Getting Started

Log in to www.sonoma.edu using Firefox as your browser.

Prior to starting training, ensure your FlashPlayer is active by completing the follow steps:

1. In Firefox’s drop-down menu (the three horizontal lines in the upper right corner), click the option called Add-ons.
2. Of the options on the left side of the screen, choose Plugins.
3. Scroll down the list of Plugins until you find Shockwave Flash (this is another name for Flash Player).
4. To enable Flash, click the drop-down box on the Shockwave Flash plugin and choose Ask to Activate.

Once you’ve logged in and have confirmed your FlashPlayer is active, you can move forward to accessing your training.

Accessing CSU Learn and Assigned Training

Users will be notified of new assigned training by email or they can check their training assignments by logging into CSU Learn.

To log into CSU Learn, choose the CSU Learn tile (on from your employee Online Services page. (Please note: your CSU Learn tile may be in a different location based on how you have chosen to organize your tiles)
Click the Assigned Learning tile at the bottom left of the Home page:

All current training assignments will be listed, including status and due dates.
To return to the CSU Learn Homepage, click on the Sonoma logo
Completing Assigned Training

Follow the steps below if you have training to complete when you click on “Assigned Learning.” The training will either have a “Start” button or a “Register” button.

For trainings that have a “Start” button, simply click the blue rectangle to launch the training.

For trainings that have a “Register” button, click the blue “Register” rectangle.
CSU Learn Employee Quick Guide

A new screen will open up, with a “Start” button. Click the blue rectangle to launch the training.
Training Transcript

View your training record by checking your transcript. Click on the “Transcript” section on the CSU Lean homepage.

Use the filter to choose a date range. “All” will provide your full training record.
Then view your complete training record.

### Training Transcript

Select a year or date range to filter completed training records.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Code</th>
<th>Estimated Credit Hours</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Score</th>
<th>Completion Status</th>
<th>Signature Status</th>
<th>Learner Signature Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: Sonoma State: Mandated Reporting of Child Abuse and Neglect For General Reporters</td>
<td>scorm12_spcentralista_sonoma_canra_general</td>
<td></td>
<td>12/2/2019</td>
<td>12/2/2019</td>
<td></td>
<td></td>
<td>Attended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>