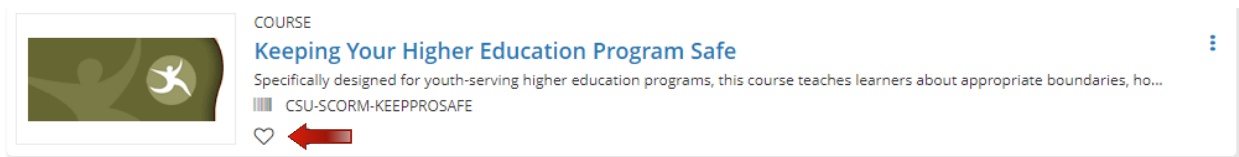


Youth Program SumTotal Course Search

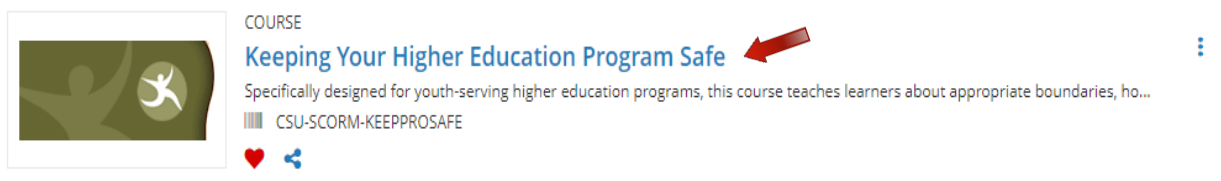
1. Go to SumTotal from your Dashboard or bookmarked page.
2. Once you open SumTotal, go to the search bar; upper right corner next to the ? and your icon.
3. Type in the course name. In this case we are searching for: Keeping Your Higher Education Program Safe. Hit enter.



4. This program course information will pop up on your screen. Make it a FAVORITE by clicking on the HEART. Why? If you will continue to work on Youth Programs, you will need to revisit this training so it is best to have it saved for an easy search next time.



5. Once you have done that, click the link to open up the course.



6. Click on the START button to begin your online course training. You can stop and start the training, just please ensure that you hit the pause button so you can pickup where you have left off. There are questions and answers throughout the course and a quiz at the end.
7. You are responsible for reporting your score and copy of your completion certificate to your MPP/Supervisor who will then notify risk@csumb.edu of your compliance and completion.

