Berkeley People & Culture

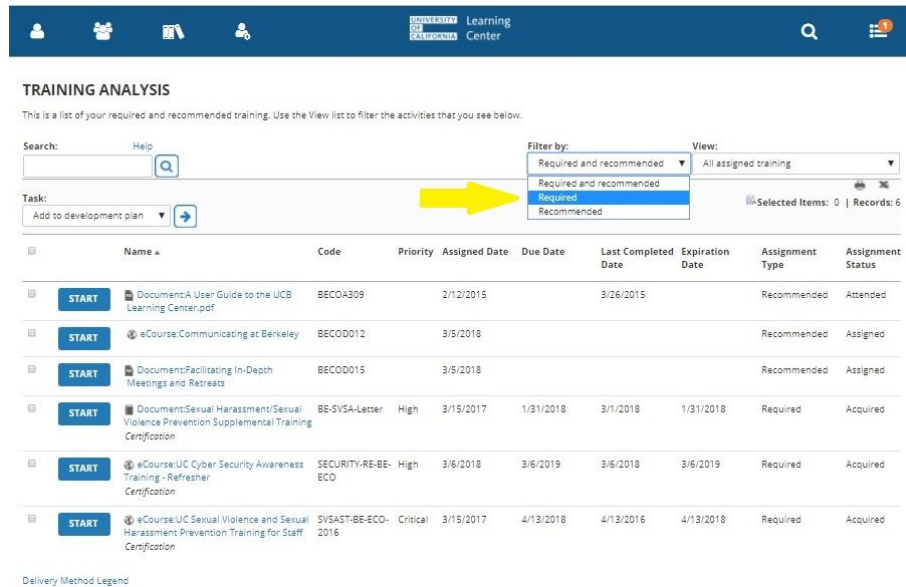# How do I renew my certifications?

To get to the learning center, go to: https://uc.sumtotal.host/Core/dash/home?domain=4

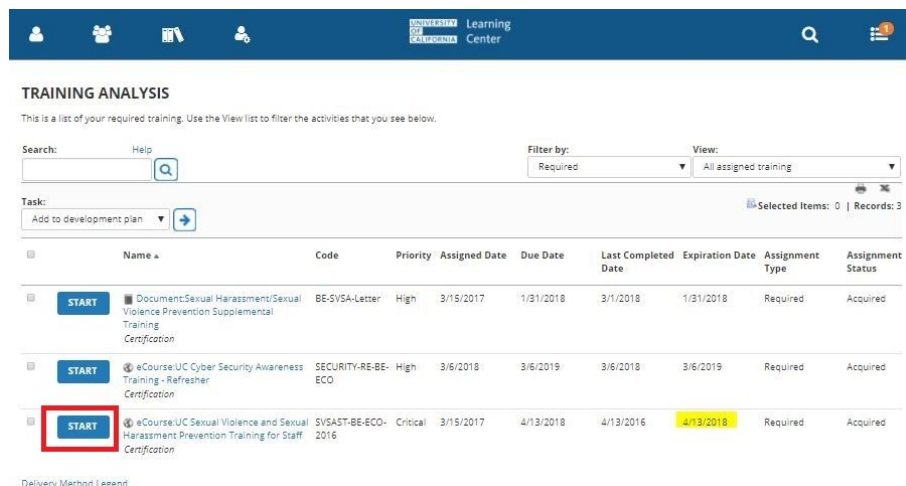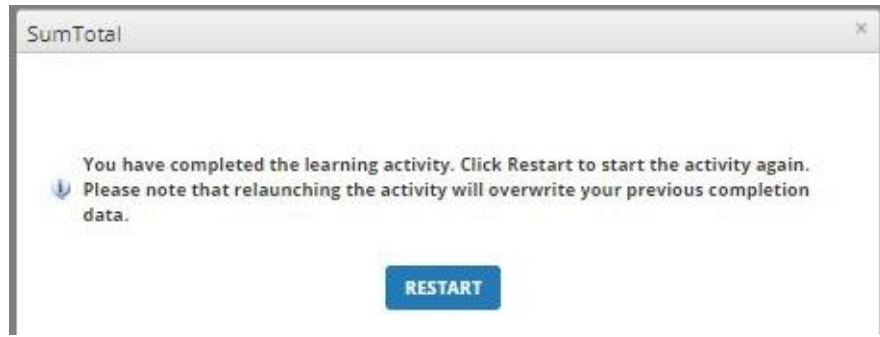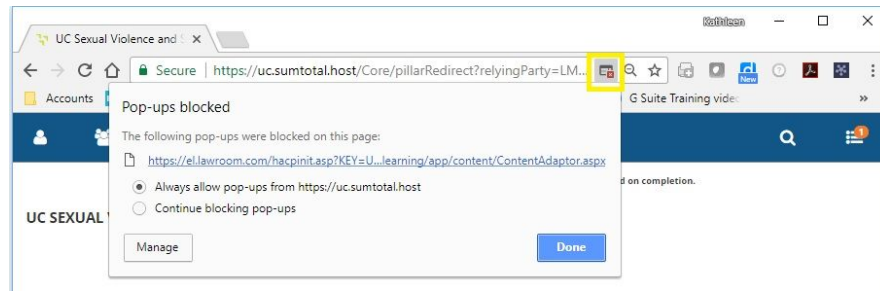|	
Go to the Learning Center and select **Required Training.** This will take you to your required training list.	
If you only want to see required training, change "Filter by:" to **Required.**	
On the shorter list, pay attention to your expiration dates. To launch the training, click the START button.	

