

PRINTING YOUR DIPLOMA

1. LOG IN

<https://academy.sumtotal.host>

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

SIGN IN
PLEASE ENTER YOUR USERNAME AND
PASSWORD.

Username

Password

SIGN IN

[Forgot your password?](#)

V18.1.0.3

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

ACADEMY HOME PAGE TRAINING SEARCH **MY TRAININGS** TRANSCRIPT

MY TRAININGS 10

RECENTLY LAUNCHED California APS Standards for Consistency

UPCOMING TRAINING There are no records to display.

3. Make sure you are in the **COMPLETING TRAINING TRAINING SCHEDULE**

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Search ...

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

Export To Excel Print View Calendar

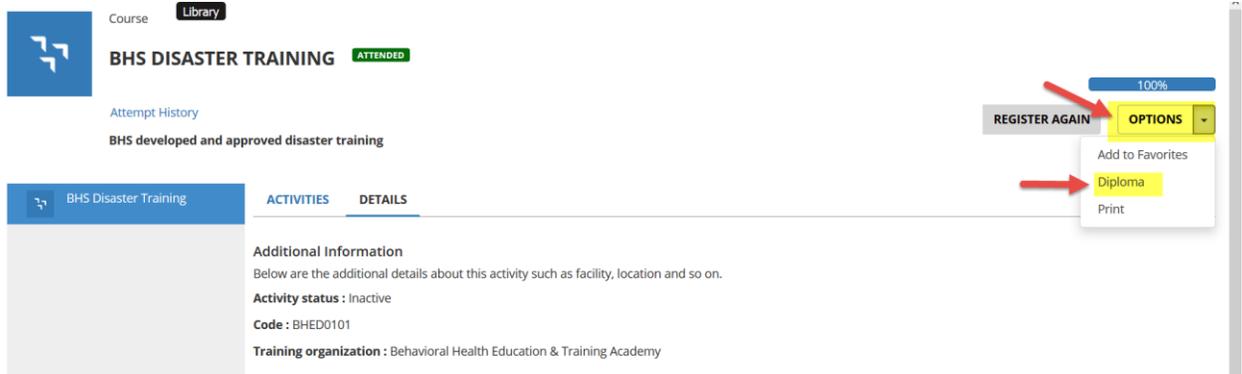
| Activity Name | Status | Code | Region | Start Date | Completed Date | Score | Grade | Pa |
|---------------|-----------|-----------|--------|------------|----------------|-------|-------|----|
| TEST SCHEDULE | COMPLETED | TEST00004 | | 11/17/2017 | 11/17/2017 | | | Ye |

4. Go down the list, find your training, **CLICK ON THE TITLE** in blue

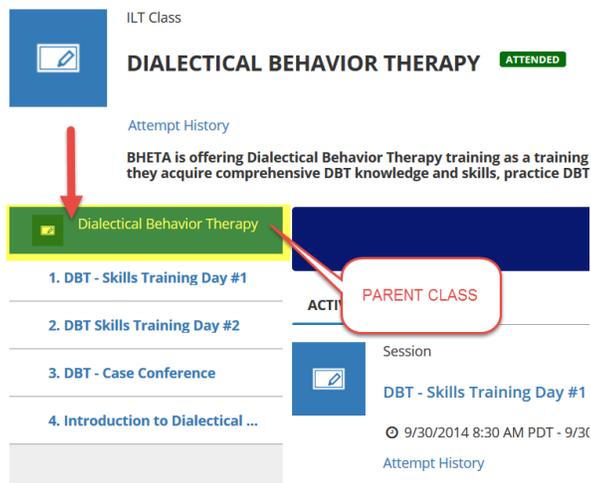
- You can click on the column headings to sort through the list

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- On the training summary page, locate the OPTIONS tab and select DIPLOMA.



- FOR TRAININGS THAT ARE MULTI-DAY/MULTI-PART, DIPLOMAS WILL BE ATTACHED TO THE PARENT AFTER ALL PARTS ARE COMPLETED



- BLENDED TRAININGS WITH ELEARNINGS: SAME AS ABOVE EXCEPT ELEARNING WILL HAVE IT'S OWN CERTIFICATE AND YOU WILL NEED TO CLICK ON THE ELEARNING AND REPEAT STEP 5 TO OBTAIN IT

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ILT Class

 **DIALECTICAL BEHAVIOR THERAPY** ATTENDED

Attempt History

BHETA is offering Dialectical Behavior Therapy training as a training they acquire comprehensive DBT knowledge and skills, practice DBT

 Dialectical Behavior Therapy

1. DBT - Skills Training Day #1

2. DBT Skills Training Day #2

3. DBT - Case Conference

4. Introduction to Dialectical ...

ACTIVITIES DETAILS

Session

ing Day #1

M PDT - 9/30

Attempt History

ELEARNING

6. CLICK on Print