

How to Access the Learning Center

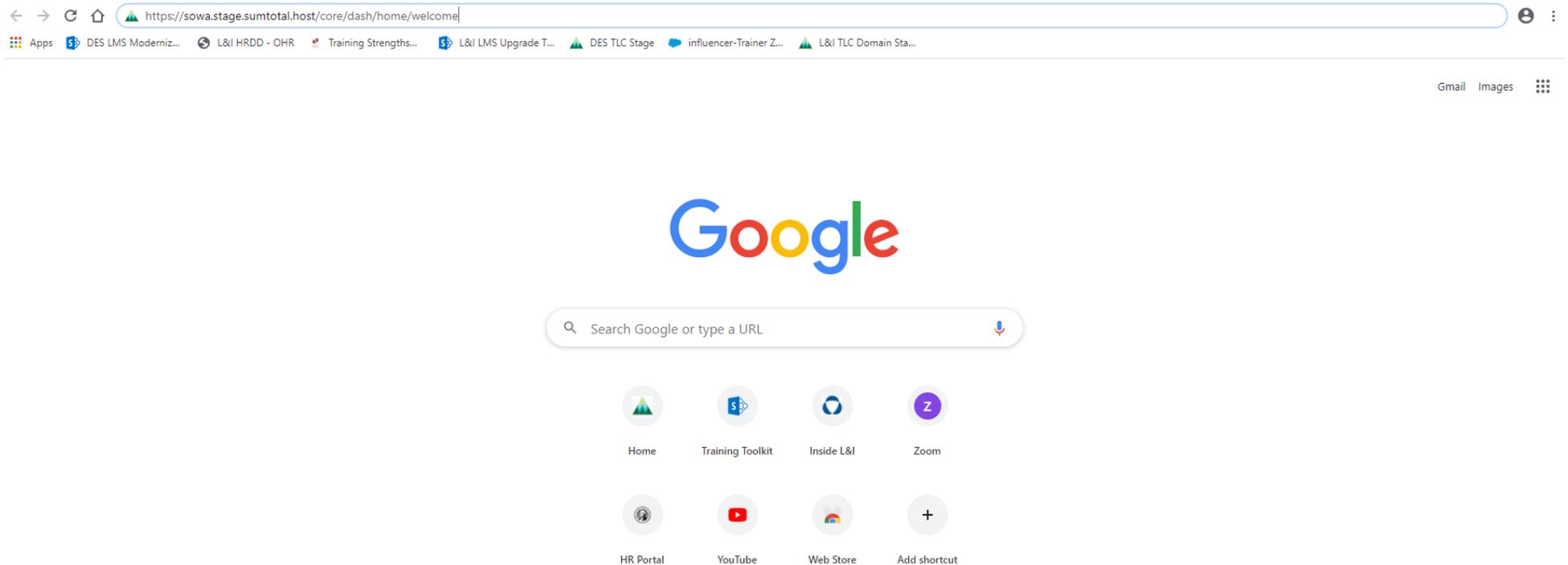
Open up the Chrome browser.



