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.

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**.

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

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](#).
1. Open Firefox.

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

3. Sign in with your NetID and password.

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