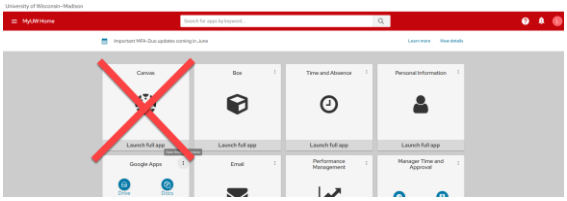
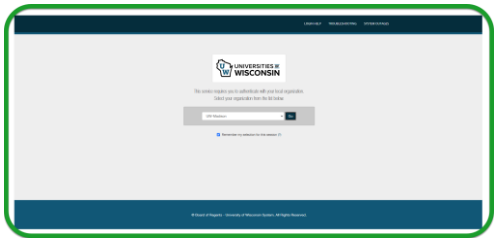
Logging into Universities of Wisconsin (UW System) Canvas to access Workday training

To access Workday training, UW-Madison employees must use UW System's Canvas learning management system, not the normal UW-Madison Canvas system.



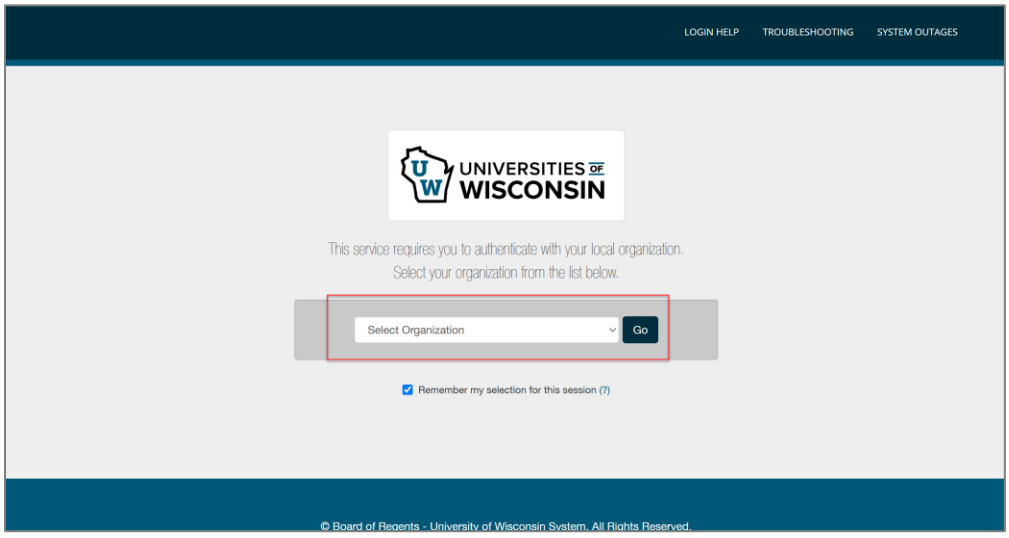
Do not log in to the UW-Madison canvas available on My UW.



Log into the blue and gray Canvas.

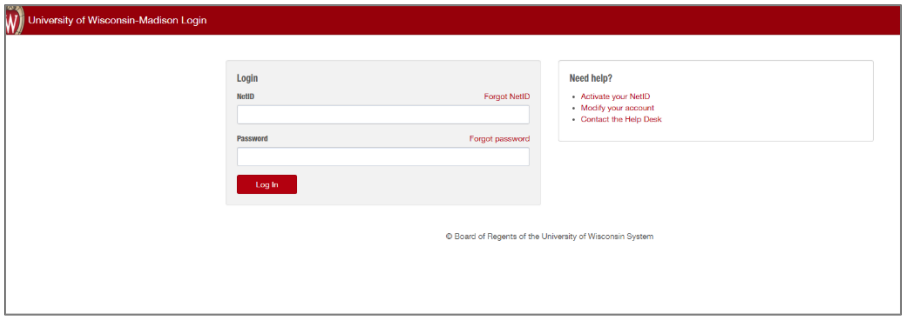
1. **Go to the Universities of System's Canvas log-in page.**
   You can visit **uws-td.instructure.com** directly by typing the URL into your web browswer. *Do not go to canvas.wisc.edu.*

   Or, you may have received an email abou Workday training from *serviceoperations@uwss.wisconsin.edu* that has a link you can click.
2. **Choose UW-Madison.**
   In the *Select Organization* dropdown menu, select *UW-Madison* and click *Go.*



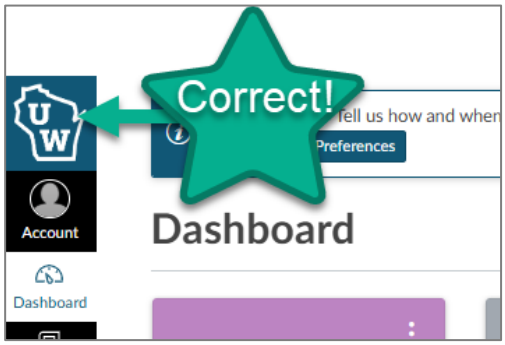
You will be taken to the UW-Madison Net ID log-in page.

