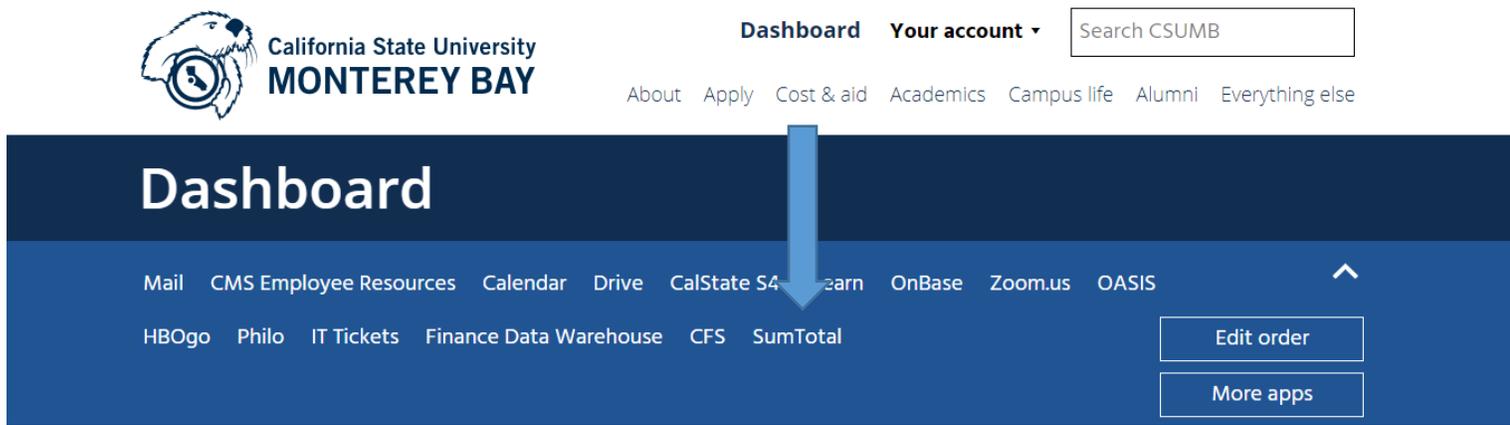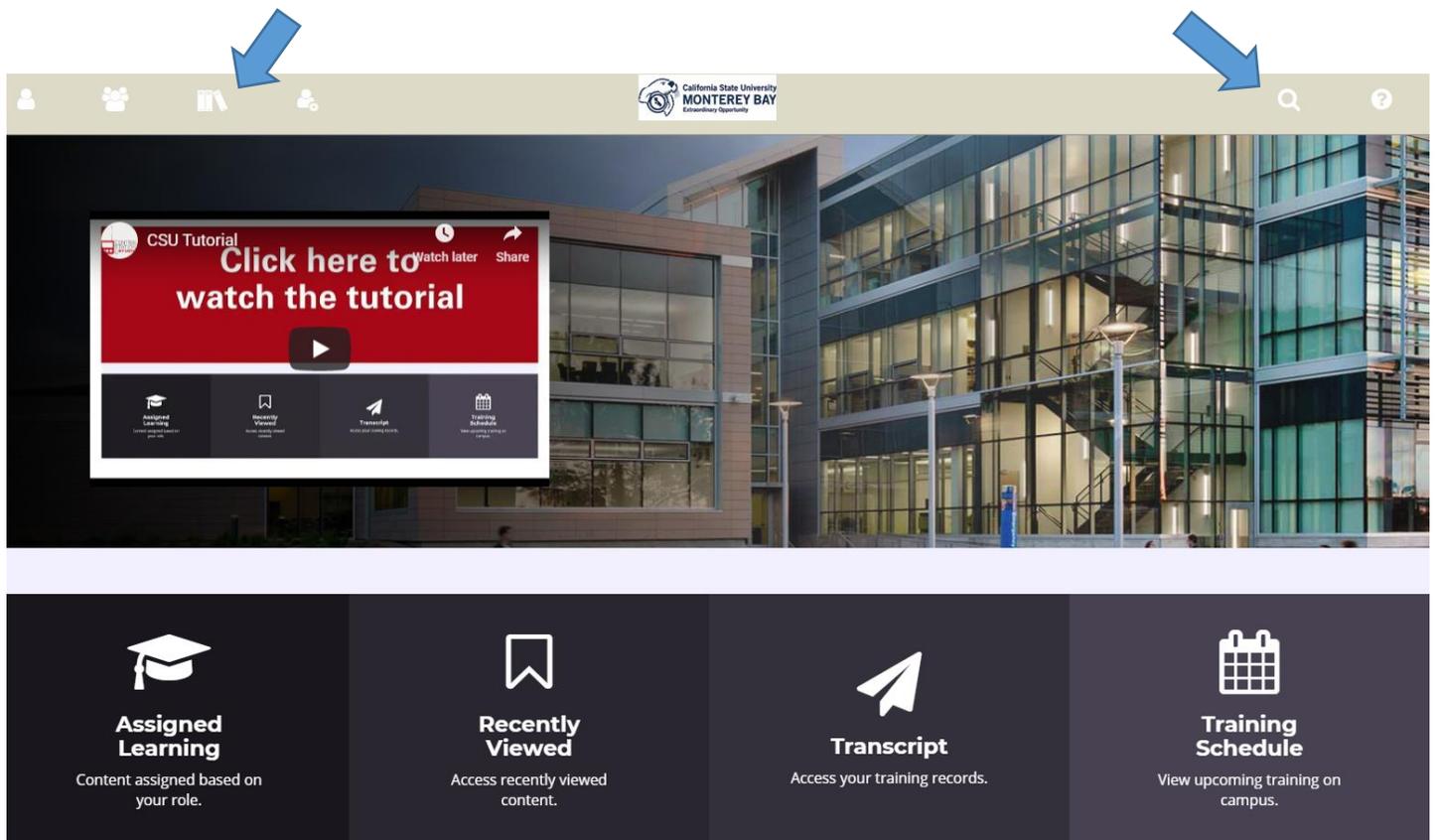To login and self-assign Defensive Driving in SumTotal
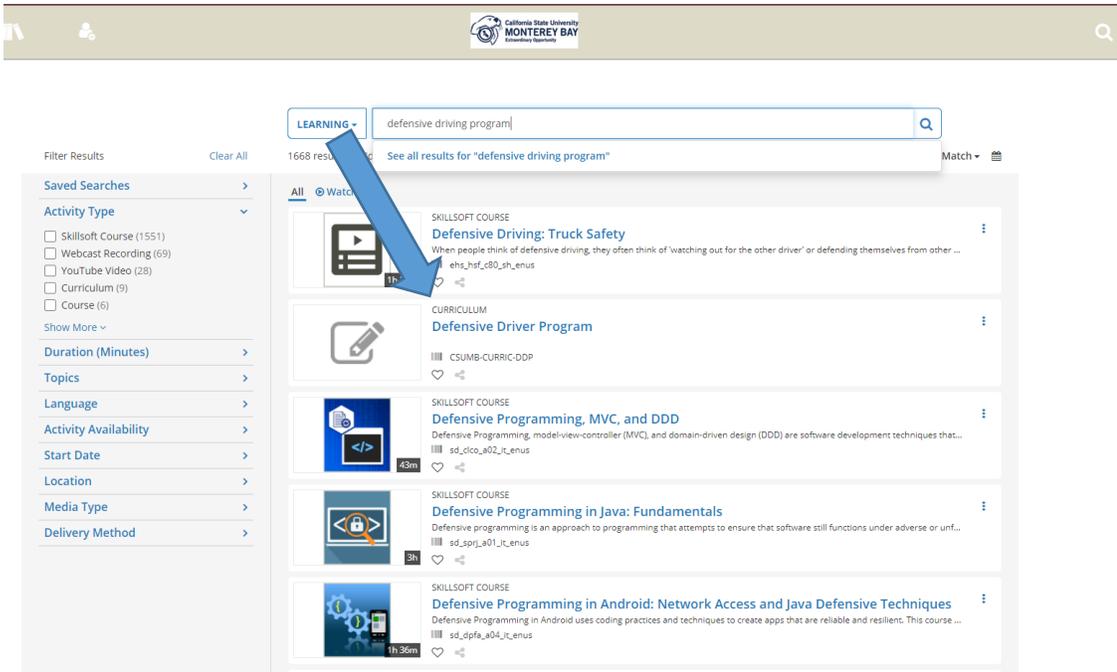
