1. Go to: https://go.wisc.edu/90e4cz
2. Click on Login & Register:

3. Login using your NetID

4. Select “Confirm Registration:”
5. Select “Begin the Online Course”

Navigating Canvas
Once you click “Begin the Online Course” you will be directed to Canvas, where you can click the steps 1-4 below to access and complete the training.

Helpful hints:
- You must score a 5 out of 5 on the quiz to receive credit for the course. Once you submit your first set of answers… you’ll be able to see which ones you answered correctly and incorrectly.
- If you have any questions about the content of the course please email elisa.lopez@wisc.edu
- If you have any technical issues you can chat with DoIT Help Desk by using the HELP function on the toolbar on the left hand side of the page. Or by emailing help@doit.wisc.edu
To confirm successful completion please check that all three checkmarks are present:

Checking your completion status

How can I check my completion status?

Follow the steps below to check that your completion has been recorded in your OTM learner transcript:

1. Go to wisc.edu/catalog (link opens in new window).
2. Click Login in the upper left-hand corner of the page
   1. Login with your NetID and password.
   2. If not directed back to the catalog, please go back to wisc.edu/catalog.
3. Click on My Registration and Learning Transcript in the top black task bar.
4. Click on the Transcript tab and find your registration.

The Attended column will show “Complete” and the Grade will show “100”. If the grade does not show “Complete”, click on the event name to pull the completion information from the online system.