



How to access and complete COVID-19 Training from a Computer

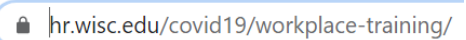
This training covers guidelines and expectations for UW–Madison employees returning to the workplace. The training will help you understand COVID-19 symptoms, how to self-monitor, the use of face coverings, how to safely navigate around campus, and the cleaning of surfaces.

1. Log onto the computer, if needed.

2. Open **Firefox** (not Internet Explorer).



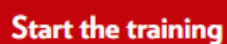
3. Type <https://hr.wisc.edu/covid19/workplace-training/> in the **search bar**.




4. Hit **Enter** on the keyboard.

5. Choose a language option – the training is available in English, Spanish, Hmong, Nepali, Tibetan and Chinese.

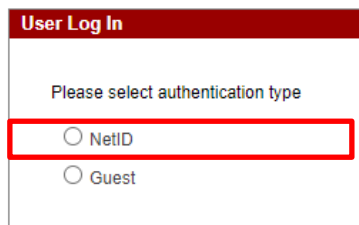
6. Click **Start the Training**.



7. Click **Login & Register** at the bottom of the page.



8. Click **NetID**.





9. Choose **UW-Madison** from the list.

A grey rectangular box containing a dropdown menu. The text 'UW-Madison' is displayed in the menu, and a small downward arrow is to its right. To the right of the dropdown is a dark red button with the word 'Go' in white text. A red rectangular box highlights the 'UW-Madison' text.

10. Click **Go**.

A grey rectangular box containing a dropdown menu. The text 'UW-Madison' is displayed in the menu, and a small downward arrow is to its right. To the right of the dropdown is a dark red button with the word 'Go' in white text. A red rectangular box highlights the 'Go' button.

11. Type your NetID and Password.

A grey rectangular box titled 'Login'. It contains two input fields. The first is labeled 'NetID' and has a placeholder 'Ex: bbadger'. The second is labeled 'Password'. To the right of each field is a link: 'Forgot NetID' and 'Forgot password'. Below the fields is a dark red button with the text 'Log In'. A red rectangular box highlights the 'Log In' button.

12. Click **Log In**.

13. Choose **Enter a Passcode** or **Send Me a Push** on the Multi-Factor Authentication (Duo) page.

A grey rectangular box titled 'Multi-Factor Authentication (Duo) is required'. It contains the University of Wisconsin-Madison logo and name. Below the logo is a 'Device:' dropdown menu with 'IOS (XXX-XXX-9226)' selected. Underneath is the text 'Choose an authentication method'. There are two options: 'Duo Push RECOMMENDED' and 'Passcode'. Each option has a corresponding green button: 'Send Me a Push' and 'Enter a Passcode'. A red rectangular box highlights both green buttons. At the bottom, there is a checkbox labeled 'Remember me for 12 hours'.



14. Type in your passcode or use your phone to approve the push.

15. Click **Log In**.

16. Click **Confirm Registration**.

Confirm Registration

17. Click the words in red: **begin the online course**. (You will go to the Canvas course home page.)

You may now **begin the online course**.

18. Follow instructions on the Canvas home page to complete the course.



Canvas Instructions:

This brief training is for UW-Madison employees who work on campus. The training will help you understand COVID-19 symptoms, how to self-monitor, the use of face coverings, how to safely navigate around campus, and the cleaning of surfaces.

1. Use **Firefox** to complete this training. Click [here \(Links to an external site.\)](#) if you need to install Firefox.
2. Click [here to start the training](#). The training will ask to open in a new window. Close that window when you complete the training.
3. Click [Grades](#) after completing the training. Score should be 100%. Refresh the page if needed.
4. Click [back to the training](#) if score not showing 100%. Select Resume. Wait 5 seconds. Close window.
5. Click [Grades](#) again.
6. If training was completed and score is still not showing, [contact DoIT for help](#).



Return to the Canvas course later:

1. Open **Firefox**.



2. Type canvas.wisc.edu in the search bar.



3. Sign in with your NetID and password.

Login

NetID [Forgot NetID](#)

Ex: bbadger

Password [Forgot password](#)

Log In

4. On the Canvas Dashboard, click **COVID-19 Training for On-site Workers**.

5. Follow instructions on the Canvas home page to complete the course.



Frequently Asked Questions

I don't remember my NetID or Password. What do I do?

- 1) **Call DoIT Help Desk at 608-264-4357**
 - DoIT Help Desk is **open**:
 - Monday-Friday: 7am-9pm
 - Saturday-Sunday: 12noon-5pm
- 2) You need the following information:
 - Your **First Name**
 - Your **Last Name**
 - Your **Birthday**
 - The **last 4 numbers of your Wiscard**

How do I get a Fob or MFA Duo on my phone?

- 1) **Talk to your supervisor** to get a **Fob**
- 2) **Call DoIT at 608-264-4357** to set up your **Fob** or **MFA Duo** on your phone
 - DoIT Help Desk is **open**:
 - Monday-Friday: 7am-9pm
 - Saturday-Sunday: 12noon-5pm

How do I update my security questions?

- 1) Contact **Cultural Linguistic Services** at hr.wisc.edu/cls for translation help, if needed
- 2) **Call DoIT Help Desk at 608-264-4357**
 - DoIT Help Desk is open:
 - Monday-Friday: 7am-9pm
 - Saturday-Sunday: 12noon-5pm