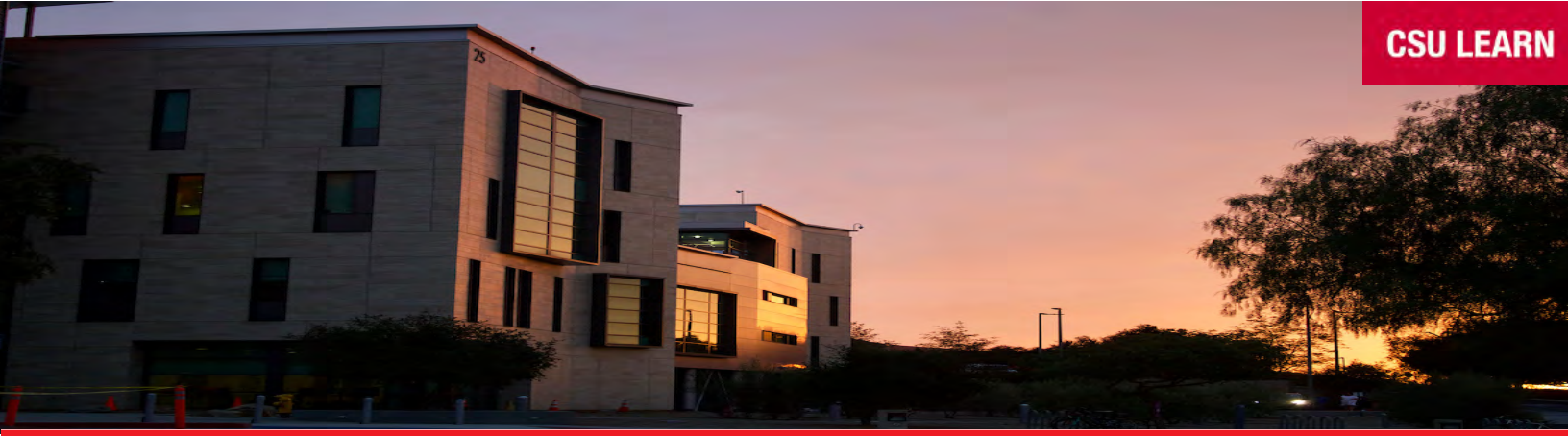


CSU Learn

Your new portal for learning and professional development

Click here **www.csusm.edu/ctc** to visit our new learning portal where you can access more than 75,000 online lessons, videos, e-books, classes, and compliance courses.

The Quick Start Guide below shows key features and navigation. You'll also see a 2-minute tutorial when you go the the CSU Learn home page.

To log in to CSU Learn:

- Got to the Employee Training Center at www.csusm.edu/ctc
- Select "CSU Learn Log In"
- Select your campus (San Marcos)
- Enter your campus credentials and select the blue "Login" button

Email notifications informing you of any assigned training will appear as:

CSU The California State University

Dear CSU Employee,

The following learning activity has been assigned to you:

Activity name: Avoiding Conflicts of Interest
Due Date: 11/12/2019

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.

Please contact Human Resources at hr@csusm.edu or at 760-750-4418 with any questions.

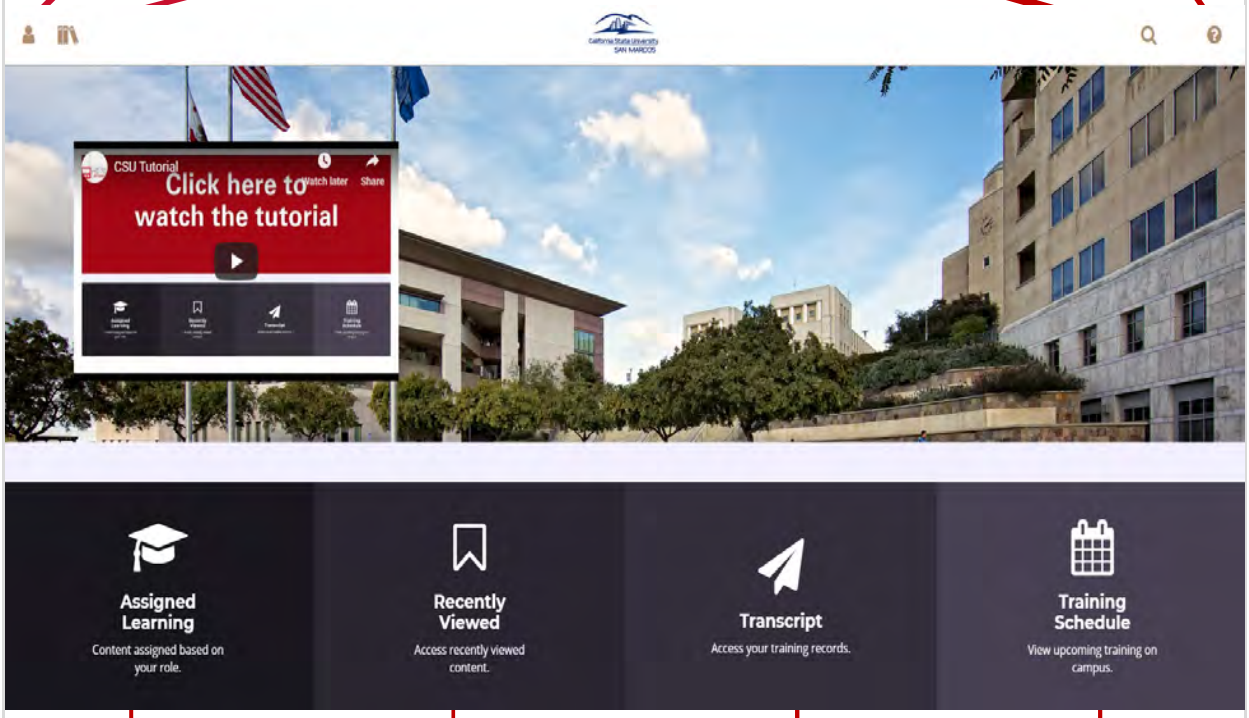
CSU Learn Quick Start Guide

Self menu
Quick access to your profile

Library
Browse more than 60 topics

Search
more than 75,000 books, videos and courses

Help
context-sensitive help



Assigned Learning
One-click access to assigned learning

Recently Viewed
Quickly revisit your last learning activities

Transcript
Your learning history in one place

Training Schedule
See upcoming classes at your campus

How Do I Find a Class or Course?

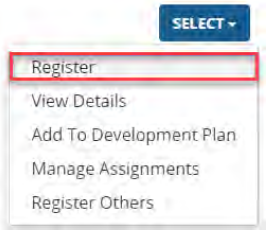
You can Click the **Search** icon (top-right). to begin a search using keywords

OR select the **Training Schedule** option on the home page

OR Click the **Library** icon (top left) then browse learning by content topic

How Do I Register For A Class?

1. Search for the class you're interested in.
2. Click the Select button that displays to the right of each class name, then choose Register.



All registrations display on your **Assigned Learning** To access: Select Assigned Learning > Registrations from the Self menu (top-left).

How Do Find Required Compliance Training?

Simply select the **Assigned Learning** button (lower-left on the home page).

You'll see all your learning activities (assigned, critical, upcoming etc.) listed on one easy-to-access page.

Where Is My Transcript?

It's available any time from the CSU Learn home page. Just click the **Transcript** button at the bottom of your screen.

You can sort by dates, and print certificates of completion.