

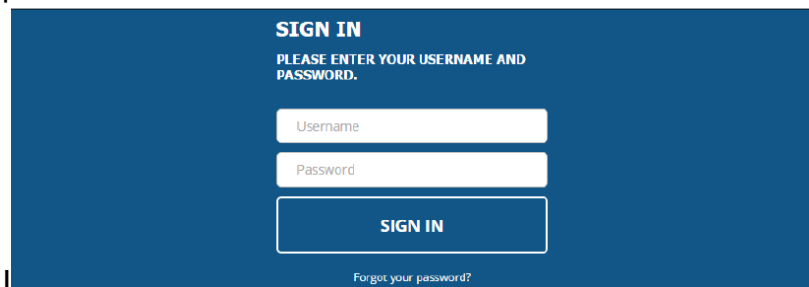
Get Started in the Learning Center

Access the Learning Center from a link found in the Quick Links & Apps section on the Scout Home Page or use this direct link to the **Learning Center**: <https://www.froedtert.sumtotal.host>

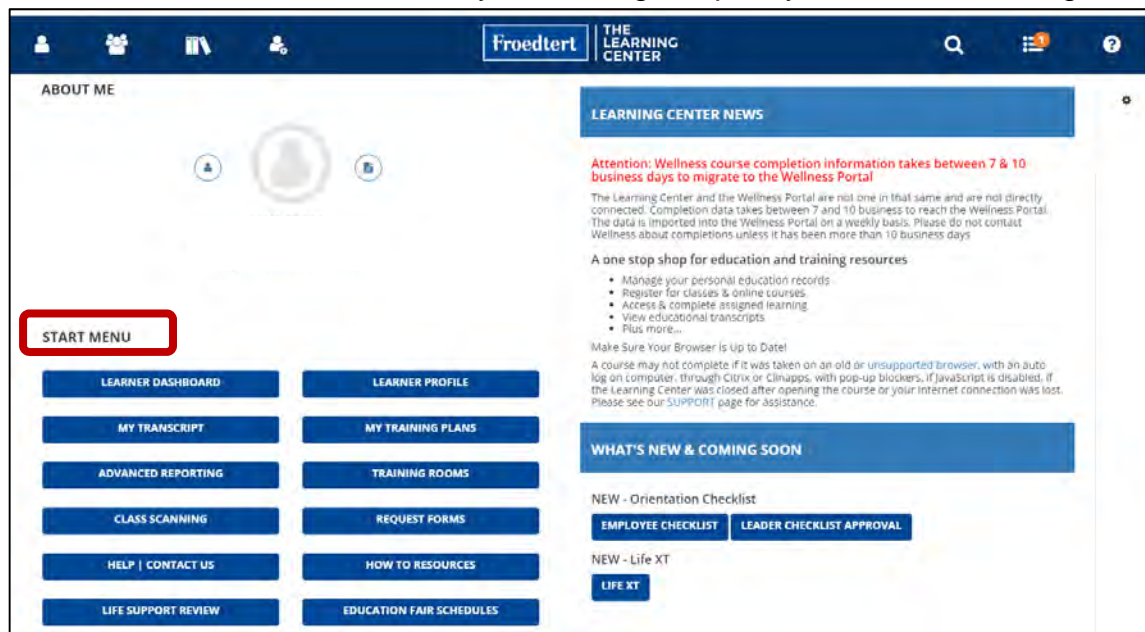


Read All About It!

1. The first time you access the **SIGN IN** page, enter the username assigned to you and the generic password newuser.



2. After signing in, you are asked to change your password.
3. Now the **Learning Center Home Page** opens.
4. Buttons on the **Start Menu** allow you to navigate quickly within the Learning Center.



- **Learner Dashboard** button takes you to your **Timeline**.
- **My Transcript** button allows you to view and print your transcript that includes activities completed in the Learning Center.
- **Training Rooms** button helps you find directions to a training room.

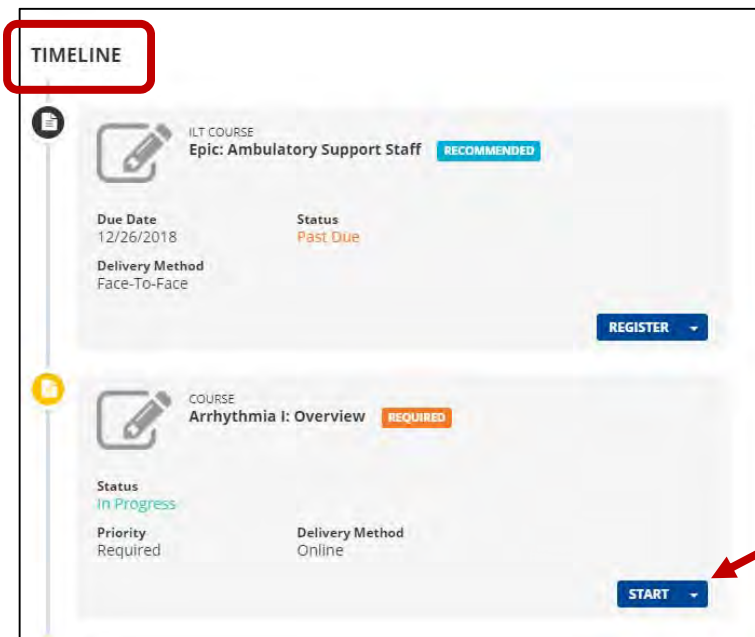
- **HELP / CONTACT US** button is how to communicate any issues you are experiencing with the Learning Center. The button takes you to a Learning Center Support Ticket.

5. Click on **Learner Dashboard** button to navigate to your **Timeline**.

6. Click the **ALL** tab to view the entire list of activities on your **Timeline**.



7. Listed on your **Timeline** are assigned courses, any online courses you started but did not finish and face-to-face classes you are registered to attend. **Start** an assigned online course or an online course you started but did not finish from your **Timeline**, click the **START** button.



8. The blue **Header Menu** at the top of the screen is another way to navigate the Learning Center.



- **Self icon** allows you to view/print your Training Transcript, Change Your Password and Signout of the Learning Center.
- **Library Books icon** is for searching for classes/courses by category.
- **Magnifying Glass icon** is to search for online courses and register to attend face-to-face classes.

9. Any time you want to return to the Learning Center Home Page, click the **Froedtert / Learning Center logo** at the top of the screen.

