

CPDOnline

QuickClick Guide for Learners

Accessing the SumTotal Enterprise Suite

1. Open Internet Explorer.
2. Type **http://training.cuna.org** in the Address box and press Enter.
3. Choose: CPDOnline under the Log In heading.
4. Enter your Student ID in the Student ID box.
5. Enter your password in the Password box.
6. Click **Log On**.

Updating User Profile and Preferences

1. Click the **profile** link located at the top right corner of the page.
2. On the **Profile** page, make the necessary changes.
3. Click **Preferences**.
4. Modify your settings as required.
5. Select **OK** to save.

Browsing the Catalog to Locate Learning Activities

1. From the **Learn** menu at the top of the page, click **Catalog**.
2. Click the category name where the required learning activity is stored.
3. Browse the Category Listing section to locate the activity.

Searching the Catalog for Learning Activities

1. From the **Learn** menu, click **Catalog**.
2. Enter your search criteria in the Search box.
3. Click **GO**.

Examples of Searches

- A single word – register
- Multiple words – class list
- A Phrase in Quotes – “Class Registration”
- Single search word with an asterisk wildcard character – class*
- Multiple search words with wildcard characters - class* acc*

Using Advanced Search

1. Click the **Advanced** button to the right of Search text box.
2. From the search criteria text boxes and lists, enter or select your search criteria.
3. Use the check boxes and selection options, if applicable, to refine your search.
4. Click **Search**.

Registering for a Learning Activity


1. Search or browse the catalog to locate the activity you want.
2. Click **Register** to register for the activity.
3. Make appropriate selections, as required and click Finish to complete the registration process.

Viewing Your Training Schedule

1. From the **Learn** menu, click **Training Schedule**.
2. Select an item from the View list.

Note: This page displays all the activities for which you are registered and also includes your completed training.

Launching Online Training

1. From the **Learn** menu, click **Training Schedule**.
2. Click  to the left of the activity name to launch the activity.

Canceling Training

1. From the **Learn** menu, click **Training Schedule**.
2. Select the box to the left of the activity whose registration you wish to cancel.
3. In the Task list, select Cancel registration and click **GO**.
4. In the Cancel Registration page, click **Yes**.

Viewing Your Transcript

1. From the **Learn** menu, point to Learning Activity Reports.
2. Select **Training Transcript**.
3. [Optional] Click **Print** on the top right corner of the page to print the report.

Accessing Online Help

1. Click the **help** link located at the top right corner of the page.
2. Use the left pane of the Help window to locate a help topic. The selected topic displays in the right pane.

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