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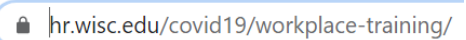# from a Computer

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.

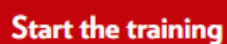2. Open **Firefox** (not Internet Explorer).

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

   🔒 hr.wisc.edu/covid19/workplace-training/

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

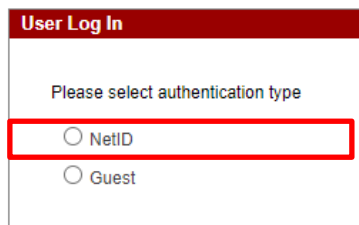5. Choose a language option – the training is available in English, Spanish, Hmong, Nepali, Tibetan and Chinese.

6. Click **Start the Training.**

   Start the training

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

   Login & Register

8. Click **NetID**.

   User Log In

   Please select authentication type

   ○ NetID

   ○ Guest

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

10. Click **Go**.

11. Type your NetID and Password.

12. Click **Log In.**

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

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-Madision 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