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 select **Manual Log In** then **Create Your 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.
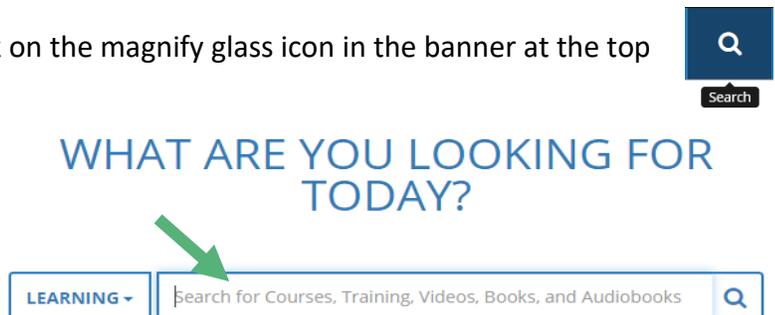
CLICK

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

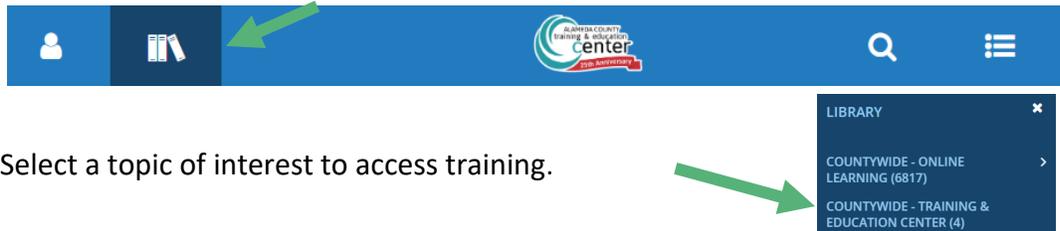**Step 1:** To run a search, click on the magnify glass icon in the banner at the top of the screen.

Search

Step 2: Next input any key-words into the search box.

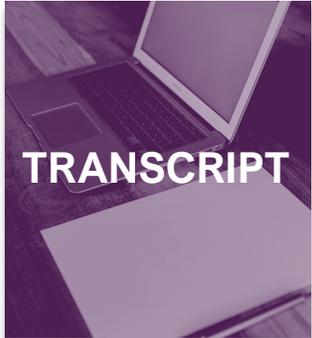**Step 3:** Refine your search by using the filter options on the left.

WHAT ARE YOU LOOKING FOR TODAY?

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

LIBRARY

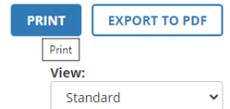You can also locate courses through the **Library** icon.

Select a topic of interest to access training.

TRANSCRIPT

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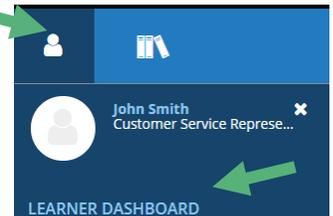
To print, you can click on the button at the top right of your screen. We recommend you utilize the **Export to PDF** to save an electronic copy of your transcript as opposed to printing.

DASHBOARD

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

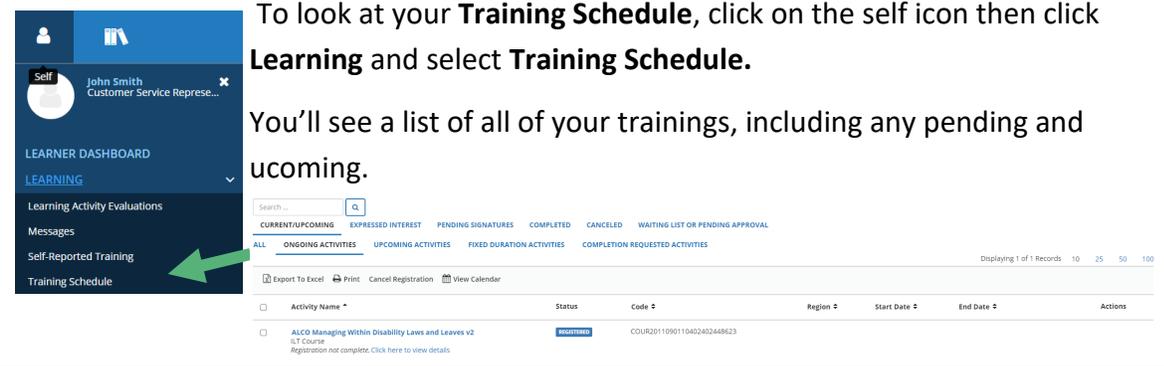To access your **Learner Dashboard,** click on the self icon at the top and then hit **Learner Dashboard.**

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

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 ucoming.

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

Check out the following guides for more detail.

SumTotal LMS Learner Guide:

SumTotal LMS Supervisor Guide: