SPLAAAF Training 2020 Instructions

Service personnel limited animal area access form (SPLAAAF) training has an initial/annual Canvas course & MyUHS form completion. **NEW** is the option to do SPLAAAF training on a mobile device in the Canvas student app. See the next pages for detailed screenshots.

1. **Enroll or login to the Canvas course “Environmental & Occupational Health”**
   - Go to [www.wisc.edu](http://www.wisc.edu) > Menu > Canvas
   - Login with your NetID, password, and DUO
   - Click to open course on dashboard or self-enroll at [https://canvas.wisc.edu/enroll/FNTBLH](https://canvas.wisc.edu/enroll/FNTBLH)

2. **Complete and submit the “SPLAAAF Training” quiz**
   - Click Home course module “Animal Contact” and “SPLAAAF Training”
   - Click “Take Quiz” to view video and answer quiz questions
   - Click “Submit” to record quiz completion

3. **Go to MyUHS to complete and submit required form(s).**
   - Click the “MyUHS” in Canvas or at [www.uhs.wisc.edu](http://www.uhs.wisc.edu) and click “UW Madison NetID” to login
   - Click “Forms” on left for Occupational Medicine forms 1 & 2 status. If no check mark next to form at page bottom, then complete and submit. Continue if both have check marks.
   - Click “Messages” on left, “New Message, UW Employee, Affiliate or Contract Worker, and SERVICE PERSONNEL LIMITED ANIMAL AREA ACCESS FORM” to complete and submit form.

**HELP**

- Go to your supervisor or [https://www.uhs.wisc.edu/eoh/animal-contact/](https://www.uhs.wisc.edu/eoh/animal-contact/) for more info.
- For Canvas support, contact Tara Cordes at 1-608-622-9763 or [tara.cordes@wisc.edu](mailto:tara.cordes@wisc.edu) and read more at [https://www.uhs.wisc.edu/eoh/eoh-training/](https://www.uhs.wisc.edu/eoh/eoh-training/).
- For MyUHS support, contact Occupational Medicine at [eoh@uhs.wisc.edu](mailto:eoh@uhs.wisc.edu).
SPLAAAF Training 2020 Mobile Instructions

1. Install Canvas Student app on your mobile device.

   a. Go to an app store or ‘UW App Catalogue’ to install.
   b. Tap “Install” on the button and next pop-up screen.
   c. “Processing” shows as Student app loads.
   d. Locate the Canvas “Student” app.
2. Set up Canvas Student app on your mobile device.

a. Find & tap to open the “Student” Canvas app.*

b. Select “Find my School” button.

c. Search & tap “University of Wisconsin – Madison”.

d. Login to Canvas with NetID, password and DUO.

*Note: If no Canvas Student app is visible, go to UW Apps Catalog app & tap rectangle ‘installed’ or ‘processing’ to force installation.
3. Go to “SPLAAAF Training” in the Canvas course “Environmental & Occupational Health Training”.

   a. Tap “Environmental & Occupational Health...”.*
   b. Select “Home Course Modules”.
   c. Select “Animal Contact” module.
   d. Select “SPLAAAF Training”.

* Note: If “Environmental & Occupational Health Training” is not on your dashboard, tap “See All” in the upper right hand corner. If you have not yet enrolled in the course, then self-enroll by clicking [https://canvas.wisc.edu/enroll/FNTBLH](https://canvas.wisc.edu/enroll/FNTBLH). Detailed instructions for self-enrollment are at [https://www.uhs.wisc.edu/wp-content/uploads/2020/01/Canvas-Self-Enroll-Instructions.pdf](https://www.uhs.wisc.edu/wp-content/uploads/2020/01/Canvas-Self-Enroll-Instructions.pdf).
4. Complete and submit the “SPLAAAF Training” quiz.

   a. Read instructions & scroll to tap “Take Quiz”.

   b. Scroll down & press the play icon to view video.

   c. Respond to all questions in quiz and tap “Submit”.

   d. Press “Done” (and do not “View Results on Web”).
5. Go to MyUHS to complete required form(s).

- Tap “MyUHS” link in Canvas instructions #2.*
- Select “UW Madison NetID” login to MyUHS.
- Enter birthday, tap Done per field & then Proceed.
- Open hamburger menu on your home screen.

* Note: Go directly to https://www.uhs.wisc.edu/ and select MyUHS (https://myuhs.uhs.wisc.edu/login_dualauthentication.aspx) to login if issues linking from Canvas.
6. Check status of one-time completion of Occupational Medicine forms 1 & 2.


a. Select “Forms” from menu on your home screen.
b. Scroll to form status & skip 5c&d if “✓ Completed”.
c. If ‘Not Yet Complete’, then tap blue title to complete.
d. Submit forms 1 &/or 2 and confirm complete as in 5b.
7. Go to the SPLAAAF questionnaire in MyUHS.

a. Tap menu and select “Messages”.

b. Select “New Message” button below “Inbox”.

c. Select “I am a UW Employee…” & Continue.

d. Tap “SERVICE PERSONNEL LIMITED…” and Continue.
8. Complete and submit your annual SPLAAAF questionnaire in MyUHS.

a. Respond to all required questions with red **.

b. Select “Send” after completing the form.

c. Select Proceed after form sent confirmation.

d. Tap menu and Logout to exit MyUHS.