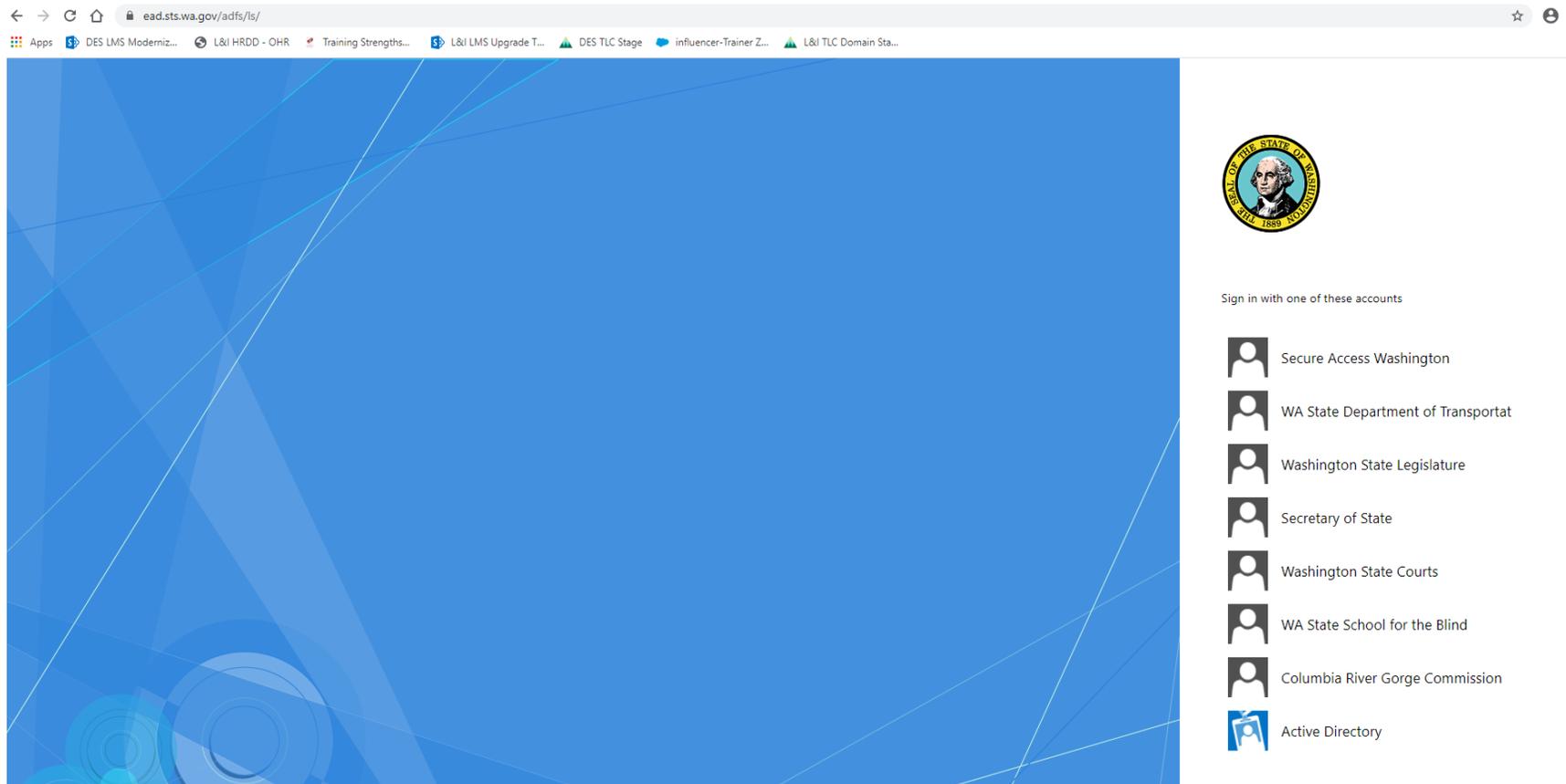
(TIP: Learning Center works better if used in Chrome)

Paste the Learning Center link to the address bar. The link to the Learning Center stage environment is:
<https://sowa.stage.sumtotal.host/core/dash/home/welcome>

Press **ENTER** on your keyboard. The link will direct you to a sign in page if you are logging on the stage environment for the first time.



Select “Active Directory” if you are directed to the page below.

