SPLAAAF Training 2020 Instructions - Desktop

Service personnel limited animal area access form (SPLAAAF) training has an initial/annual Canvas course & MyUHS form completion.

1. **Enroll or login to the Canvas course “Environmental & Occupational Health”**
   - Go to [www.wisc.edu](http://www.wisc.edu) > MyUW > 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 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.
Desktop Instructions for SPLAAAF Canvas Training & MyUHS form(s)
Steps to complete SPLAAAF Training

1. Enroll or login to the Canvas Course “Environmental & Occupational Health”

2. Complete and submit the “SPLAAAF Training” Quiz

3. Go to MyUHS to complete and submit required form(s)
1. Enroll or login to the Canvas Course “Environmental & Occupational Health”
Click on **Canvas** under **MyUW** at [www.wisc.edu](http://www.wisc.edu).
Enter your NetID, password and DUO authenticate with fob or phone app.
Click on “Environmental & Occupational Health” course.

* If course is not on dashboard or in “Courses”, see next slide to self-enroll in the course using a new browser window or tab.
Open another browser window or tab and enter the following address to self-enroll in the course.

https://canvas.wisc.edu/enroll/FNTBLH.

Click “Enroll in the course” and “Go to the Course” in upper right hand corner of each screen.
2. Complete and submit the “SPLAAAF Training” Quiz
Click on “Animal Contact” to open module and select “SPLAAAF Training”.
Scroll down and click “Take Quiz” or “Resume Quiz” at page bottom.
Click the play icon to watch video presentation.
Answer the quiz questions and click “Submit Quiz” button.
3. Go to MyUHS to complete and submit required form(s)
Select “MyUHS” at [https://myuhs.uhs.wisc.edu](https://myuhs.uhs.wisc.edu).
Select “UW Madison NetID” to login with NetID, password and DUO if not already logged in.
Enter your birthday with 4 digit year to continue logging into MyUHS.

* If you have a birthday error message, please work with your division/school/college human resources to correct your birthdate, and try again to login again after 2 days.
Select “Forms” in the left column.
Scroll to page bottom to check if one-time **Occupational Medicine forms 1 & 2** are complete.

If "Net Yet Complete", click on blue form title link to complete and submit each form’s required fields **.
Continue when Occ. Med. Forms 1 & 2 are “√ Completed”.

Students should review their health history and family health history with family members and gather their health information including medication and immunization records and prior to opening these forms.
Select “Messages” in the left column.
Click on “New Message” button.
Select “I am a UW Employee, Affiliate or Contract Worker” and click “Continue”.

In addition to students and their domestic partners, UHS provides select services to employees.

PLEASE CHOOSE FROM THE OPTIONS BELOW SO WE CAN DIRECT YOUR MESSAGE TO THE APPROPRIATE SERVICE

Select One

☐ I am a UW Employee, Affiliate or Contract Worker

☐ I am a UW Student or Domestic Partner

☐ I am a UHS Employee

[Continue]  [Cancel]
Select “Service Personnel Limited Animal Area Access Form” and click “Continue”.

Please CHOOSE THE QUESTIONNAIRE you need to complete from the list below.

Or, CHOOSE SEND A MESSAGE to the Occupational Medicine Clinic to request information regarding what you need to complete or if you require assistance.

The OCCUPATIONAL MEDICINE PRIVACY AND CONSENT FORM and the AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS FORM must be completed and submitted in the FORMS tab of MyUHS (click “CANCEL” to return to the home page and select “FORMS” from the list on the left.

QUESTIONNAIRES completed in this area are submitted directly to Occupational Medicine.

- RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (complete and submit)
- ANIMAL CONTACT RISK ASSESSMENT QUESTIONNAIRE (complete and submit)
- OM LASER OPERATOR QUESTIONNAIRE (complete and submit)
- SERVICE PERSONNEL LIMITED ANIMAL AREA ACCESS FORM (complete and submit)
- OM REACTIVE TST QUESTIONNAIRE (complete and submit)
- OCCUPATIONAL MEDICINE PRIVACY AND CONSENT FORM (completed in “FORMS”) (completed in “FORMS”)
- AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS FORM (completed in “FORMS”)
- SEND A MESSAGE to the Occupational Medicine Clinic

Continue  Cancel
Enter your information for SPLAAAF required fields ** and click “Send” at the bottom.
Click “Send” at the bottom of the form.
Enter missing fields if error window pops up.
Click “Proceed” if secure message has been sent.
Logout of MyUHS and Canvas.