




## Learner's Quick Reference Guide

### OVERVIEW

1. Log into **My Compass** at <https://uams.sumtotal.host/> or click the desktop icon 
2. Click the **SELF** icon 
3. Click **PROFILE** to view your **TIMELINE**.






### LEARNER DASHBOARD

1. Click **LEARNER DASHBOARD** from the left hand column.
2. View all activities assigned to you by clicking the **Training Activities** Circle under **MY LEARNING**
3. Sort by Critical, Assigned, Current, Upcoming and Required Certifications, if desired.
4. You may start or cancel an activity from the resulting page.
5. Click  to exit.




MY LEARNING




### REGISTERING FOR AN ACTIVITY VIA THE LIBRARY

1. Click the Library icon. 
2. Click the corresponding arrow of the topic you are searching to display the subtopics to which you have permissions. 
3. Click  *You will be alerted if prior approval is required.*
4. Click **REGISTER**.
5. Click the assignment box 
6. Click 

### REGISTERING FOR AN ACTIVITY VIA THE LEARNER DASHBOARD

1. Click **LEARNER DASHBOARD** in the left hand column.
2. Look under the **LEARNING ASSIGNMENTS** portion in the center of the page.
3. Locate the activity for which you would like to register (from either the displayed activities assigned to you or by **BROWSING BY TOPIC**).
4. Click 
5. OR Click the drop down arrow next to REGISTER to **VIEW DETAILS** or **Add to Favorites**.
6. On the next page, locate the desired activity and click 
7. Click **REGISTER**.
8. Click 

### CANCELLING AN ACTIVITY VIA THE LIBRARY


1. Click the Library icon. 
2. Use the SEARCH box to locate the course.
3. Click **CANCEL REGISTRATION** from the drop down box.
4. On the next page, select the radio button next to the course and click **CANCEL MARKED**.

### CANCELLING AN ACTIVITY VIA THE PROFILE PAGE

1. Click **PROFILE** on the left hand side.
2. Locate the course in the center portion of the page and click the drop down menu.

3. Select **CANCEL REGISTRATION**.
4. On the next page, select the radio button next to the course and click **CANCEL MARKED**.

#### LEARNING TASKS

1. Click **LEARNER DASHBOARD**
2. Click the **BLUE BOX** under **LEARNING TASKS** on the right hand side, OR click the bell alert button  to see tasks that have been placed on your **TIMELINE**.

#### SEARCH OPTIONS



1. Click the **SEARCH** icon (the magnifying glass) in the upper right hand corner.
2. Click on the desired topic in the gray/black boxes.
3. Typing in search criteria in **ALL RESULTS** will pull from all categories.
4. Click **ACTIVITY** to populate results on your screen.
5. Click the drop down menu next to the course and choose your desired action.

#### VIEWING YOUR TRANSCRIPT

1. Click on **LEARNER DASHBOARD**.
2. Click on **TRAINING TRANSCRIPT** under **QUICK LINKS**. **OR...**
3. Click on Self Icon and scroll down to **Reporting**
4. Click on the **Reporting** drop down and choose **Transcript** to view your learner's transcript



#### VIEWING MEMBERS IN YOUR TEAM

1. Click on the Self icon 
2. Scroll down to My Team and click on the My Team link 
3. From the My Team page, you may see the names of your supervisor's direct reports, your direct reports(if you have direct reports), you may sort to view people, activities, or by your department's organizational structure.

#### LOCATING HELP

Click the  in the upper right hand corner should you need further assistance.

At any time, you can click on the My Compass icon to exit.



For more information see the detailed manual or contact the OHR Helpdesk at 501-686-5650.

**Please note: Current functions, widgets, and system design are subject to change.  
Please contact the system administrator if you have further questions.**