## WELCOME TO YOUR LEARNING PORTAL

## **Quick Start Guide to SumTotal LMS**

Your new learning portal for training and development!



center

To log in go to www.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: Learning 1! (case sensitive)



Non– County Users should select **Create Your Own Account** at the URL below:

https://alameda.sumtotal.host/Broker/Account/Login.aspx?wtrealm=https%3A%2F% 2FALAMEDA.sumtotal.host%2Fcore%2F&init=true&domainid=6A90A58C7537EACF4BB2A3884C86D597

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.



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.





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

Step 2: Next input any keywords into the search box.
WHAT ARE YOU LOOKING FOR TODAY?

Step 3: Refine your search by using the filter options on the left.
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You can also locate courses through the Library icon.





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**.



Print

View: Standard

EXPORT TO PDF

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





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

Online Learning isn't working? Contact SumTotal at

Check out the following guides for more detail.

SumTotal LMS Learner Guide:

SumTotal LMS Supervisor Guide: