.sumtotal.host/>

click on **Network ID Login** to automatically log into an account.

If that doesn't work you can log in using **Manual Login**:

User ID: County Work Email Address (e.g. firstname.lastname@acgov.org)

Default Password: Employee ID Number

CREATE

Non-County Users should [Click Here](#) then select **Create Your Own Account**. It is recommended you set your Login Name to your email address. In the employee ID field please do not delete the prefix. Only add the 3 digits after the prefix "EX -" to create your employee ID number. **Please allow 24 hours before you will access to the site.**

CLICK

If you do not have a specific topic of interest, you can start by clicking on one of the shortcut buttons below. Select **Available Training** to view upcoming courses.

AVAILABLE TRAINING

MY TRAINING SCHEDULE

MY ESSENTIAL TRAINING

MY LEARNER DASHBOARD

MY TRANSCRIPT

SEARCH

Step 1: To run a search, click on the magnify glass icon in the banner at the top of the screen.

Step 2: Next input any keywords into the search box.

Step 3: Refine your search by using the filter options on the left.

WHAT ARE YOU LOOKING FOR
TODAY?

LEARNING ▾

Search for Courses, Training, Videos, Books, and Audiobooks

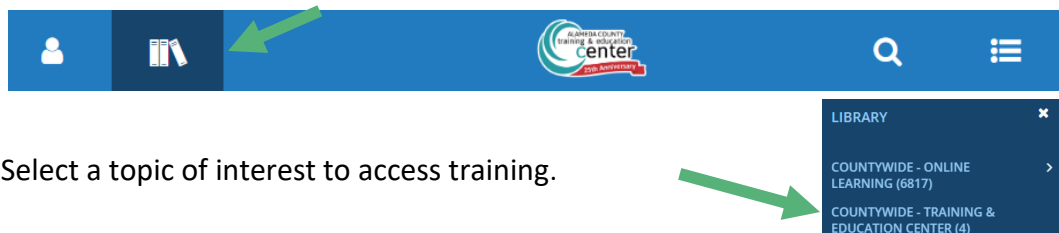


Search





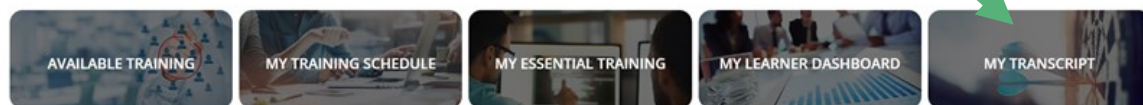
You can also locate courses through the **Library** icon.



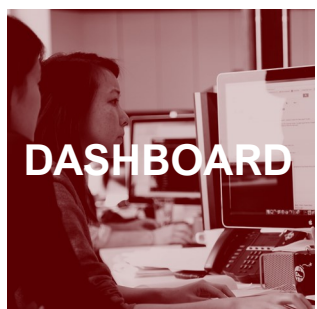
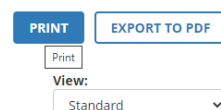
Select a topic of interest to access training.



To view your **Transcript** click on the button at your home screen.

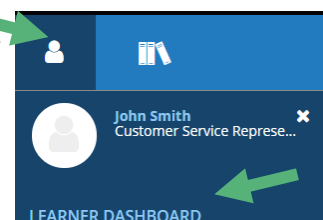


To print, you can click on the button at the top right of your screen. We recommend you utilize the **Export to PDF** to save an electronic copy of your transcript as opposed to printing.

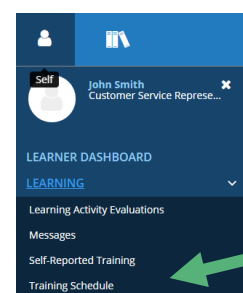


Your personalized dashboard displays your current and upcoming training and shows any mandated learning.

To access your **Learner Dashboard**, click on the self icon at the top and then hit **Learner Dashboard**.



Once in the dashboard you can dive into each of the sections to get a more detailed view.



To look at your **Training Schedule**, click on the self icon then click **Learning** and select **Training Schedule**.

You'll see a list of all of your trainings, including any pending and upcoming.

Search...	Q
CURRENT/UPCOMING	EXPRESSED INTEREST
PENDING SIGNATURES	COMPLETED
CANCELED	WAITING LIST OR PENDING APPROVAL
ALL	ONGOING ACTIVITIES
UPCOMING ACTIVITIES	FIXED DURATION ACTIVITIES
COMPLETION REQUESTED ACTIVITIES	
Export To Excel	Print
Cancel Registration	View Calendar
Activity Name	Status
Code	Region
Start Date	End Date
Actions	
ALCO Managing Within Disability Laws and Leaves v2	Completed
ILT Course	COUR2011090110402402448623
Registration not complete. Click here to view details	

Can't Log-in? Contact the Training & Education Center at: (510) 272-6467 | aclearningcenter@acgov.org

Online Learning isn't working? Contact SumTotal at 1-866-754-5435

More detailed guides are available at www.trainingcenter.acgov.org

