

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 > 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>

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).

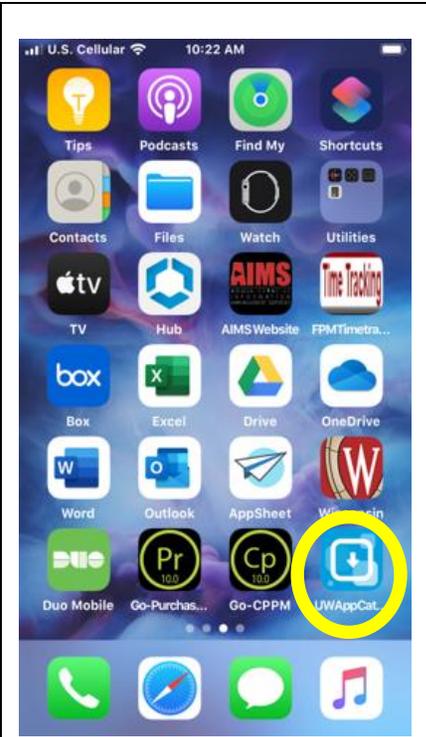
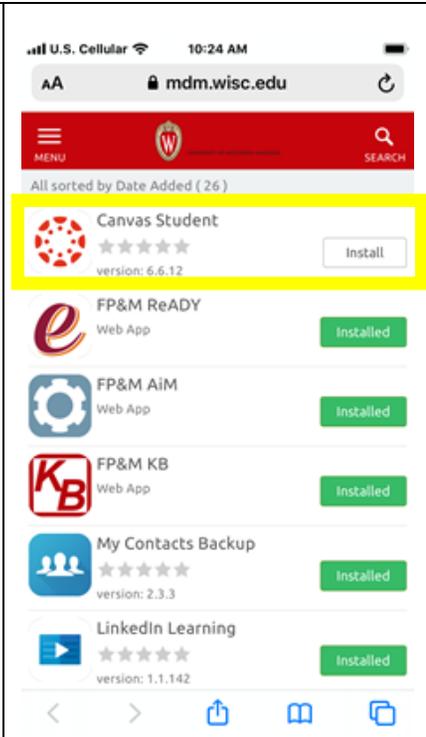
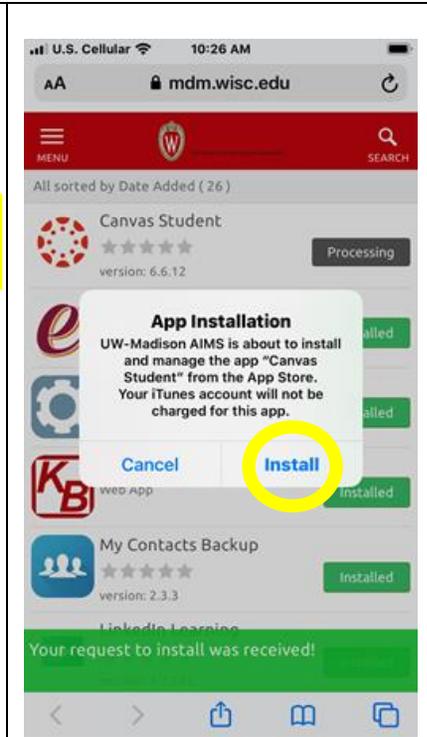
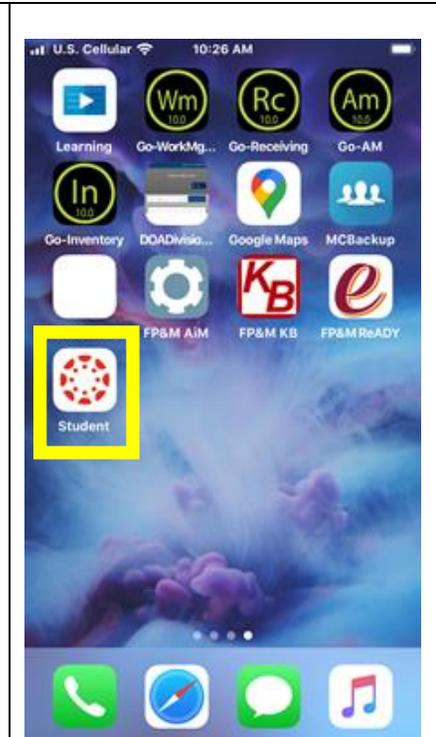
- Click the “MyUHS” in Canvas or at www.uhs.wisc.edu and click “UW Madison NetID” to login
- Click “Forms” on left for Occupational Medicine forms 1 & 2 status. If no check mark next to form at page bottom, then complete and submit. Continue if both have check marks.
- Click “Messages” on left, “New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

