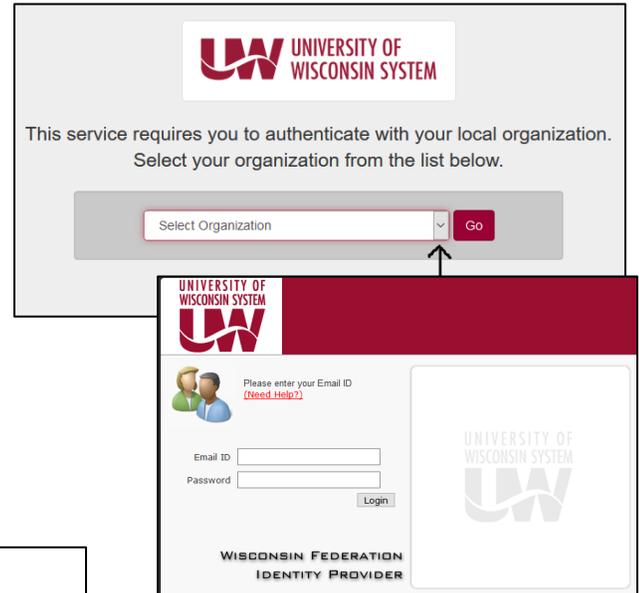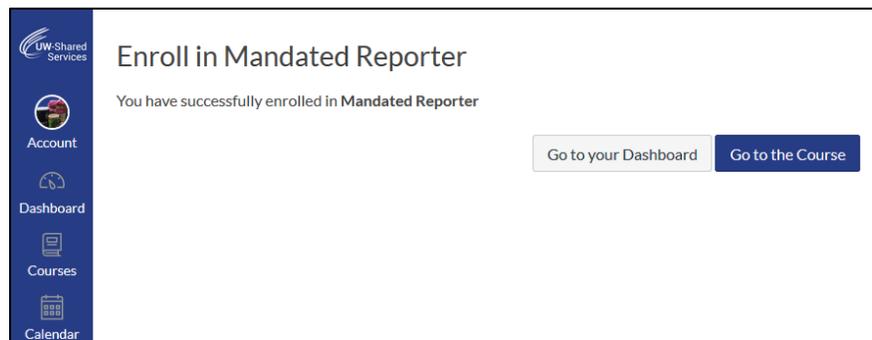UW-Shared Services
University of Wisconsin System

MANDATORY TRAINING ACCESS

Prior to beginning the mandatory training course, you will need to enroll in the course using the link in the email. There are three mandatory courses sent through three separate emails, you must enroll in each separately. Courses are available through Canvas, a web based tool for accessing and tracking course completion.

1. Click the link in the email.

2. Select your institution from the Organization drop down list.

3. Click **Go.**

4. Enter your UW Institutional ID username and password

5. Click **Login**.

6. Click the **Enroll in Course** button.

7. You will see an enrollment confirmation.
   a. Click **Go to the Course** – to begin the course
   b. Click **Go to your Dashboard** – to see other courses as well as other Canvas resources

8. To access this course in the future, navigate to Canvas from your MyUW page and select **Dashboard**.