How to Register for Mandated Training

1. Login and go to My Tasks:

   o Log into RivCo Talent at https://corlearning.sumtotal.host/.

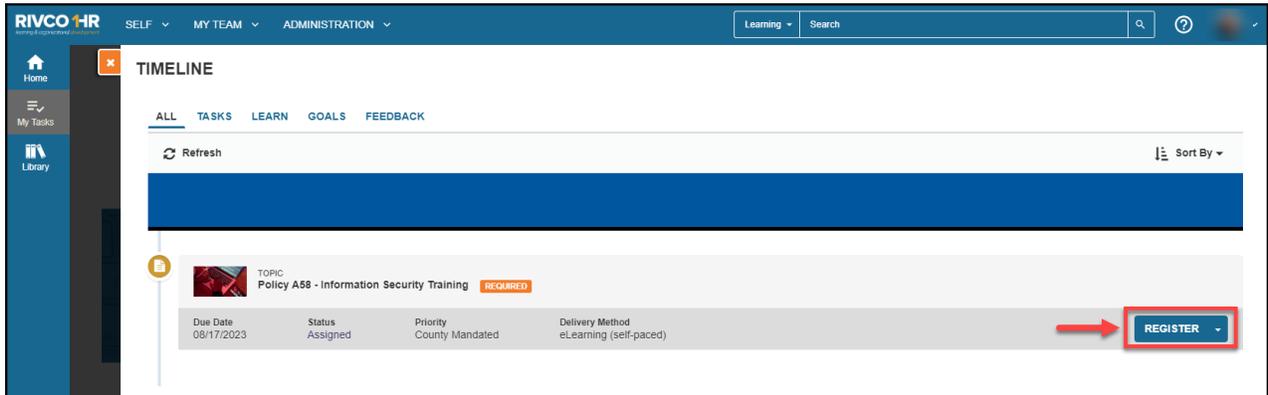   o Click the **My Tasks** icon in the left navigation pane.
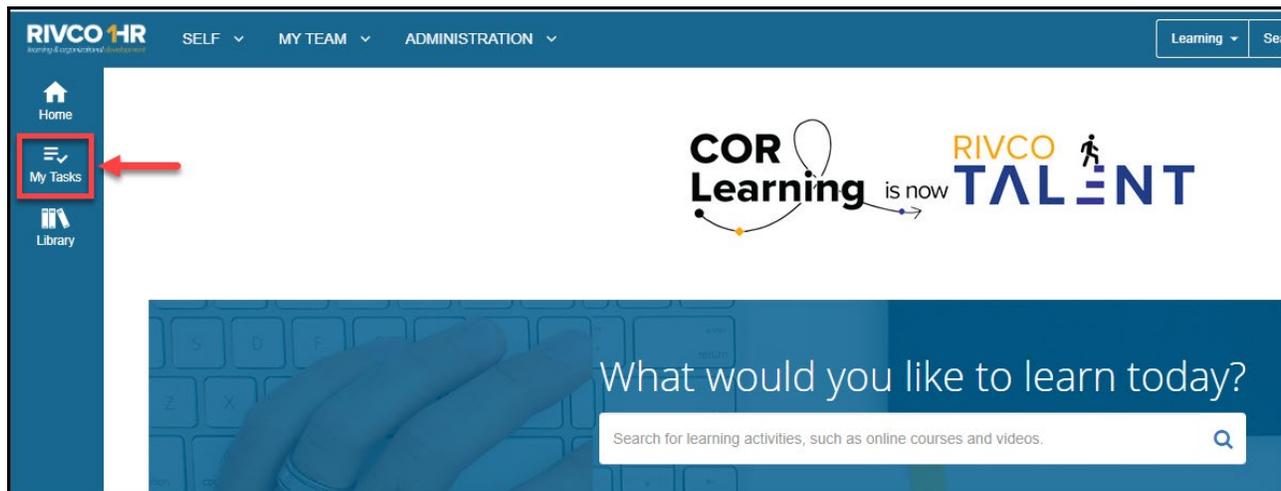
   o A page will open displaying all the tasks you need to complete, including mandatory trainings.
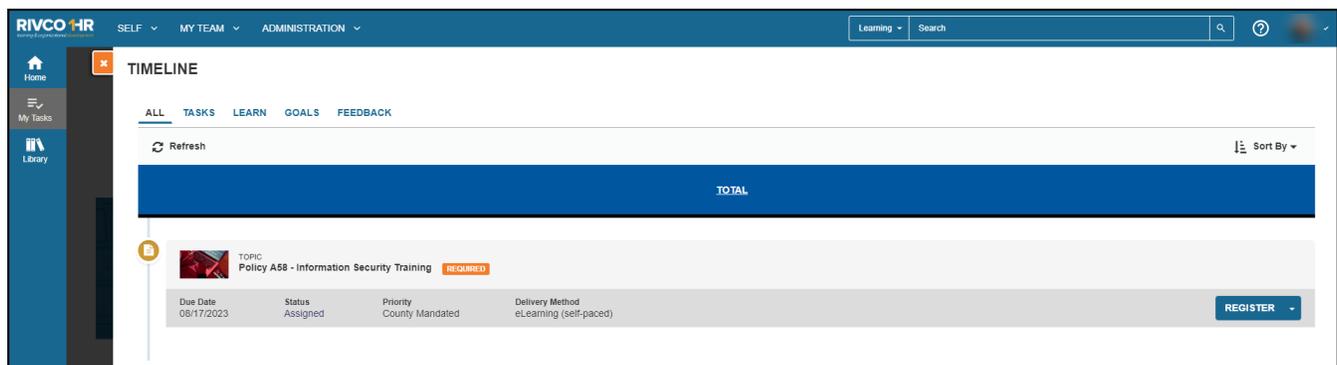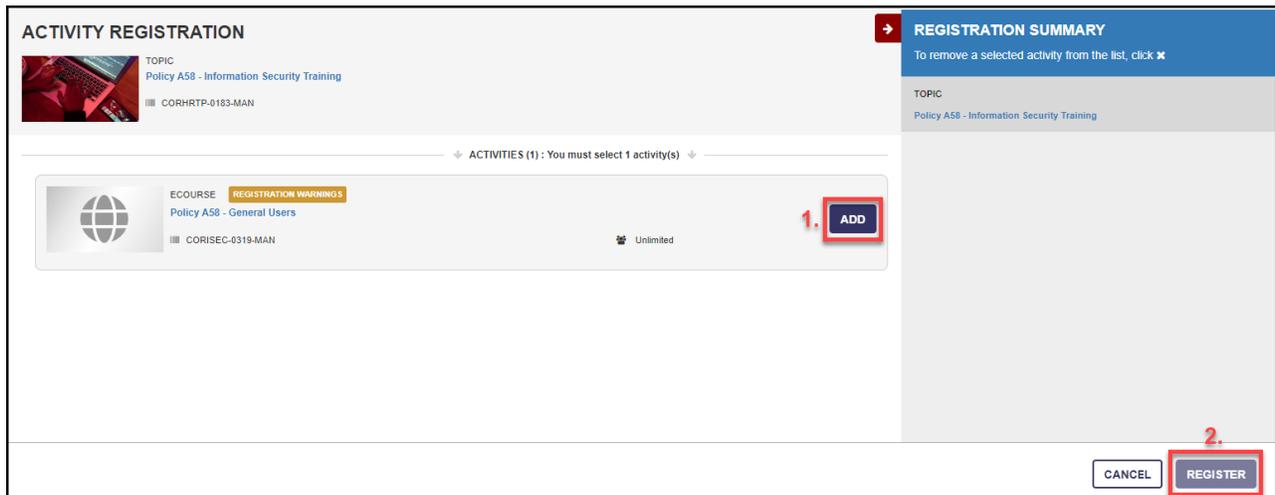
2. Register for the course:

