To login and self-assign Defensive Driving in SumTotal

1. Access SumTotal via this Link<u>https://csu.sumtotal.host/core/dash/home/Home_Monterey_Bay</u> 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.

Access recently viewed

content.

Content assigned based on

your role.



Access your training records.

View upcoming training on campus. 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.

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-liter Results	Clear All	Tobos result to See all results for "defensive driving program".	•	
aveu searches		All @Watch		
Skillsoft Course (1551) Webcast Recording (69) YouTube Video (28) Curriculum (9) Course (6)	, , , , , , , , , , , , , , , , , , ,	SKILLSOFT COURSE Defensive Driving: Truck Safety When people think of defensive driving: they often think of watching out for the other driver' or defending themselves from other etc. hef_x80_sh_enus Current U.M.	1	
Show More ~		Defensive Driver Program	÷	
Duration (Minutes)	>			
Topics	>			
Language	>	SKILLSOFT COURSE		
Activity Availability	>	Defensive Programming, MVC, and DDD Defensive Programming, model-view-controller (MVC), and domain-driven design (DDD) are software development techniques that	•	
Start Date	>	III sd_clco_002,it_enus		
Location	>			
Media Type	>	SKILLSOFT COURSE Defensive Programming in Java: Fundamentals	÷	
Delivery Method	>	Defensive programming is an approach to programming that attempts to ensure that software still functions under adverse or unf		
		SKILSOFT COURSE Defensive Programming in Android: Network Access and Java Defensive Techniques Defensive Programming in Android uses coding practices and techniques to create apps that are reliable and resilient. This course It is dynamic in a study for 404 Jr. enus	÷	

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

A tempt History	DRIVER PROGRAM ATTRACT < Com	ipletion Status 100% ER AGAIN -
Defensive Driver Program	DETAILS ACTIVITIES	
i orinig anely orinig music	Additional Information Below are the additional details about this activity such as facility. location and so on. Activity status: Active Code: CSUMB-CURRIC-DDP Training organization: Monterey Bay Owner: Barbara C Reece Language: English (United States)	

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

Completion Statue 0% START ACTIVITY OPTIONS -	
	4

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.
- If you continue to have issues accessing this course, please try to send a screen shot to <u>sumtotal@csumb.edu</u> or open a <u>SumTotal IT Ticket</u>. (<u>https://csumb.teamdynamix.com/TDClient/Requests/ServiceDet?ID=24399</u>)

** 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

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

