

Complete an Assigned Task in CSU Learn

Access your training via email

Typically, the system lets you know you have a training assigned by sending you an email. This email may come when the training is assigned to you, when the due date is approaching, and when the due date has passed. These notifications may include a direct link to the training you need to complete. If this is the case, click the link in the email:



Dear CSU Employee,

The following learning activity has been assigned to you:

Activity name: Required Curriculum
Due Date: 01/01/2099

The activity has the following notes:

Click this link to view more information about this activity or assignment: https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&lang=en-us&domain=49&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D6492%26UserMode%3D0

[Please contact your campus admin if you have questions about this email.](#)

Please do not reply to this message as incoming emails cannot be accepted or monitored.

Once you have logged in, the course should open automatically. Once it populates, select the blue **“REGISTER”** button.

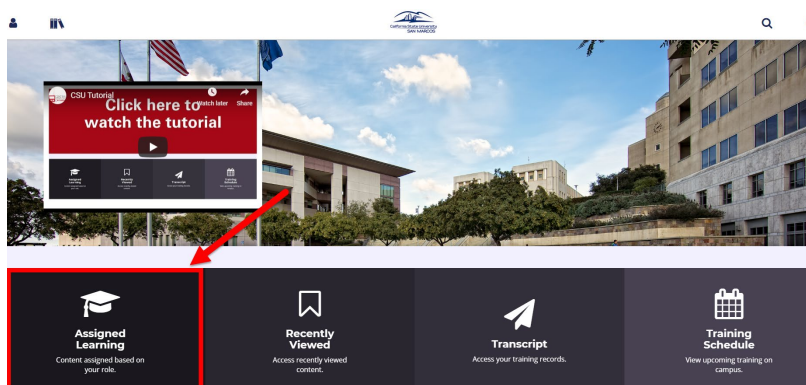
The screenshot shows the CSU Learn interface. At the top, there's a header with a pencil icon, the text 'Curriculum', and 'REQUIRED CURRICULUM' with share and heart icons. Below this, it says 'Assignment Status: Assigned'. On the right, there's a 'Completion Status' section showing '0%' and a 'REGISTER' button. A large red arrow points to the 'REGISTER' button. Below the header, there's a list of required curriculum items, with the first one being '1. CSU's Sexual Misconduct Prevention ...'. To the right of this list, there's a 'DETAILS' tab and an 'ACTIVITIES' tab. Under 'ACTIVITIES', there's a course card for 'United Educators' with the title 'CSU's Sexual Misconduct Prevention Program' and an 'OPTIONS' button with share and heart icons.

Then, select the blue **“START”** button.

The screenshot shows the CSU Learn interface after registration. The header is similar, but the 'Assignment Status' is now 'In progress - Registered'. The 'REGISTER' button is replaced by an 'OPTIONS' button. The course card under 'ACTIVITIES' now shows 'REGISTERED' next to the course title 'CSU's Sexual Misconduct Prevention Program'. A large red arrow points to the 'START' button, which is now visible next to the 'REGISTERED' status.

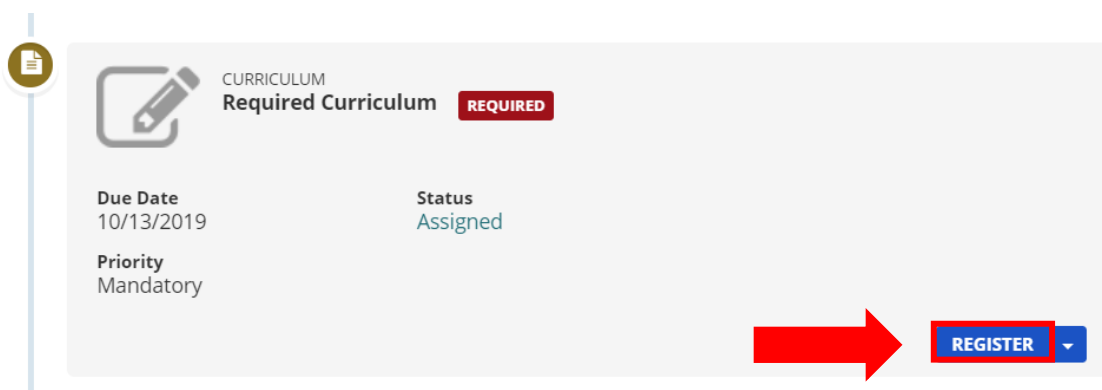
Access your assigned training through the Assigned Learning page

You can also access any training that have been assigned to you, and view any courses you have signed up for, through the **Assigned Learning** page.

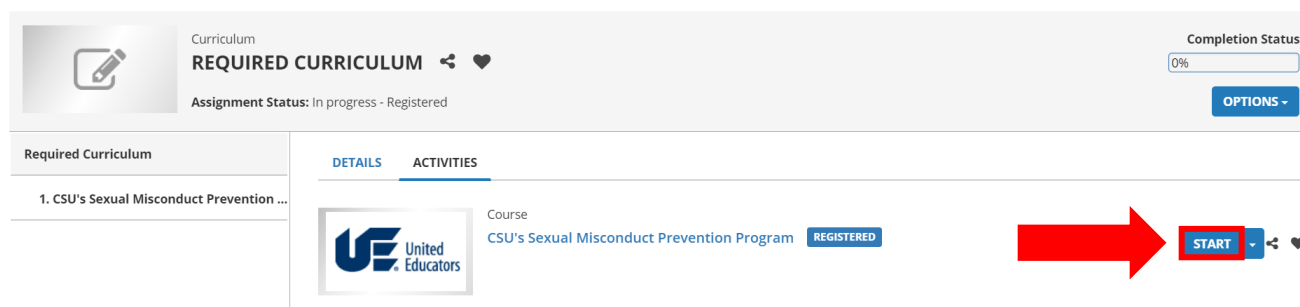


When your assigned learning page opens, it may display every training, or it may be filtered/sorted. If you don't see the training in the list, you can select from the options on the left-hand side of the screen to view the different training course(s) or workshop(s) that have been assigned to you.

Once you locate the desired training, click the blue **"REGISTER"** button.



Then, select the blue **"START"** button.



Successfully completing a training

Once you have completed your training, your completion automatically registers in the system. The condition for completion can vary, depending on the type of task, but should be displayed on your Transcript page within an hour. Is your completion not registering? Contact HR for further assistance.