



Court Reporters: Submitting a Self-Reported Training Request in SumTotal Learn QRG

Human Resources Administration

This Quick Reference Guide outlines steps for Court Reporters to submit a training credit request for outside training facilitated by an alternate provider.

Per the Court's Education Policy, employees who participate in and complete outside training will submit a record of completion for any outside training to Human Resources. This request should only be submitted after the training has been completed and the employee has record of completion. Once the request is submitted, the Human Resources Employee and Organizational Development Unit will review outside training documentation to determine whether it meets the established criteria for training credit.

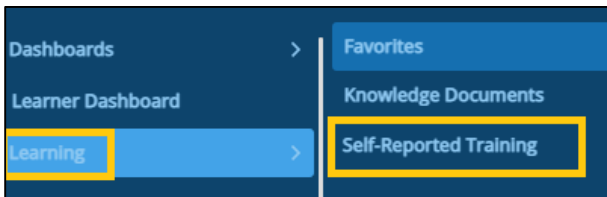
1 Log in to SumTotal Learn by [clicking here](#) or navigating to **CourtConnect > Service and Support > Human Resources > SumTotal Learn**.



2 Click on the **Self** menu on the top left hand corner of the screen.



3 Click on **Learning** and then click **Self-Reported Training**.



4 Click **New**.



5 The Self-Reported Training Properties page opens. In the **Name** field, enter the name of the training.

Name:*
Time Management Training Series

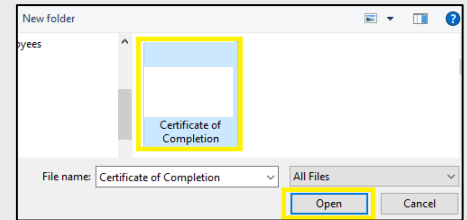
6 In the **Upload Attachment/Certificate** field, click **Browse** to choose a certificate of completion from your computer.

Upload Attachment/Certificate:
BROWSE...

7 Click **Choose File**.

Choose File No file chosen

8 Locate a file on your computer and click **Open**. **Note:** Accepted files include JPEG, PNG, PDF.



9 Click **OK**.



10 In the **Description** field, enter a description of the training.

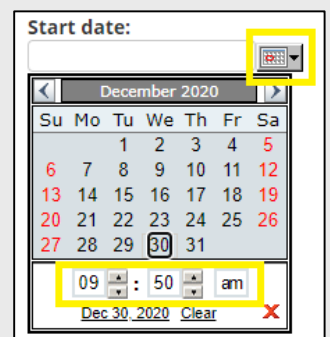
Description:
Participated in the Time Management Training series offered by ABC Inc. The training covered best practices to ensure we manage our time efficiently.

11 The **Activity Type** field will be auto-filled with "Self-Reported – General Training." **Do not** change this field.



Activity type:*
Self-Reported - General Training

12 In the **Start Date** field, click on the calendar icon to choose a start date and change the training start time.



13 In the **End Date** field, click on the calendar icon to choose an end date and change the training end time.

14 In the **Duration** field, enter the duration of the training.

15 Check the “Training SHOULD be reflect on my transcript” box.

16 Click **Next**.

17 A summary page opens. The user name, first name, middle name, last name, and work-email address fields will be auto-filled with your information. Review the remaining fields with the details of your self-reported training request to ensure the information is accurate and enter your position title. **Note:** The **Activity Code** field does not need to be completed.

18 Verify that the information is accurate, update any fields that may need correction, and click **Submit Form**.

19 The Self-Reported Training page opens. A message appears informing you that the request has been successfully added.

Self-Reported Training Request Review

Once your self-reported training request is submitted, the Human Resources Employee and Organizational Development Unit will review and process the request.

To view the status of your request, follow steps 1 through 3 to access the Self-Reported Training page in SumTotal Learn. The Status column will display one of the following: **Pending Approval**, **Approved** or **Rejected**. If the training approver includes notes or is requesting an action from you, the message will display in the grey box under the Comments section.

Activity Type	Start Date	End Date	Status	Comments
Self-Reported - Gener...	12/1/2020	12/1/2020	Approved	Request has been approved. No additional information is needed.

Activity Type	Start Date	End Date	Status	Comments
Self-Reported - Gener...	12/1/2020	12/1/2020	Rejected	Please provide a certificate of completion for the request to be approved.

If you have questions regarding Self-Reported Training or encounter any technical issues submitting a Self-Reported Training request in SumTotal Learn, reach out to the Human Resources Learning & Development unit at training@lacourt.org.

Title: COURT REPORTERS: SUBMITTING A SELF-REPORTED TRAINING REQUEST IN SUMTOTAL LEARN QRG

Reference Guide #: HR-021-00

Supersedes:

Effective Date: 11/18/21

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