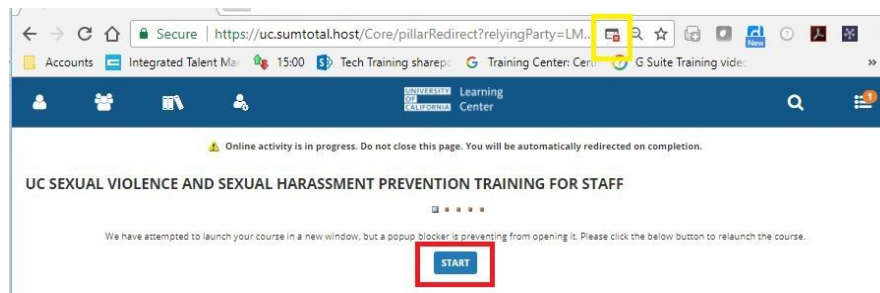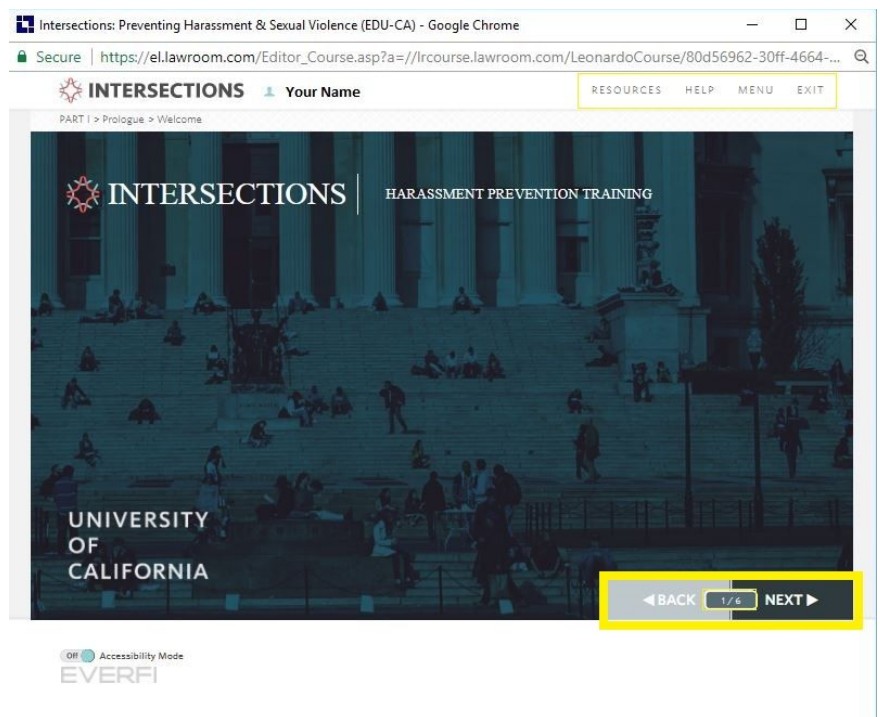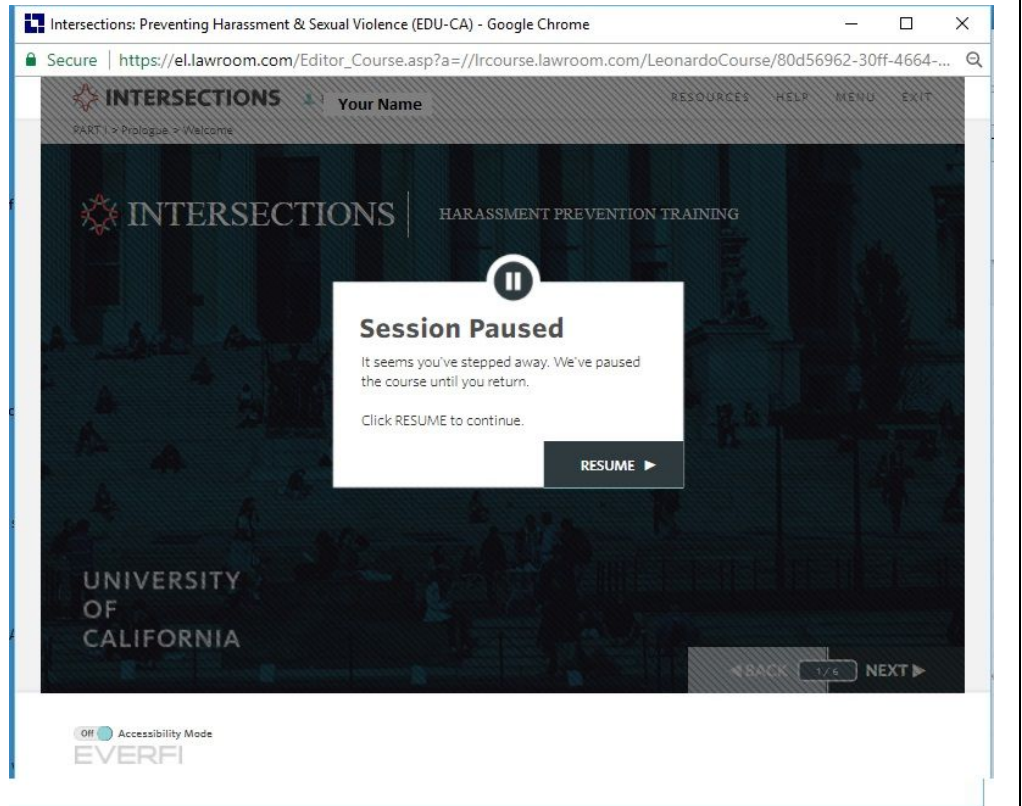|	
If this is a renewal assignment, you may get a message saying you've completed this before - which is true. But it's also true employees need to renew certifications every year.	
If you see a red **X** in your URL line, click on it so you can add Sumtotal to your trusted sites.	
Otherwise, just click the START button.	
You should see a separate window open and your course should load to the starting page. Notice top links to Resources, Help, Menu, and Exit. Also notice the page navigation tools detailing how many pages are in each segment. When you are done, click **EXIT** and your progress will pass back to the learning center detailing time spent in the course.	

