

Using the Mobile App



Last updated by: Collin May | 2022-30-03

Purpose

You can access CareLearn using a mobile device. The following are supported:

Devices

- iPhone running iOS (versions 14-15)
- iPad running iOS (versions 14-15)
- Android phones or tablets (Versions 9-12)

Browsers

- Google Chrome (version 78 or later)
- Microsoft Edge (Chromium post-2020, version 42 or later)
- Mozilla Firefox (version 70 or later)
- Apple Safari (version 12.x & 13.x)

Process

1. Download and install the SumTotal Mobile app for your device. For example, if you own an Apple device you will need to go to the App Store and search for "SumTotal Mobile." Note that this is a free application and you should NOT pay for anything.
2. Execute the mobile app.
3. You will be asked to enter your **Mobile Site URL**. Enter <https://sowa.sumtotal.host/>



sumtotal

Enter email to connect mobile app

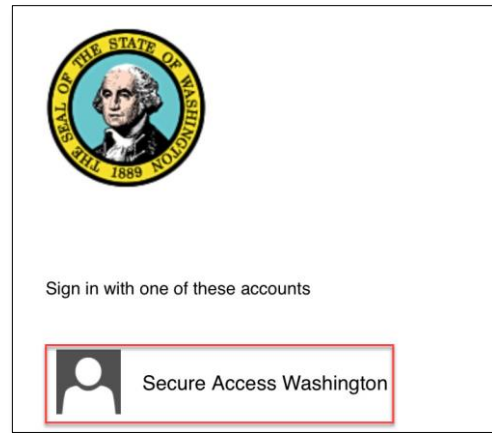
OR

Enter your mobile site URL

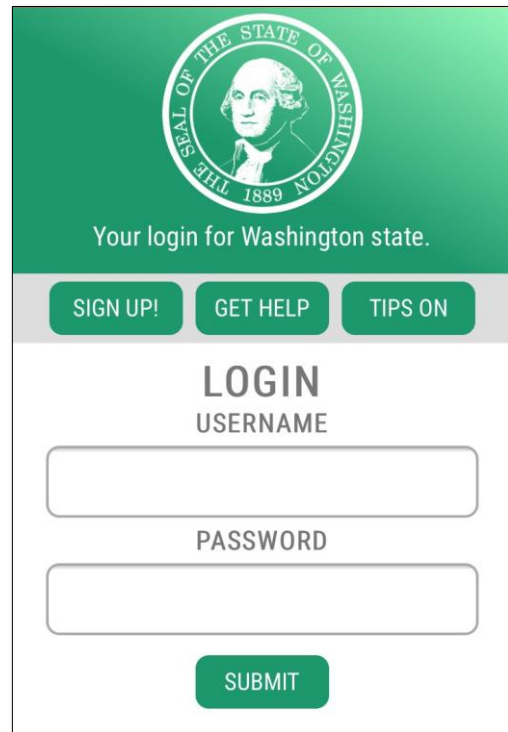
NEXT

Done

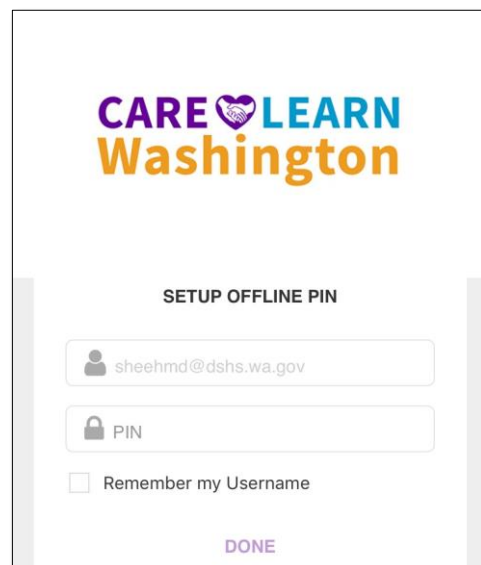
4. Select to sign in with *Secure Access Washington*.



5. Login with your *Saw username and password*.



6. You will then be asked to setup an *OfflinePin*. Simply enter a value to use as your *PIN*, and keep for future reference.

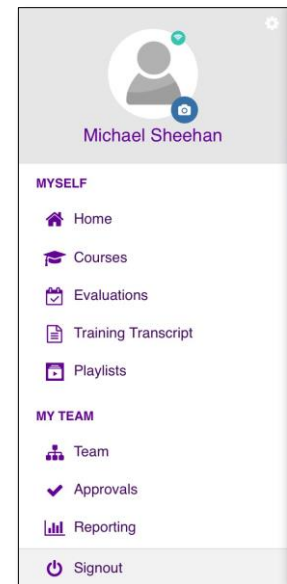
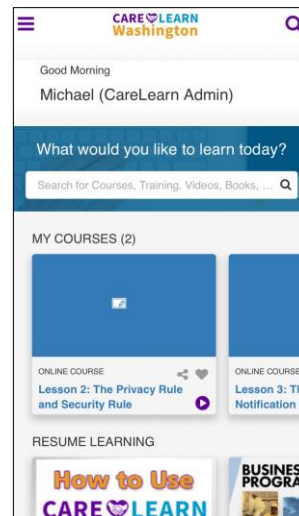


The **Home Page** that you see when you use a web browser on a desktop computer is not the same when using the mobile app. The initial page will show the **Enterprise Search** along with courses that appear on your **Training Schedule**.

The **Library** is not available when using the mobile app. Use the search feature to find training.

- To learn more about searching for courses search for and review the online course document titled [How to Use CareLearn 13 Finding Training Using Search \(mobile\)](#)

If you click the **Menu icon** at the top left of the mobile app you will find many links. The **Courses link** will take you to the **Training Schedule**. You will also find a link to your **Training Transcript**.



The way each course behaves in the mobile app depends on the vendor (SkillSoft, Elsevier, DSHS). The same is true when using a desktop computer. But they are not difficult to figure out. If you find some portion of a course that cannot be completed in the mobile app, do what you can and finish when you have access to a desktop computer.

Notes

Glossary of Terms (just the most useful ones)

Courses Link	In the mobile app, this takes you to your Training Schedule.
Enterprise Search	Used to search for courses by topic or key word.
Home Page	What you first see after logging in.
Library	Like a course catalogue. Not available in the mobile app.
Menu icon	Three dashes on the top left of the mobile app ☰.
Training Schedule	Shows courses you have been assigned, have started but not completed, completed etc.
Training Transcript	Shows courses you have completed as well as CE earned by those completions.

Mobile App Quick Reference Guide

- Download and install the SumTotal Mobile app.
- Execute the app.
- Enter <https://sowa.sumtotal.host/> for Site URL.
- Create a PIN if required.
- Choose to login with Secure Access Washington.
- Enter your SAW user name and password.