1. Access SumTotal via this Linkhttps://csu.sumtotal.host/core/dash/home/Home_Monterey_Bay or through your CSUMB Dashboard--
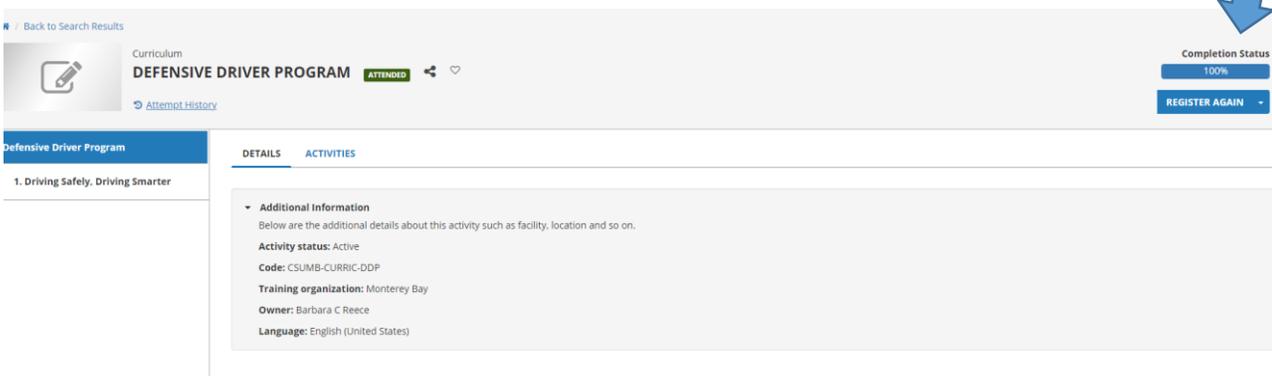