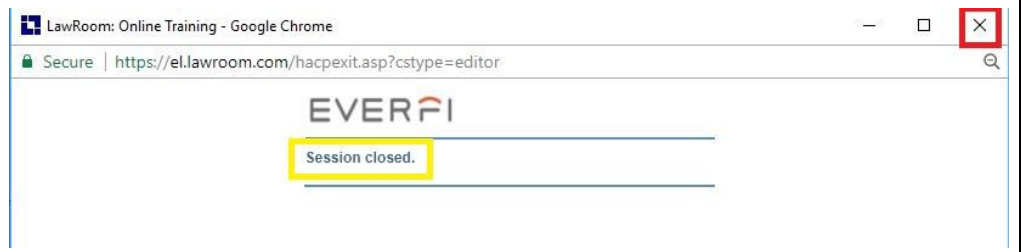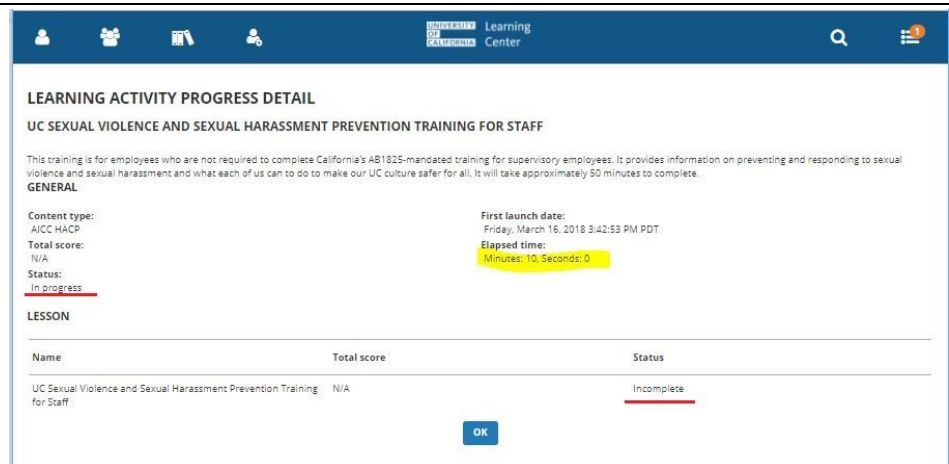|	
If you step away from your computer for a period of time, a pause window may appear. Click RESUME to start again and continue working through the material - or - Click **EXIT** if you plan to come back later.	
When you click **EXIT,** you'll get a session closed message. At this point, you can click the top **X** to close the window.	
Then you'll get a summary report of your progress to date.	

Thanks for doing your part to build a safe, secure, and supportive community for everyone.