QuickStart Guide for UC Learning Center

Access the UC Learning Center
Open an internet browser (Internet Explorer 6-9, Firefox 3-15, Safari 4-6, or Chrome 19-21)

1. Type https://learningcenter.ucsb.edu in the Address box and press Enter.

Before logging in please do the following:
- Turn off all pop-up blockers on your computer.
- Set your browser to allow/enable cookies

**NOTE:** If your pop-up blocker has not been turned off, it may appear that your user name/password is not working. For more information see the FAQs posted here: [http://www.ucop.edu/lms/tips.html](http://www.ucop.edu/lms/tips.html)

2. Enter your UCSBnetID and password and click Log On. Your UCSBnetID is your online identity for accessing the UCSB Directory, Corporate Time, eGrades, Kronos, and other UCSB online systems and services. For assistance with your UCSBnetID please contact the Identity Services Help Desk at x-7979.

Update Your Profile *(Required upon first login)*
1. Click the profile link on the top right corner of the page.
2. Scroll down to find the Manager field and Browse to identify your manager. Select your manager and click OK.
3. Scroll to the bottom and click OK to save your profile changes.

Now you are ready to get started.

Search the Catalog
1. On the Home page, enter your search criteria in the Search box (such as a word from the class title.) Click GO.
2. Alternately, from the Learn menu, click Catalog.
3. Click the underlined name of any category.

Register for a Learning Activity
1. Locate the activity you want by using the "Search" bar on the "Home" screen.
2. Select the activity you want to register for and click "Start"
3. Make appropriate selections, as required and click Submit to complete your registration.
4. If a fee is associated with the class you will need to input your department’s recharge account number (LAFSO).

Launch Online Training
1. From the Learn menu, click Training Schedule.
2. Click to the left of the activity name to launch the activity.

View Your Training Schedule
From the Learn menu, click Training Schedule.

View Your Transcript
From the Learn menu, select Learning Activity Reports and click Training Transcript.

View Your Invoice Report
From the Learn menu, select Learning Activity Reports and click Invoice Report.

Cancel Training
1. From the Learn menu, click Training Schedule.
2. Select the box to the left of the activity whose registration you wish to cancel.
3. In the task list, select Cancel registration and click GO.
4. On the Cancellation Confirmation page, click Cancel Marked.

Access Online Help
1. Click the help link in the top right corner.
2. Locate a topic and click on it.
3. Alternatively, use the contents and index link, or type a topic in the search box.
The following screen images depict the primary changes from between the current version of SumTotal (version 8.2) and the new version of SumTotal (version 2014.1) set for release on February 4, 2015.

Initial Screen upon login. You may not see Administrator or Reporting when you log in using your account.

What you’ll see if you hover over the Learner tab.
What you’ll see if you hover over Learner-> Assess command
What you’ll see if you hover over the Learner->Learn command
What you’ll see if you hover over the Manager tab
What you’ll see if you CLICK the Manager->Dashboard command
Questions? Please call 893-3482 or 893-4664.