2. You can look up Defensive Driving (and 100s of other trainings) either in the Library Books icon, or under the Magnifying Glass icon.
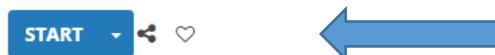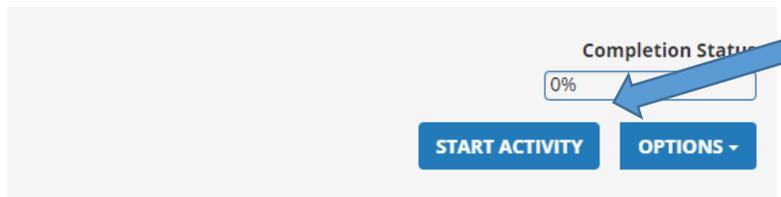
3. Make sure to select the correct training. Taking the Defensive Driving Truck Safety Course is not the same course as the CSUMB Defensive Driving Program Curriculum course.
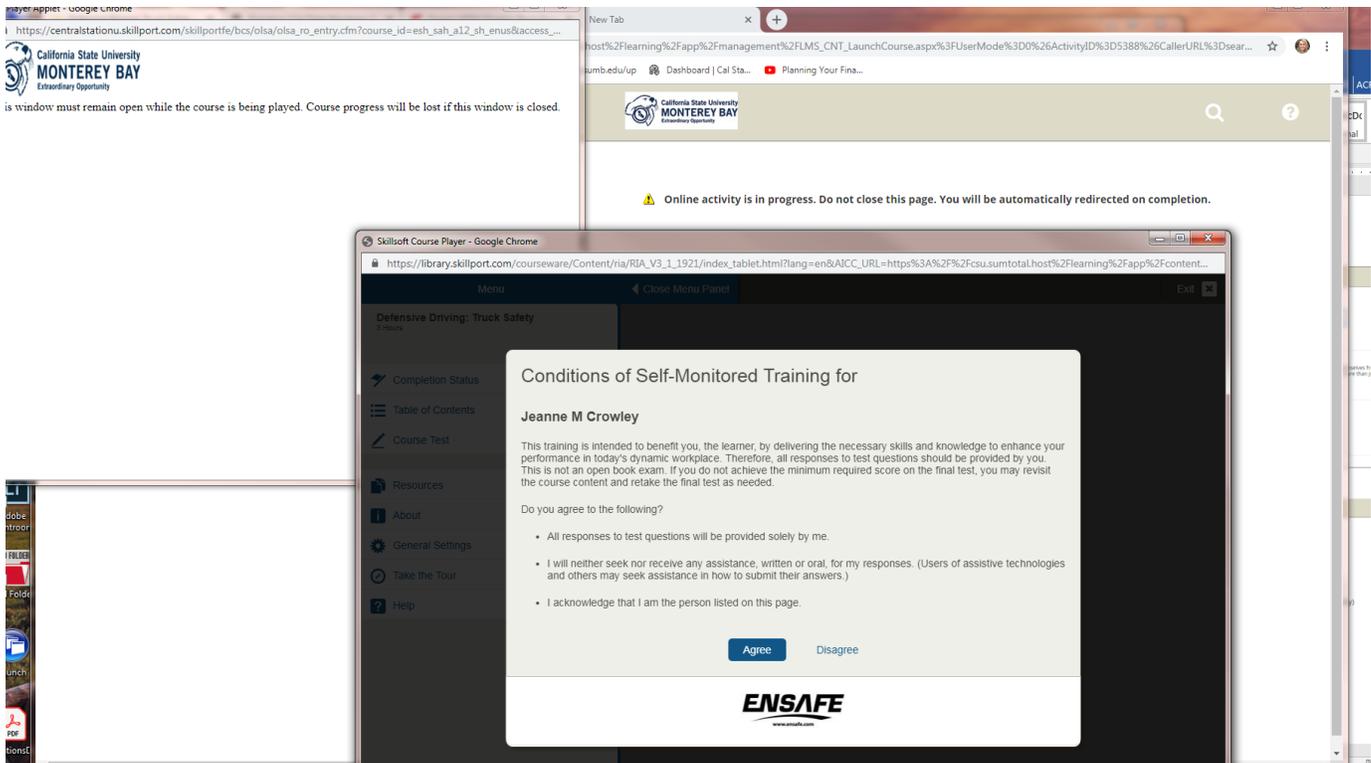

