

## How To Register Staff for Training (Manager)


1. Go to <https://mylearning-uhn.sumtotal.host>
2. Once at the Sign In page, enter your Username and Password.
  - UHN and Research Employees: your username is UHN + your employee ID  
Example: UHN123456  
Can be found on your offer letter, paystub, or Employee Self-Service
  - UHN Physicians: your username is UHNMD + CPSO or RDSCO number  
Example: UHNMD123456 or UHNRD123456

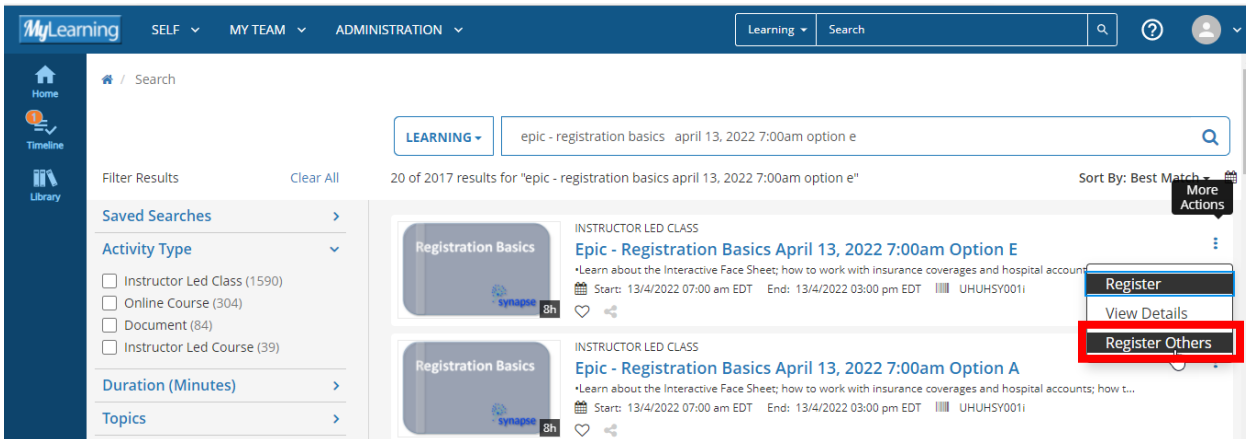
**TIP:** If you cannot remember your password, click on the **Forgot your password?** link on the LMS home page to reset it [Forgot your password?](#)

3. In the Search Box, type in the name of the course you are looking for. Select from the drop down list that appears or scroll down to the bottom of the drop down list and click **See all results for** to see a full list courses that match your search.

**Important:** If a training track has more than one class, staff must attend the classes in the sequence listed in the Course Catalogue

