

Step 1: Go to <https://www.csusb.edu/>, click myCoyote in the upper left corner and log in.



Step 2: Through the MyCoyote Portal click "My Employment".



Step 3: Click “CSULearn”.

The screenshot shows the myCoyote home page. At the top, there is a "myCoyote Home" button. Below it is a grid of service tiles. A yellow arrow points to the "CSU Learn" tile in the second row, fourth column. The tiles include:

- Absence Entry**: Enter, update, and void absence events.
- Absence Balance Inquiry**: View current balances as of the latest finalized pay period.
- Benefits Summary**: View a summary of your employee benefit data.
- View Paycheck**: View a list of your paychecks by check date.
- Email Spam Control**: Manage the spam email in your employee email with Proofpoint.
- NEOGOV**: Performance management for staff members.
- Travel**: Electronic travel requests, travel booking options, and electronic expense reports.
- CSU Learn**: SumTotal Learn Management System for compliance and professional development training.

Step 4: Once you're on the CSULearn page, click “Transcript”.

The screenshot shows the CSULearn website. The header includes the CSUSB logo and navigation icons. The main content area features a "CSU Tutorial" video player with a red overlay that says "Click here to watch the tutorial". Below the video player is a navigation bar with four buttons: "Assigned Learning", "Recently Viewed", "Transcript", and "Training Schedule". A yellow box highlights the "Transcript" button, which is labeled "Access your training records."

Step 5: Training transcripts list all previous trainings you have completed. Locate “Defensive Driving Certification” and on the left side of this, click the certificate.



TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range ▾
 Start Date: 3/18/2018 04:39pm End Date: 3/18/2019 04:39pm

[Redacted]

List of completed activities from 3/18/2018 to 3/18/2019

E-mail: [Redacted]

Manager: [Redacted]

Primary domain:
San Bernardino

Primary job:

Primary organization:
San Bernardino

ACTIVITIES

Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Completion Signature Status
Curriculum: Defensive Driving CERTIFICATION	CSUSB-CURRIC-DD		2/5/2019	2/5/2019	2/4/2023	88	Attended