

Campus Security Authorities (CSA) Online Training Instructions:

1. Go to: <https://go.wisc.edu/477hp2>
2. Click on Login & Register:

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Campus Security Authorities (CSA) - ONLINE [\(back\)](#)

Description:
This training is required on an annual basis. This training will summarize the requirements for Campus Security Authorities to include: why you are a Campus Security Authority, what your role is as a Campus Security Authority and what you are required to do as a Campus Security Authority. Resources and reporting information is included in the training.

Contact Info:
Elisa Lopez (elisa.lopez@wisc.edu)

EVENT/SESSION	LOCATION
Campus Security Authorities (CSA) -	- ONLINE Online Course

Course Cost: Free!

Login & Register

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3. Login using your NetID

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User Log In

Please select authentication type

NetID Guest

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4. Select "Confirm Registration":

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Register

Please review the registration information below and click the "Confirm Registration" button to finish.

Event/Session	Location	Cost
Campus Security Authorities (CSA) -	- ONLINE Online Course	

Total: Free!

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5. Select "Begin the Online Course"

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Register

Registration Complete!

You may now [begin the online course](#).

To view your online learning transcript, visit "My Registrations".

Below is information about event(s) you registered for. This information will also be emailed to you if you supplied us with your email address. If applicable, payment options are presented below.

Thank you!

Event/Session	Location	Cost
Campus Security Authorities (CSA) -	- ONLINE	Online Course

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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.

View Progress + Module

Complete the following training requirements Complete All Items ✓ + ⋮

- 1 Please read before continuing View ✓ ⋮
- 2 Campus Security Authorities (CSA) online training content 5 pts | Score at least 5.0 ✓ ⋮
- 3 CSA Certification Quiz 5 pts | Score at least 5.0 ✓ ⋮

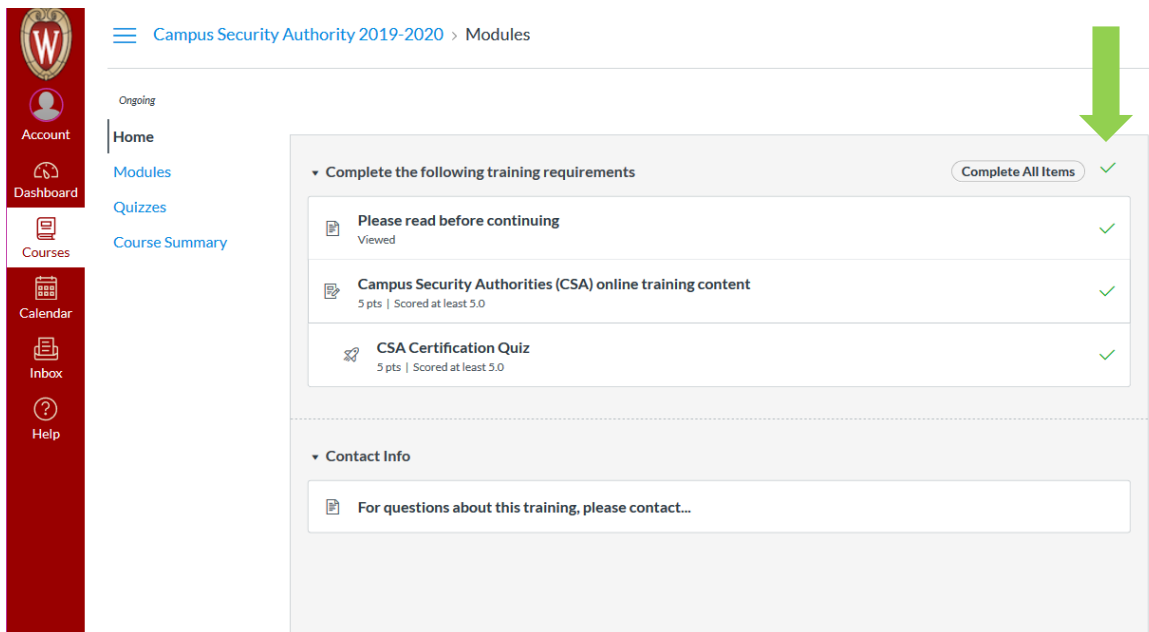
Contact Info ✓ + ⋮

- 4 For questions about this training, please contact... ✓ ⋮

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:



The screenshot shows a user interface for 'Campus Security Authority 2019-2020' under the 'Modules' section. A green arrow points to the top right corner of the main content area. The interface includes a sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Complete the following training requirements' and features a 'Complete All Items' button with a green checkmark. Below this, three items are listed, each with a green checkmark: 'Please read before continuing' (Viewed), 'Campus Security Authorities (CSA) online training content' (5 pts | Scored at least 5.0), and 'CSA Certification Quiz' (5 pts | Scored at least 5.0). A 'Contact Info' section is also visible at the bottom, with a text box for questions.

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 hr.wisc.edu/professional-development (link opens in new window).
2. Click on **Review Your Course History**
3. Log in using your UW-Madison NetID credentials
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.