Quick Start Guide to SumTotal LMS

Your new learning portal for training and development!

SIGN IN

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)

CREATE

Non– County Users should email ACLearningCenter@acgov.org in order to request a new account.

Once we receive your email we will be able to create an account for you and email you your credentials.

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 key-words into the search box.

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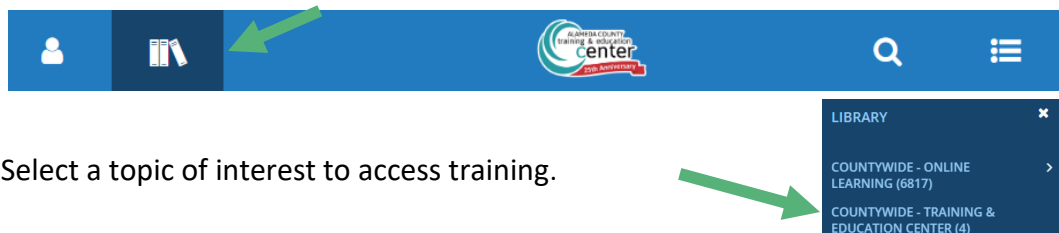
Search

WHAT ARE YOU LOOKING FOR TODAY?

LEARNING ▾ | Search for Courses, Training, Videos, Books, and Audiobooks

510-272- 6467 | 125 Twelfth Street, Suite 400 Oakland, California 94607 | find more information at: **www.trainingcenter.acgov.org**

LIBRARY

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

Select a topic of interest to access training.

LIBRARY

COUNTYWIDE - ONLINE LEARNING (6817)

COUNTYWIDE - TRAINING & EDUCATION CENTER (4)

TRANSCRIPT

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

AVAILABLE TRAINING | MY TRAINING SCHEDULE | MY ESSENTIAL TRAINING | MY LEARNER DASHBOARD | MY TRANSCRIPT
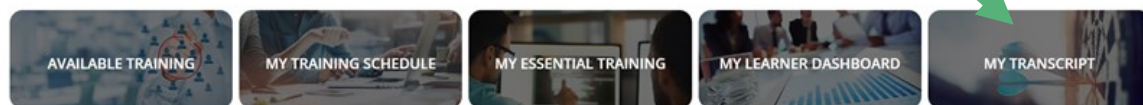
To print, you can click on the button at the top right of your screen. We recommend you utilize the **Export to PDF** to save an electronic copy of your transcript as opposed to printing.

PRINT **EXPORT TO PDF**
Print
View:
Standard
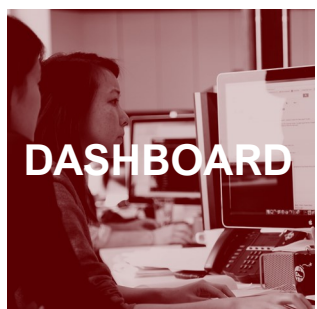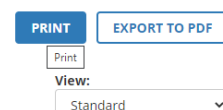
DASHBOARD

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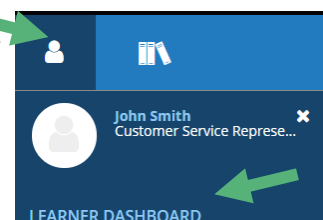
Once in the dashboard you can dive into each of the sections to get a more detailed view.

John Smith
Customer Service Represe...

LEARNER DASHBOARD
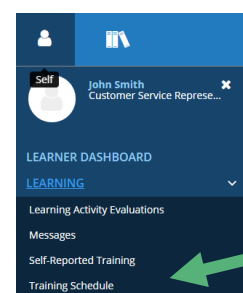
SCHEDULE

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.

Self John Smith
Customer Service Represe...

LEARNER DASHBOARD
LEARNING
Learning Activity Evaluations
Messages
Self-Reported Training
Training Schedule

CURRENT/UPCOMING EXPRESSED INTEREST PENDING SIGNATURES COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL
ALL ONGOING ACTIVITIES UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES COMPLETION REQUESTED ACTIVITIES
Displaying 1 of 1 Records 10 25 50 100
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 ILT Course Registration not complete. Click here to view details	REGISTERED	COUR2011090110402402448623				

HELP

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

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