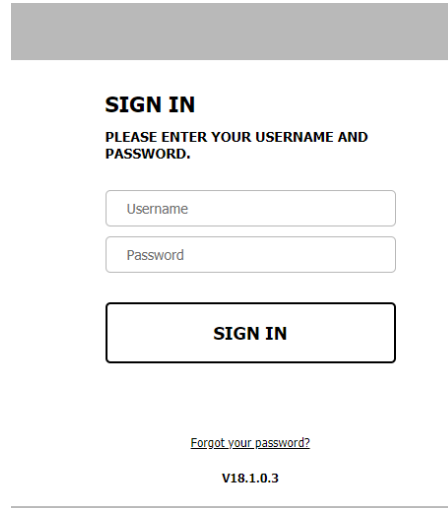


ACCESSING AN ELEARNING TRAINING

1. LOG IN

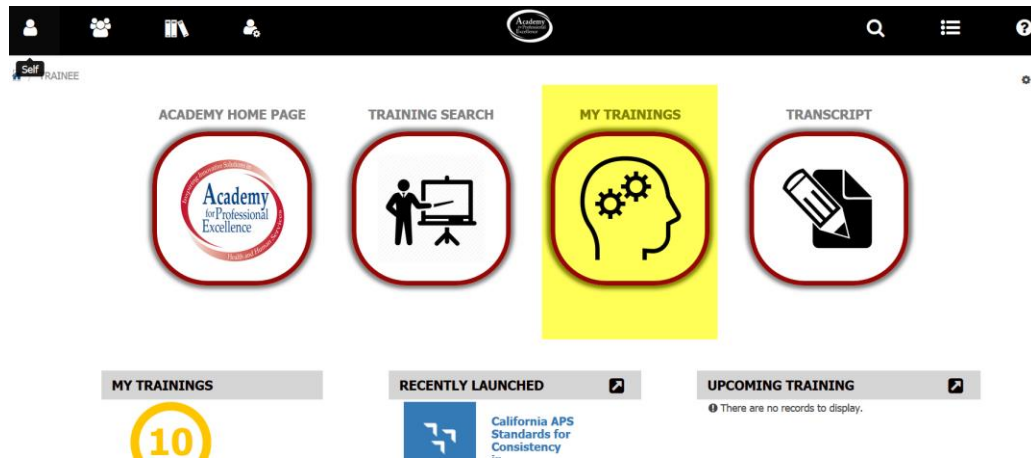
<https://academy.sumtotal.host>

- Your username is your work e-mail address
- First time users your password is password.



The screenshot shows a login interface with a grey header bar. Below it, the text "SIGN IN" is displayed in bold. Underneath, it says "PLEASE ENTER YOUR USERNAME AND PASSWORD." There are two input fields: "Username" and "Password". A "SIGN IN" button is located below the fields. At the bottom, there is a link "Forgot your password?" and the version number "V18.1.0.3".

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**

- You can click on the column headings to sort through the list

ACCESSING AN ELEARNING TRAINING





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

<input type="checkbox"/>	Activity Name ^	Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/>	BHS Disaster Training Course	IN PROGRESS	BHED0101		4/26/2017		 START -
<input type="checkbox"/>	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