

Quick Start Guide to SumTotal LMS

Your new learning portal for training and development!



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 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.



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.



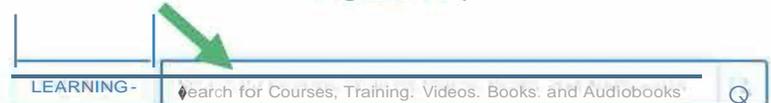
Step 1: To run a search, click on the magnify glass icon in the banner at the top of the screen.



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

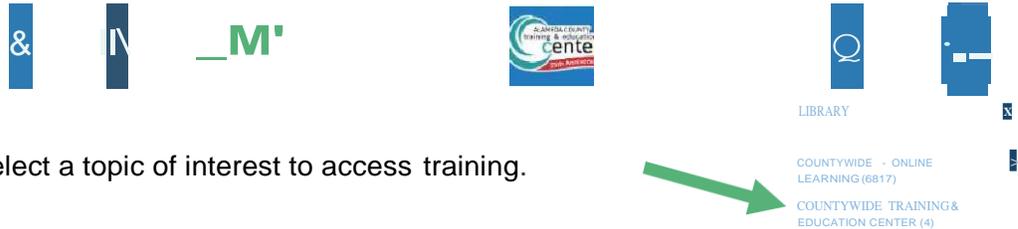
WHAT ARE YOU LOOKING FOR TODAY?

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





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**.

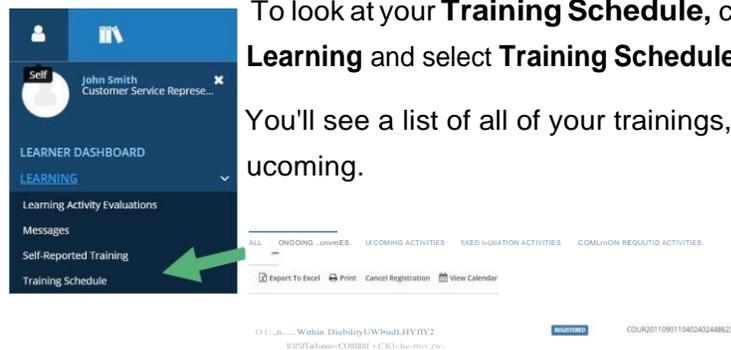


Once in the dashboard you can dive into each of the sections to get a more detailed view.



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.



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:

