**Guidelines for Completing the Departmental Payroll Processing curriculum**

1. Log into the UMB Learning Management System (LMS): <https://umb.sumtotal.host/>
2. Click on the Library Icon from the top blue bar, navigate to the **Departmental Payroll Processing Training** Curriculum:

**LIBRARY** () **> UNIVERSITY OF MARYLAND BALTIMORE (UMB) > DEPARTMENTAL PAYROLL PROCESSING TRAINING > SELECT > REGISTER**

1. The LMS displays the two required activities. Click the **“REGISTER”** button on the bottom of page
2. Each activity is now displayed. **The activities must be completed in sequence.** The first activity is Concept.
3. The Learning Activity Details description window will appear.
4. There are 7 chapters in the Departmental Payroll Processing Training curriculum. The first chapter “Overview of Payroll Processing” gives you the concept of payroll processing. When you go through all required chapters, we recommend you to print out the Job Aid by clicking the “Print It” button on the top of the blue bar.



1. After printing the Job Aid, you may start the tutorial:
	1. Whenever the screen displays a Try It! Prompt () in the upper left hand corner, you must complete the step.
		* 1. Click **Try It!**
			2. Proceed through the tutorial.
			3. After completing the steps, click the arrow at the top of the screen to advance to the next chapter.
			4. **All chapters listed in the menu on the sidebar must be completed.**



* 1. After you have finished all the chapters click the X in the upper right hand corner of the tutorial screen to close the window:



* 1. You should be at the LEARNING ACTIVITY PROGESS DETAIL screen showing that you have successfully completed the 5 Chapters:
1. After completing the **GUIDED TOUR of the Departmental Payroll Processing,** you will be prompted to **click OK and you** should be returned to the main page **(i.e. TRAINING SCHEDULE).**
2. Print the diploma for your own record!
	* 1. Go to Home by clicking the following UMB Icon in the middle of the top blue bar :



* + 1. Select Training Transcript.
		2. Locate Curriculum: Departmental Payroll Processing
		3. Click the diploma icon: 
		4. You can either select PRINT or EXPORT TO PDF.
			1. PRINT – Prints in a page view format
			2. EXPORT TO PDF – Prints as a presentable document
				1. Click File.
				2. Print.
				3. Close window.
				4. Click OK.
				5. Click CLOSE.
1. Complete the online [CITS Access Request Form](http://www.umaryland.edu/media/umb/cits/eForm-User-Athorization-Form.docx) if you are requesting any eUMB HRMS role.