

# CSU Learn

## Your new portal for learning and professional development

Click here [www.csusm.edu/etc](http://www.csusm.edu/etc) to visit our new learning portal where you can access more than 75,000 online lessons, videos, e-books, classes, and compliance courses.

The Quick Start Guide below shows key features and navigation. You'll also see a 2-minute tutorial when you go to the CSU Learn home page.

### To log in to CSU Learn:

- Got to the Employee Training Center at [www.csusm.edu/etc](http://www.csusm.edu/etc)
- Select "CSU Learn Log In"
- Select your campus (San Marcos)
- Enter your campus credentials and select the blue "Login" button

Email notifications informing you of any assigned training will appear as:

**CSU** The California State University

Dear CSU Employee,

The following learning activity has been assigned to you:

**Activity name:** Avoiding Conflicts of Interest  
**Due Date:** 11/12/2019

The activity has the following notes:

Click this link to view more information about this activity or assignment: [https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&lang=en-us&domain=49&url=app/management/LMS\\_ActDetails.aspx%3FActivityId%3D6492%26UserMode%3D0](https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&lang=en-us&domain=49&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D6492%26UserMode%3D0)

[Please contact your campus admin if you have questions about this email.](#)

**Please do not reply to this message as incoming emails cannot be accepted or monitored.**

Please contact Human Resources at [hr@csusm.edu](mailto:hr@csusm.edu) or at 760-750-4418 with any questions.

# CSU Learn Quick Start Guide

## Self menu

Quick access to your profile



## Library

Browse more than 60 topics



## Search

more than 75,000 books, videos and courses



## Help

context-sensitive help



### Assigned Learning

Content assigned based on your role.



### Recently Viewed

Access recently viewed content.



### Transcript

Access your training records.



### Training Schedule

View upcoming training on campus.

## Assigned Learning

One-click access to assigned learning

## Recently Viewed

Quickly revisit your last learning activities

## Transcript

Your learning history in one place

## Training Schedule

See upcoming classes at your campus

## How Do I Find a Class or Course?


**You can** Click the **Search** icon (top-right)  to begin a search using keywords

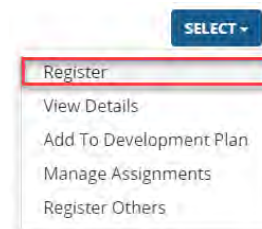
**OR** select the **Training Schedule** option on the home page

**OR** Click the **Library** icon (top left)  then browse learning by content topic

## How Do I Register For A Class?

- 1 Search for the class you're interested in.
- 2 Click the Select button that displays to the right of each class name, then choose Register.

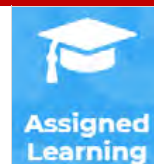
All registrations display on your **Assigned Learning** To access: Select Assigned Learning > Registrations from the Self menu (top-left). 



## How Do Find Required Compliance Training?

Simply select the **Assigned Learning** button (lower-left on the home page).

You'll see all your learning activities (assigned, critical, upcoming etc.) listed on one easy-to-access page.



## Where Is My Transcript?

It's available any time from the CSU Learn home page. Just click the **Transcript** button at the bottom of your screen.

You can sort by dates, and print certificates of completion.

