Quick Start Guide for the UC Learning Center 2014

Access the UC Learning Center
1. Open a supported internet browser.  
   ➢ If you are using Internet Explorer 11 you must remove the site from compatibility view.  
2. Click on this link or paste it into your Browser: http://tinyurl.com/2cqelfe (or create a favorite!)  
3. Enter your UC Merced Net ID and Password and click LOGIN.  
   *You can also access the site through my.ucmerced.edu and hr.ucmerced.edu/training

Search the Catalog
1. Locate the Activity Search (top of left pane)  
2. Enter your search criteria in the Search box  
3. Click the search icon

   If you can’t see the left pane you can open it by clicking the tiny vertical bar located on the far left of the window.

Register for a Learning Activity
1. Search the catalog by activity name or keyword.  
2. If you see the Start button, the activity may be launched immediately by clicking Start.  
3. If you see a Register button you may click for more details.  
4. Make appropriate selections, as required, and click Submit to complete your registration.

View Assigned Training
1. From the Learner Dashboard, locate the drop down menu (near the right side of the window) that says “All Training” and change it to “Assigned Training”.  
2. Click Start to launch training or Register to see more details.

View Your Training Schedule
   Float over the Learner tab > Float over Learn > Click on Training Schedule

Cancel Training
1. View Training Schedule.  
2. Click the checkbox to the left of the activity to be cancelled.  
3. In the Task list, select Cancel registration and click the arrow.  
4. On the Cancellation Confirmation page, click Cancel Marked.

Access Online Help
Click the help link in the top right corner.
**Set Your Manager**

1. From the Learner Dashboard, in the **Left Pane**, click on **Quick Links**, then click **Edit Profile**
2. Scroll down to the **Manager** field and click **Browse**.

![Manager browse screenshot]

3. Enter your supervisor’s name into the **Search** field and click the arrow.
   i. Your supervisor is the person who conducts your performance evaluation. If you have multiple supervisors, please ask them who should have access to your training, or consult Human Resources.
4. Select the radio button next to your supervisor and click **OK**.
5. Scroll to the bottom and click **OK** to save your profile changes.

**View Your Transcript**

Float over the **Learner** tab > Float over **Learn** > Click on **Training Transcript** at the bottom right

![Training Transcript screenshot]

From your Transcript you will be able to filter by year and export to pdf for printing and saving.

**How to Remove Compatibility Mode for users of Internet Explorer 11**  
**Check this setting!**

Open the **Tools** menu in the top right of the browser window.

Click **Compatibility View settings**.

![Compatibility View settings screenshot]

Select **sumtotalsystems.com** and click **Remove**.

If you have any questions or comments please email hrtraining@ucmerced.edu