Step 1: Access the Wildcat Lab here: https://rdweb.wvd.microsoft.com/arm/webclient/index.html

Step 2: Login with your @csuchico.edu credentials NOT @mail.csuchico.edu

Step 3: Select the Wildcat Lab Desktop and allow the local resources

Step 4: Login with your CSU Chico username (not email) and password

For step-by-step directions on getting the remote desktop started refer here (if necessary): https://support.csuchico.edu/TDClient/1984/Portal/KB/ArticleDet?ID=11233

Step 5: Once you see the desktop open Firefox browser (don't change any settings in the desktop/browser)

Step 6: Access your CSU Learn portal which can be found here if you can't find it through search: https://ds.calstate.edu/?svc=sumtotal (Copy/Paste this link)

Step 7: Select Chico in the dropdown menu and enter your credentials

Step 8: Navigate to your CSU Learn Dashboard and find the "assigned training" tab in the lower left corner
Step 9: Select your assigned training and click either Register or Start (depending on the training)

Step 10: If this is a re-certification you will need to register again for the activity, be sure to click "Register again" before selecting "Start"

Remember to not close the tracking pop-up and do not exit the activity until you have finished everything and/or spent the required amount of time.