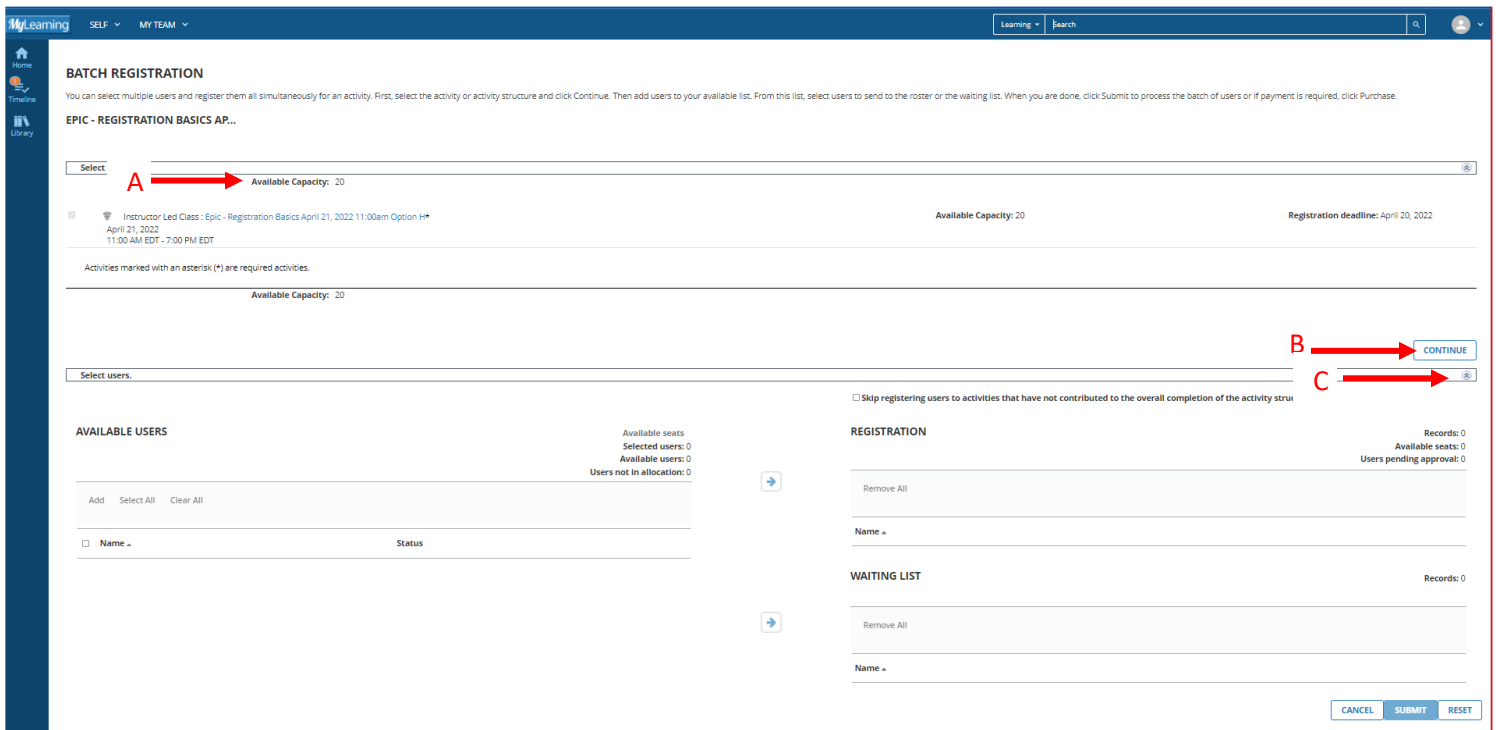
The screenshot displays the MyLearning LMS interface. At the top, there is a navigation bar with 'MyLearning' logo and menu items: SELF, MY TEAM, ADMINISTRATION, and Learning. A search box in the top right contains the text 'registration'. A dropdown menu is open below the search box, listing several course options: 'epic - registration basics april 13, 2022 7:00am option d', 'epic - registration basics april 13, 2022 7:00am option e', 'epic - registration basics april 13, 2022 7:00am option f', 'epic - registration basics april 11, 2022 11:00am option j', and 'epic - registration basics april 11, 2022 3:30pm option k'. A red box highlights the 'See all results for "registration"' link at the bottom of the dropdown. The main content area shows 'MY PENDING ACTIONS' with a large yellow circle containing the number '4', 'COVID ATTESTATION' with a 'COMPLETE' status, and a 'Did You Know?' banner. There are also statistics for 'TOTAL INCOMPLETE ACTIVITIES' (0), 'UPCOMING ACTIVITY' (0), 'CRITICAL ACTIVITY' (3), and 'ASSIGNED ACTIVITIES' (1).

4. When you find the course you are looking for, click on the **More Actions** icon  and select **Register Others**.



5. You will come to a screen called Batch Registration. Confirm the available capacity for the course you selected (**A**), then click on **Continue** (**B**).

After doing so, you will have the option to add users. Click on **Select Users** (**C**) to open the drop down.