3. **Log in with your Net ID.**
   You do not need to add the "@wisc.edu" at the end of your NetID. Note if you have a work computer, this may be different than what you use to log into that device.



   You may have to authenticate your identity using Duo multi-factor authentication.

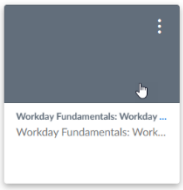
4. **Ensure you are in the correct Canvas.**
   The Universities of Wisconsin Canvas is blue and gray. If you see a red and gray Canvas, you are in the wrong system for this training. Please go back to Step 1.



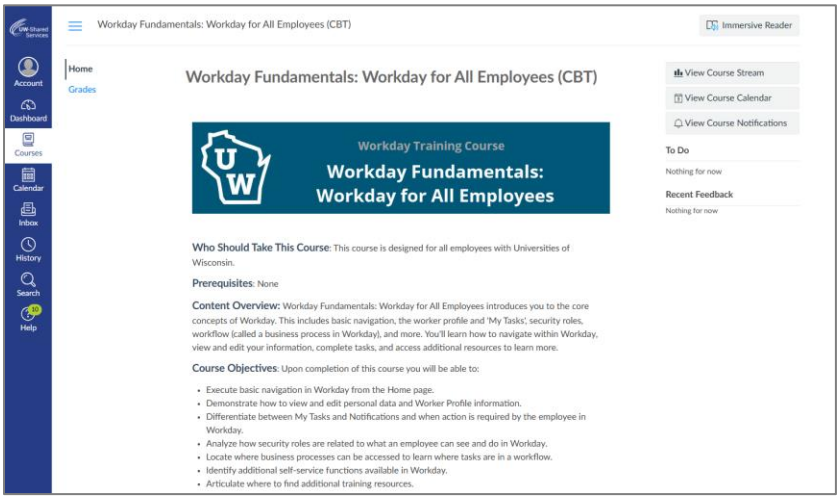
5. **Check out your dashboard.**
   In Canvas, you will be able to see your *Dashboard,* including suggested Workday trainings.

(Note your Dashboard may look different than this example. It may include fewer or more Workday courses, depending on your role. You may also see other courses offered by UW System.)

6. **Select your course.**
   Click the rectangle of the course you want to begin.



7. **Launch and familiarize yourself with your course.**
   Make sure you are in the course you want. Read the introductory text on the first page before continuing. After reading the description, if you do not think you should be taking this course (your job does not require these tasks or this role), please contact your supervisor.

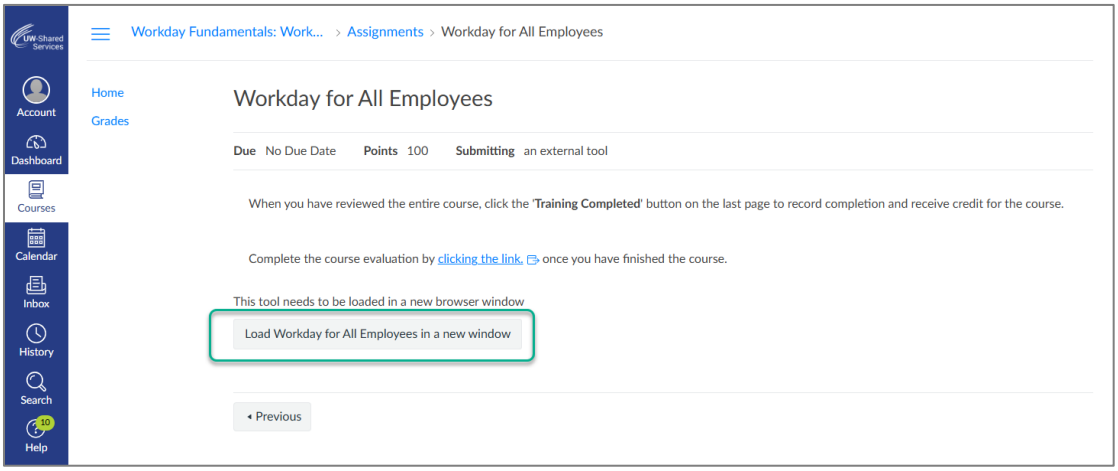


(Sample course for illustration.)

(Note once the course loads, you may notice that the bar on the left side of the screen has changed. It is now a different shade of blue and says UW-Shared Services in the upper left corner. That is normal.)

8. **Start your course.**
   Scroll down the introductory page and click on the *When ready to begin, click here to get started.* link.

