Quick Start

INSTRUCTIONS FOR REGISTERING FOR THE TRAINING:
HCSA LAW & ETHICS, HIPAA, AND CONFIDENTIALITY FOR COUNTY HEALTHCARE PROVIDERS
THROUGH SUMTOTAL

These step-by-step instructions are intended to assist new users to the SumTotal Learning Management System (LMS) with registering for the training “HCSA Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers.” Some of the initial login steps may not apply to you if you are not accessing the new LMS for the first time. For those who are familiar with logging into the LMS, you may go directly to page 2.

1. LOGGING INTO SUMTOTAL LMS

To log-in, go to https://alameda.sumtotal.host/ and click on NETWORK ID LOGIN to automatically log into your account.

If that doesn’t work, you can log in using MANUAL LOGIN.

User ID: County Work Email Address (e.g. firstname.lastname@acgov.org)
Default Password: Employee ID Number

2. ACKNOWLEDGING ACCESS TO ONLINE CONTENT MESSAGE

(You will only encounter this message one time, so you can skip over this if you’ve already logged-in before)

When you log-in for the first time, you will see the Access to Online Learning Content message. Please read the statement, type your name on the signature line, and select the Agree or Disagree button.
3. LOCATING THE TRAINING

On the upper-right hand corner of your screen, click on the SEARCH icon. Type “Law and Ethics, HIPAA” into the search bar (as shown below).

Find the course title in the list of results (it will likely be first in the list). Note: the full title is “HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers.” Click on the triangle on the Select button.

Choose Register in the drop down list.

4. REGISTERING FOR THE TRAINING

After selecting Register in the drop-down list, the Activity Registration screen appears which lists the general Course and the specific Class offerings. For the training on 10/29/2020, select the Add button. Please note: supervisor approval is required for this activity.
Adding the class is similar to putting it in a cart of interested classes, you are not fully registered until you select the Register button in the bottom right corner of the screen.

The next screen informs you that you have completed the registration process. You have registered for the class, however you are not enrolled until your supervisor gives approval. Once approval is provided, you will receive an email notification letting you know you are enrolled in the class.

To exit the screen, select the Done button.
FOR ASSISTANCE, EMAIL YOUR DEPARTMENT ADMINISTRATOR:

Health Care Services Agency (HCSA), HCSALEARNINGCENTER@ACGOV.ORG
Office of the agency Director, Dept of env. health, & TAP employees

Behavioral Health Department, Training.Unit@acgov.org

Public Health Department, PHDWORKFORCDEVELOPMENT@ACGOV.ORG