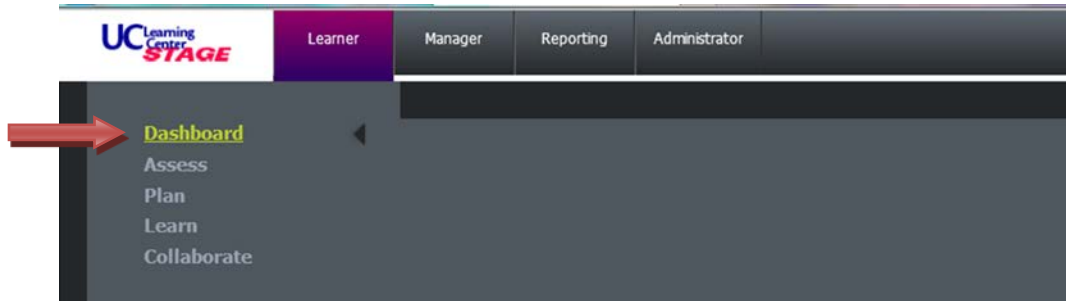


# Quick Start Guide for the UC Learning Center 2014

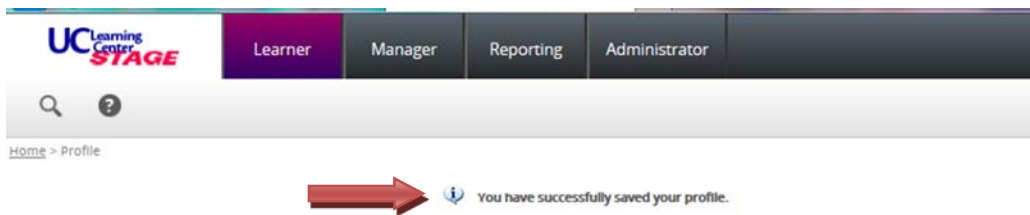
## Access the UC Learning Center

1. Open a supported internet browser.
  - If you are using Internet Explorer 11 you must remove the site from compatibility view [HowToRemove](#)
2. Click on this link or paste it into your Browser: <http://tinyurl.com/2cgelfe> (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](http://my.ucmerced.edu) and [hr.ucmerced.edu/training](http://hr.ucmerced.edu/training)


*Float over the Learner tab and click Dashboard to return to the Learner Dashboard at any time.*



*Confirmation messages for registrations, profile, and other changes appear at the top of the page.*



## 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.

## Access Online Help

Click the **help** link in the top right corner.


## 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**.

## 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**.

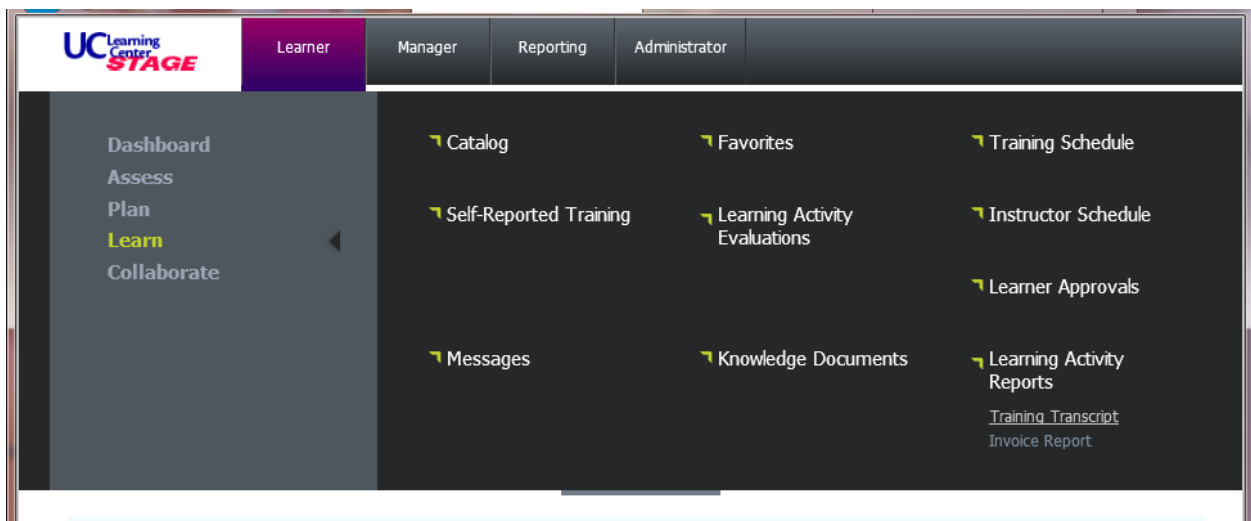
Manager:

Browse...

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



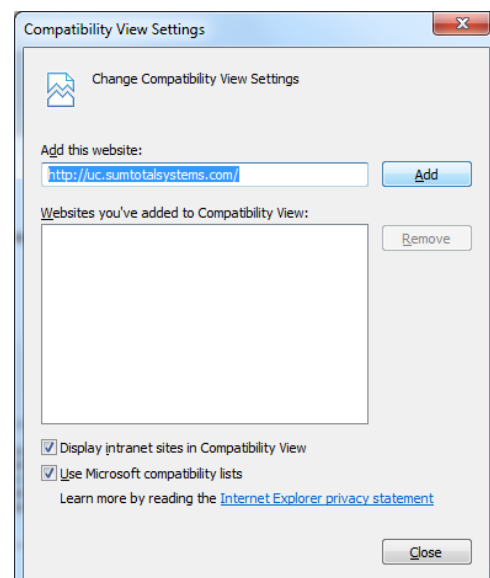
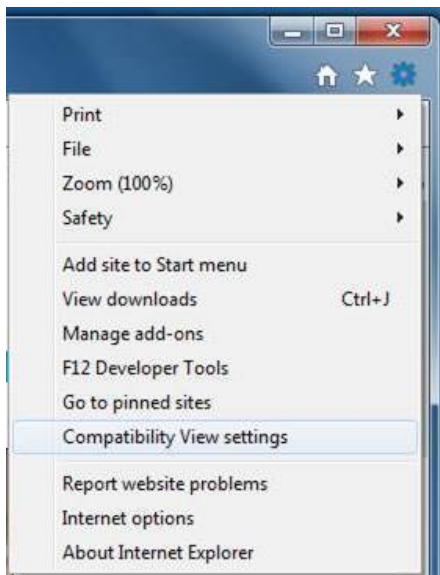
From your Transcript you will be able to filter by year and export to pdf for printing and saving.

## 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**.

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



*If you have any questions or comments please email [hrtraining@ucmerced.edu](mailto:hrtraining@ucmerced.edu)*