6. Click on **Add**.

MyLearning SELF MY TEAM ADMINISTRATION Learning Search

Home Timeline Library

**AVAILABLE USERS** Available seats: 0  
Selected users: 0  
Available users: 0  
Users not in allocation: 0

Add Select All Clear All

Name Status

Skip registering users to activities that have not contributed to the overall completion of the activity structure

**REGISTRATION** Records: 0  
Available seats: 20  
Users pending approval: 0

Remove All

Name

**WAITING LIST** Records: 0

Remove All

Name

CANCEL SUBMIT RESET

7. Choose **Select users by email, user number, username, or NT account**. Type in the email addresses of each active member of your team that you wish to register for training, separated by commas or semicolons. Once complete, click **Next**.

SumTotal

Select users by organisation

Select users by job

Select users by manager

Select users who require the activity.

Select viewable users

**Select users by e-mail, user number, username, or NT account (separated by commas or semicolons).**

Lucy.Test1@uhn.ca; Lucy.Test2@uhn.ca

CANCEL NEXT

8. Click **Select All**.


SumTotal ×

**SELECT USERS.**

Select one or more users from the list below and click OK.

<input type="checkbox"/>	Name <span style="font-size: small;">▲</span>	User Number	Manager	Primary Domain	Primary Job	Primary Organisation	Status
<input checked="" type="checkbox"/>	Lucy.Test1@uhn.ca	UHN310840		UHN - Global	TRAINING LEAD	FCC - 01150440002195	A
<input checked="" type="checkbox"/>	Lucy.Test2@uhn.ca	UHN400412		UHN - Global	TRAINING LEAD	SIMS EDUCATION	A

Selected Items: 2 | Records: 2

9. You will see a list of the employees that you added. Click **Select All**, and then click the **Move user to registration list** icon  to move your employees to the Registration List.

**AVAILABLE USERS**


Available seats  
 Selected users: 2  
 Available users: 2  
 Users not in allocation: 0

Add Select All Clear All

<input type="checkbox"/>	Name <span style="font-size: small;">▲</span>	Status
<input checked="" type="checkbox"/>	Lucy.Test1@uhn.ca	No issues.
<input checked="" type="checkbox"/>	Lucy.Test2@uhn.ca	No issues.

**REGISTRATION**

Records: 0  
 Available seats: 20  
 Users pending approval: 0


 Move user to registration list

Name ▲

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**WAITING LIST**

Records: 0

 Remove All

Name ▲

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11. Your employees will be moved over to the Registration list. Confirm that all your employees have been added correctly. Once done, click **Submit**. Your employees are now registered for training and will receive an email from the LMS confirming their registration.

**TIP:** if you added an employee incorrectly, use the X to remove them from the list.

**NOTE:** if an employee needs to change the date of their training, they can do so in the LMS. Please advise them to cancel their existing registration to open a seat to training for other staff members.

The screenshot displays the LMS interface with three main sections: AVAILABLE USERS, REGISTRATION, and WAITING LIST. The AVAILABLE USERS section on the left shows 0 available seats and 0 users. The REGISTRATION section on the right shows 2 records and 18 available seats. Two email addresses, 'Lucy.Test1@uhn.ca' and 'Lucy.Test2@uhn.ca', are listed in the REGISTRATION section, each with a red 'X' icon to its right. A red arrow points to the 'X' for the first email. The WAITING LIST section below is empty. At the bottom right, there are three buttons: 'CANCEL', 'SUBMIT', and 'RESET'. The 'SUBMIT' button is highlighted with a red box.

AVAILABLE USERS		Available seats
		Selected users: 0
		Available users: 0
		Users not in allocation: 0

Add Select All Clear All

<input type="checkbox"/> Name	Status
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REGISTRATION

Records: 2  
Available seats: 18  
Users pending approval: 0

Remove All

Name

Lucy.Test1@uhn.ca	X
Lucy.Test2@uhn.ca	X

WAITING LIST

Records: 0

Remove All

Name

CANCEL SUBMIT RESET