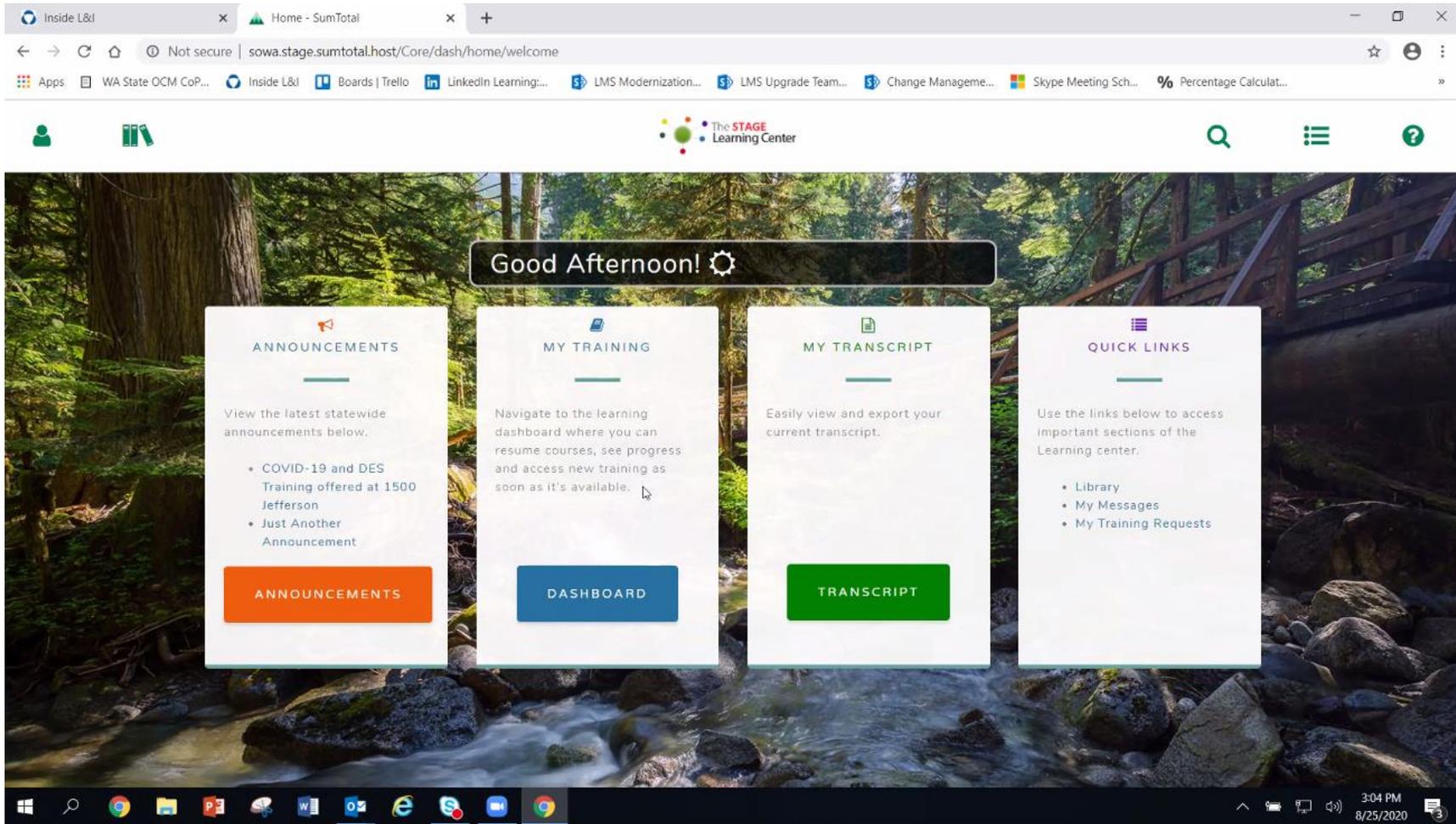


*Note – The second time you go into Learning Center, you will skip this screen and no longer have to select “Active Directory.”

If you have a habit of clearing your cache, your browser will direct you to this web page every time and you will have to select “Active Directory.”

After selecting the “Active Directory” option, you will be directed to the Learning Center’s landing page or home page.

You are now ready to use Learning Center.



Date Changed	Revisions	Changed By	Revision #
09/19/20	Created	Imelda	1