4. You will then need to **Register** or **Register Again** to the Registration Summary.

5. Once you are ready to begin, press the START Button to take you to the beginning of the course.

6. You will notice that several windows open. It is **important to keep them all open to ensure that your training stays linked to your profile in SumTotal in order to obtain credit for taking the course**.
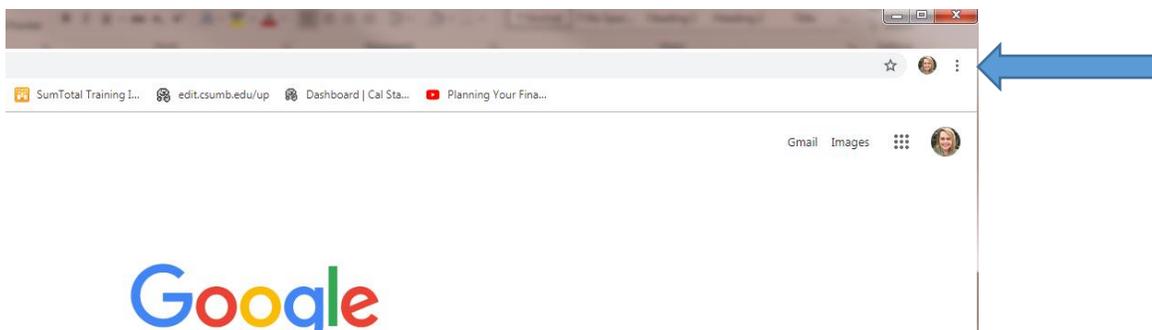