○ Click the **Register** button.

○ (1.) Click **Add**, then (2.) click **Register** at the bottom right corner of the screen.

○ **NOTE:** Some mandated trainings must be repeated periodically. Please disregard alerts stating you have already completed these activities. See the Learning & Organizational Development website for more information.

o Click **Start** or **Start Activity** to complete the training immediately or click **Done** if you plan to begin the training later.
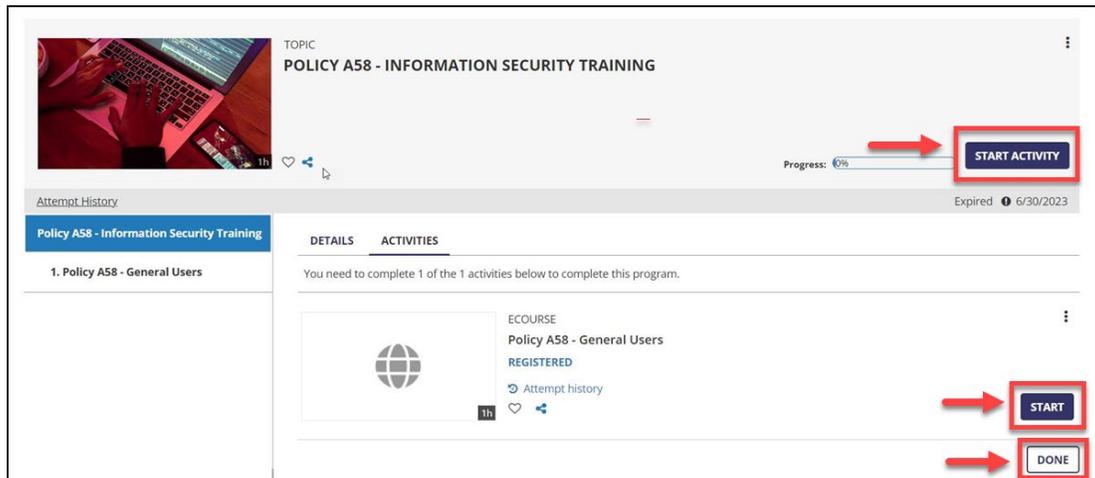
Important:

➢ **Complete online courses in one session whenever possible.** If you are unable to finish the training, close the course player window and log out of RivCo Talent completely. This will save your progress in the course. If you do not follow these steps, your work may be lost. Clear the web browser cache before your next login.

➢ Once you have registered for a course, you can access it at any time using the **My Tasks** icon in the left navigation pane of your home page.