



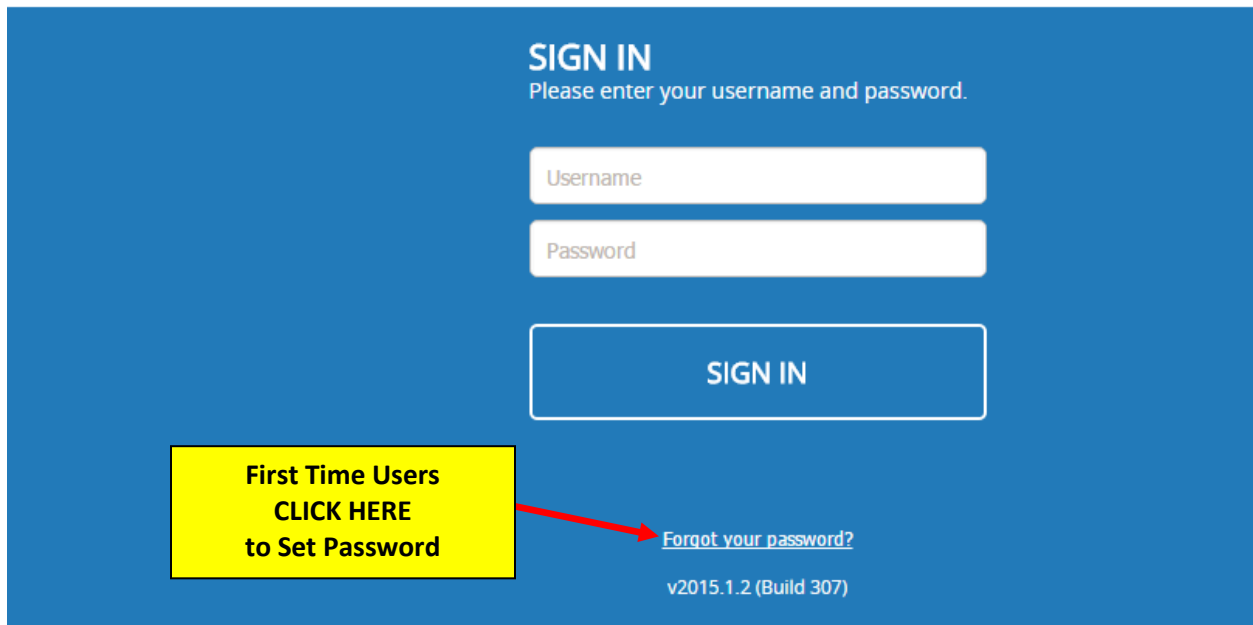
# Registering for a Workshop or Skillport Course

Created July 2016

# Registering for a Workshop

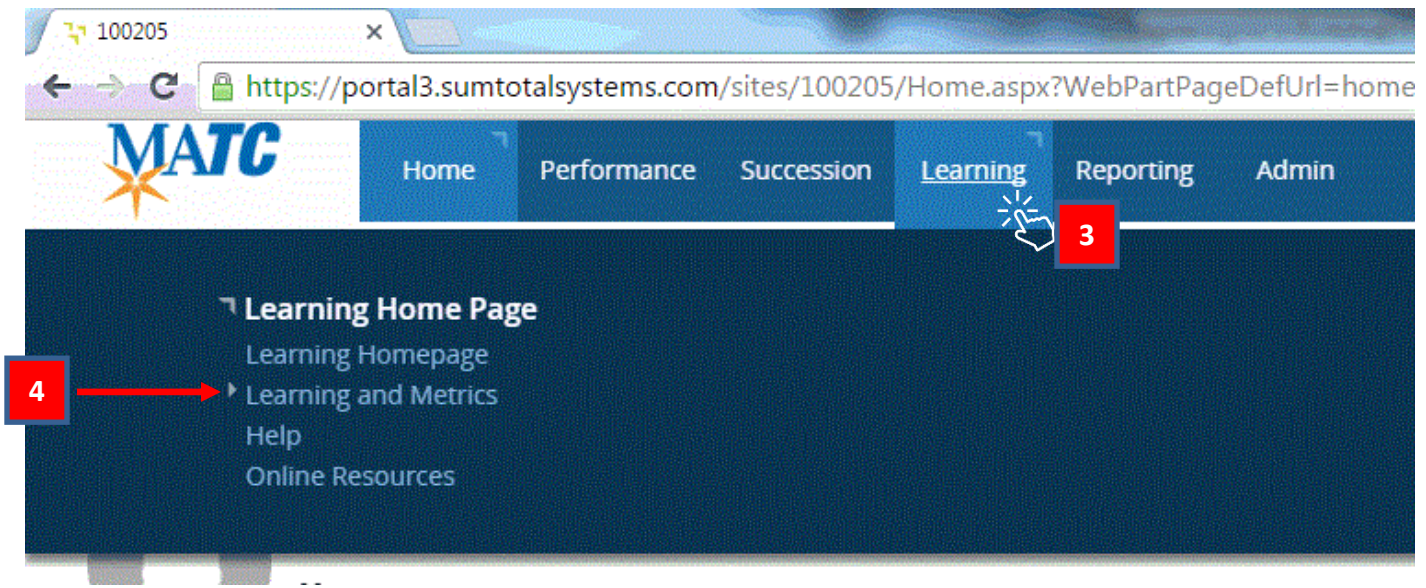
1- Go to the [Sum Total Log In Page](#)