We also recommend saving a copy of your certification at the end just in case you have an issue with your training linking back to SumTotal
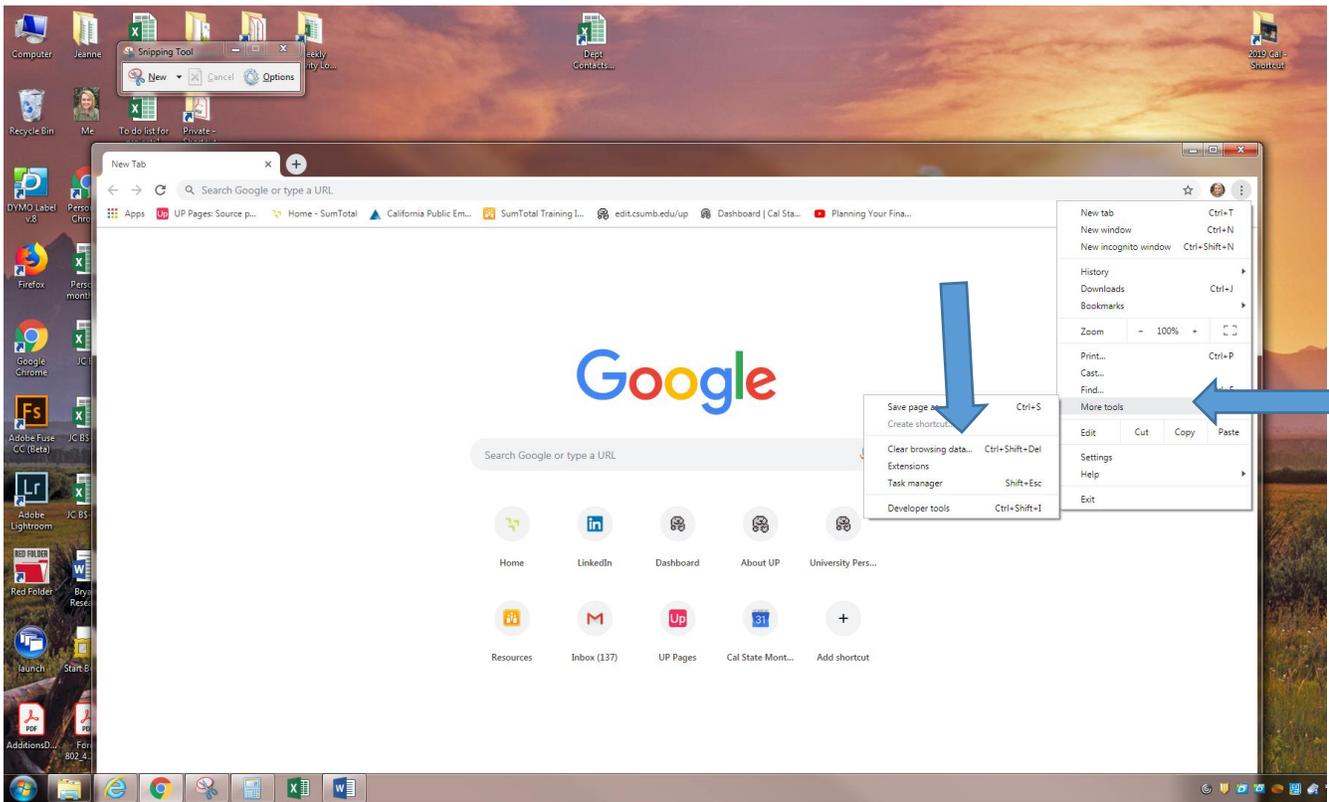

If you experience any issues with accessing your course please try the following immediate remedies—

1. Restart your computer and go back to step 1
2. Sometimes it is necessary to clean out your Cache and Cookies ** (see below). Once you have done this, go back to step 1 and begin the process again.
3. If you continue to have issues accessing this course, please try to send a screen shot to sumtotal@csumb.edu or open a SumTotal IT Ticket. (https://csumb.teamdynamix.com/TDClient/Requests/ServiceDet?ID=24399)

** To clean out your Cache and Cookies, in Chrome, go to your 3 Vertical Dots (Customize and control Google Chrome list) and then select More Tools and Clear Browsing Data.

Then select More Tools and Clear Browsing Data

Select Clear Data—you can exit out of settings and then go back to Step 1.