ACCESSING AN ELEARNING TRAINING

1. **LOG IN**
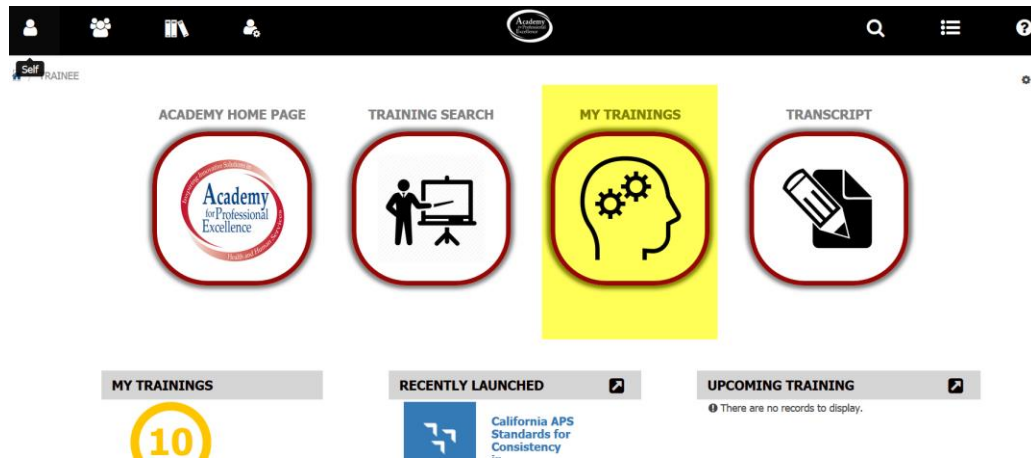   https://academy.sumtotal.host
   a. Your username is your work e-mail address
   b. First time users your password is password.

2. From the home screen, access **MY TRAININGS**

3. Make sure you are in the **CURRENT/UPCOMING TRAINING**
4. Go down the list, find your training, **CLICK START**
   a. You can click on the column headings to sort through the list

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TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

Search ... [🔍]

CURRENT/UPCOMING   EXPRESSED INTEREST   COMPLETED   CANCELED   WAITING LIST OR PENDING APPROVAL

ALL   **ONGOING ACTIVITIES**   UPCOMING ACTIVITIES   FIXED DURATION ACTIVITIES

Displaying 10 of 17 Records   10   25   50   100

📄 Export To Excel   🖨 Print   Cancel Registration   📅 View Calendar

	Activity Name ▲	Status	Code ⇕	Region ⇕	Start Date ⇕	End Date ⇕	Actions
☐	BHS Disaster Training Course	IN PROGRESS	BHED0101		4/26/2017		START ▾
☐	CADRE XVII ILT Class	REGISTERED	BH0010/CADREXVII/032117-052317		3/21/2017	5/23/2017	

5. The eLearning should open in a new window. If it does not, **please check your pop-blocker** settings and check with your IT department to **make sure your Shockwave and Flash plug-ins are up to date.**

    a. Elearnings **work best in Chrome and Firefox** browsers