



- 1. Login and go to My Tasks:
 - Log into RivCo Talent at <u>https://corlearning.sumtotal.host/</u>.
 - Click the **My Tasks** icon in the left navigation pane.



• A page will open displaying all the tasks you need to complete, including mandatory trainings.

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Home E My Tasks	×	LINE 	GOALS FEEDB	ACK					ţ	Sort E	Ву 🕶	_
Library						TOTAL						
	l	Due Date 08/17/2023	A58 - Information Sec Status Assigned	vrity Training REQUEED Priority County Mandated	Delivery Method eLearning (self-paced)				RE	GISTER	•	

- 2. Register for the course:
 - Click the **Register** button.



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

	•	REGISTRATION SUMMARY To remove a selected activity from the list, click x
Poice As8 - Information Security Training		TOPIC Policy A58 - Information Security Training
COURSE TECUSTRATION WARKINGS Policy A58 - General Users	1. ADD	
		2.
		CANCEL

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



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

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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.

