

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 with a grid of service tiles. A yellow arrow points to the CSULearn tile. 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 page with a navigation bar and a main content area. A yellow box highlights the Transcript button in the bottom navigation bar. The Transcript button is labeled "Transcript" and "Access your training records." Other buttons include "Assigned Learning", "Recently Viewed", and "Training Schedule".

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 | REFRESH

[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 |