2- Log into Sum Total using your MATC username and the password you set as a first time user. If you have not yet logged into the system, please you will need to click on “forgot password” to set your password for the system. Passwords must be at least 8 characters in length and include one special character.



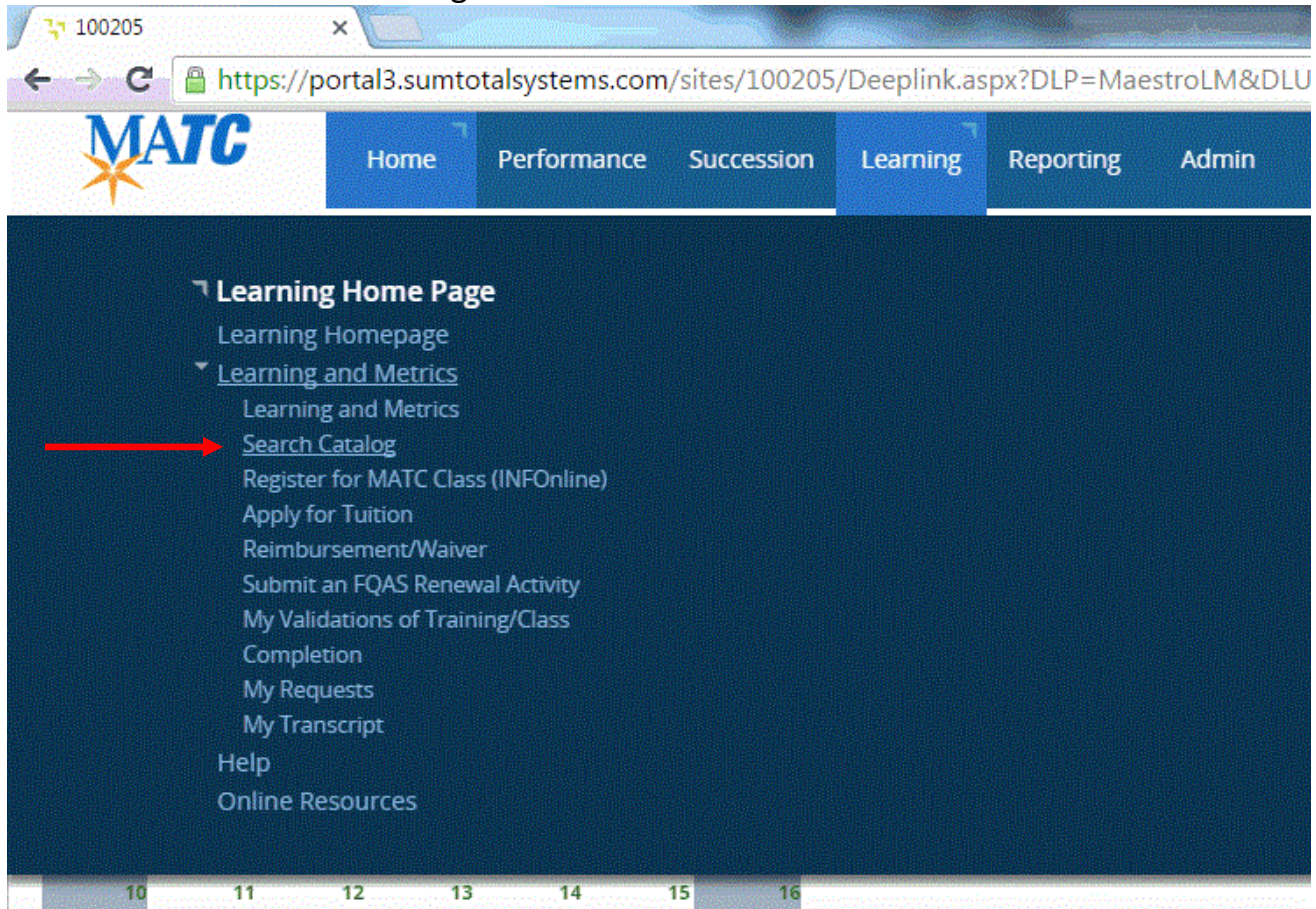
3- From your home screen, hover over the **Learning Tab** on the top navigation menu.