9. **Load your course in a new window.**
   The second page of your course will ask you to launch the course in a new window. Click on *Load [the title of your course] in a new window.*



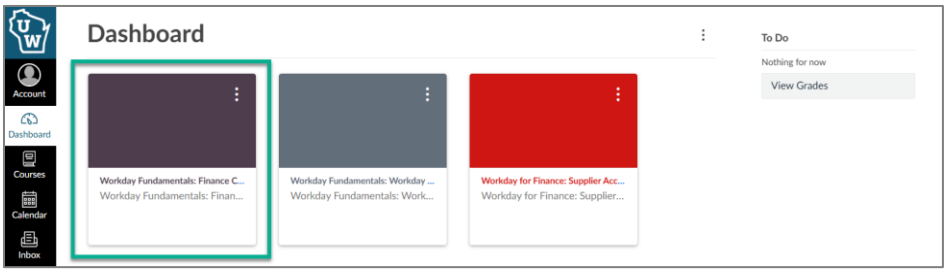
(Sample course)

A new tab or window of your web browser will open.

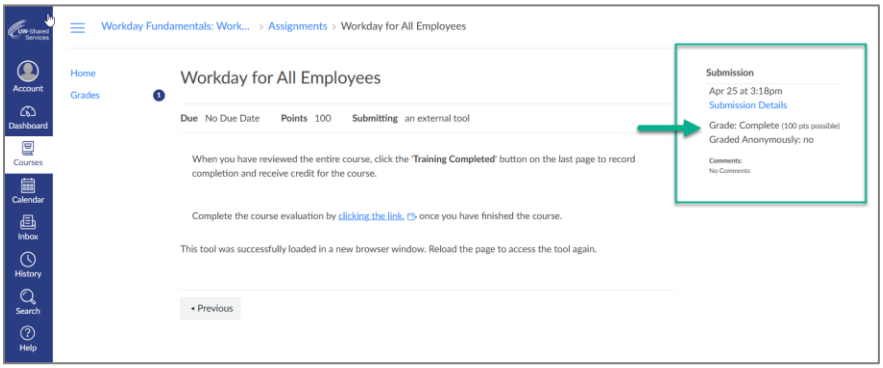
10. **Begin your course module.**
    Click the play button in the middle of the screen to launch your interactive training.

(Note audio immediately begins playing after you click.)

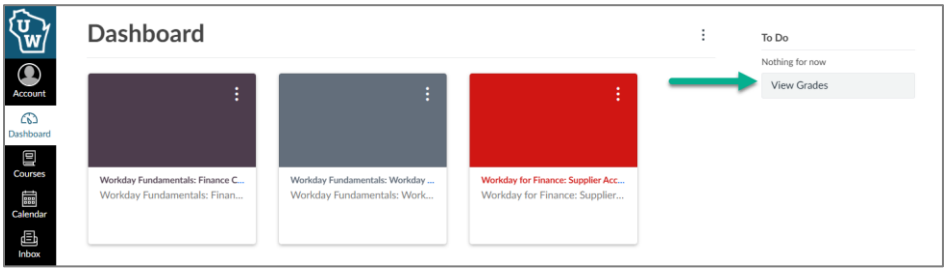
11. **Complete course.**
    The training will walk you through each lesson, and you may have to take quizzes during and/or after the course to complete it.
12. **Check that your course is complete.**
    After you have finished your course, you can make sure it is listed in Canvas as complete. Return to the Canvas Dashboard. (If you just completed your course, it may be open in a different window or tab of your web browser.)
    - ***Option 1:*** Click on the course to open it.



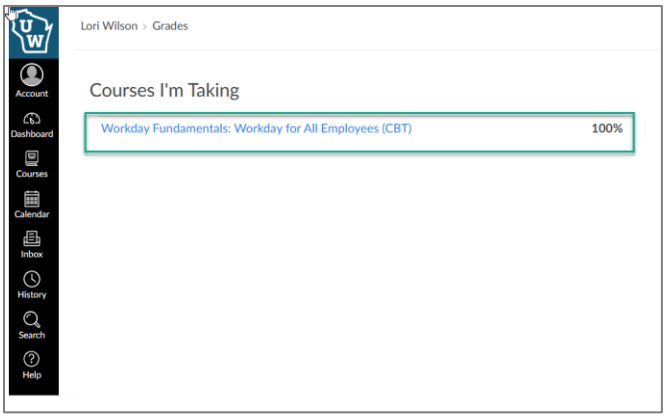
    - Look at the upper right corner to see the status. *Grade: Complete* means your training is done.



    - ***Option 2:*** On the Dashboard, click *View Grades* in the upper right corner.



- You will see a list of your courses. Any complete courses will show as 100%.



Need help?

- At the start of each Workday course in Canvas, there will be directions on how to navigate and complete your training.
- On the Canvas Dashboard, you can click on the help icon, found at the bottom of the menu bar on the left side of the screen, for help on navigating Canvas. (See graphic to right.)
- To learn more about training, deadlines, and resources at UW-Madison, please visit atpmadison.wisc.edu/training.