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
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