4- Then click on “Learning and Metrics”

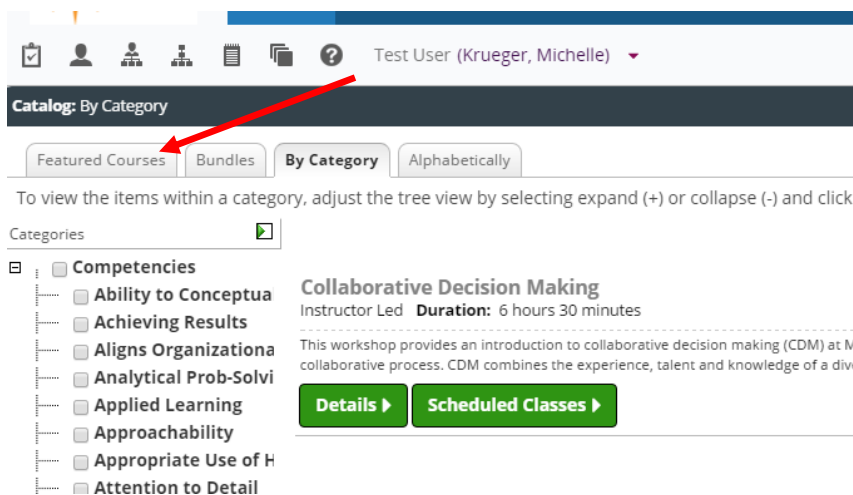


# Registering for a Workshop

5- Then click on “Search Catalog”.




6- You will now see the list of available workshops, activities, and Skillport courses. The default view is by category, which includes Skillport courses and face-to-face trainings. In order to quickly find a face-to-face workshop, click on the “Featured Courses” tab.



# Registering for a Workshop


7- If your course is not shown, you can type the name of the course in the “Search” bar and click the magnifying glass to search.

Catalog: Featured Courses

  [Advanced Search](#)

Click Details or the name of the course to view its details.

8- Locate the learning item for which you want to register and click on “Scheduled Classes” to view the available dates.

  [Advanced Search](#)

Click Details or the name of the course to view its details.

## Promise Mentor Training



Instructor Led **Duration:** 2 hours

This course provides tools and techniques to prepare employees to prepare employees to mentor Promise students.

[Details ▶](#) [Scheduled Classes ▶](#)

8- From within the course view, click on “Scheduled Classes”. This will take you to the available dates if it is a face-to-face workshop.

Promise Mentor Training  
★★★★★ (1 Reviews)

**Warning: Class Level Action Required**  
You must select a class in the Scheduled Classes section and click [Enroll in this Class](#)

Details	Scheduled Classes	Reviews
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# Registering for a Workshop

8- Put a check mark in the box next to the date you want to attend the workshop.

**Scheduled Classes**

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate :

Bucket View Details View My Class Schedule Submit Request **Enroll In This Class** 9

Class Name	Class Schedule	Location(s)
<input checked="" type="checkbox"/> Oak Creek Campus FY16-17	4/4/2017 - 4/4/2017, 8:30 AM - 4:00 PM (America/Chicago) (UTC -05:00 )	Oak Creek Campus
<input type="checkbox"/> Milwaukee Campus FY16-17 Option 2	4/29/2017 - 4/29/2017, 8:30 AM - 4:00 PM (America/Chicago) (UTC -05:00 )	Milwaukee Campus

9- Then click on “Enroll in This Class”. You will now receive a confirmation that your enrollment has been sent to your supervisor for approval.

**Promise Mentor Training**  
★★★★☆ (1 Reviews)

**Notice: Enrollment Successful**  
You have been successfully enrolled in the class.

**Progress:** Not Attempted **Status:** Enrolled **Required:** No **Duration:** 2 hours

Activities	Details	Scheduled Classes	Reviews
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