HELP

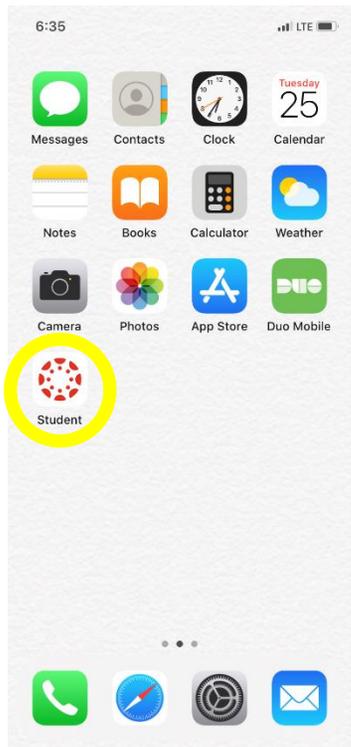
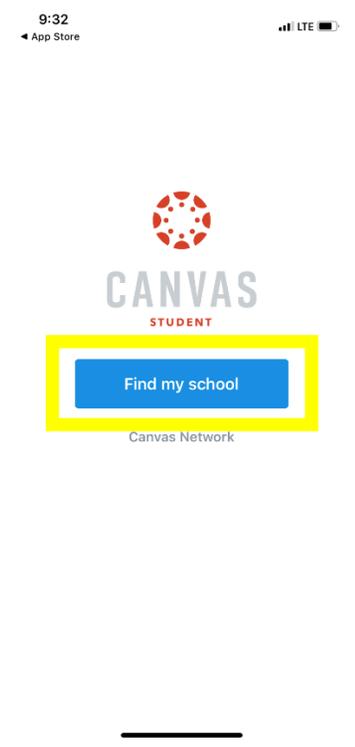
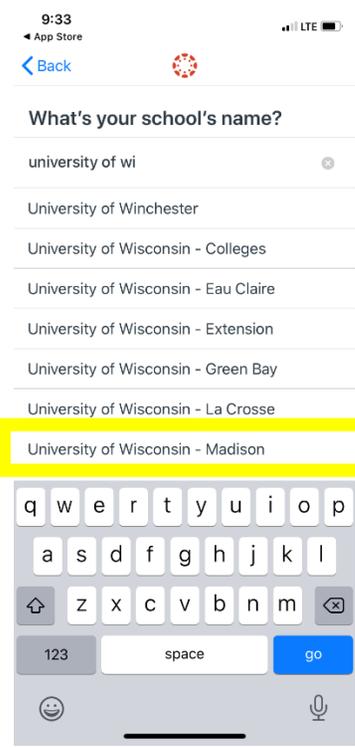
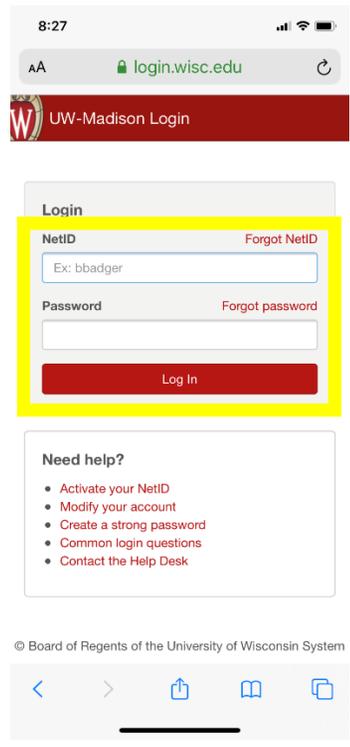
- Go to your supervisor or <https://www.uhs.wisc.edu/eoh/animal-contact/> for more info.
- For Canvas support, contact Tara Cordes at 1-608-622-9763 or tara.cordes@wisc.edu and read more at <https://www.uhs.wisc.edu/eoh/eoh-training/>.
- For MyUHS support, contact Occupational Medicine at eoh@uhs.wisc.edu.

SPLAAAF Training 2020 Mobile Instructions

1. Install Canvas Student app on your mobile device.

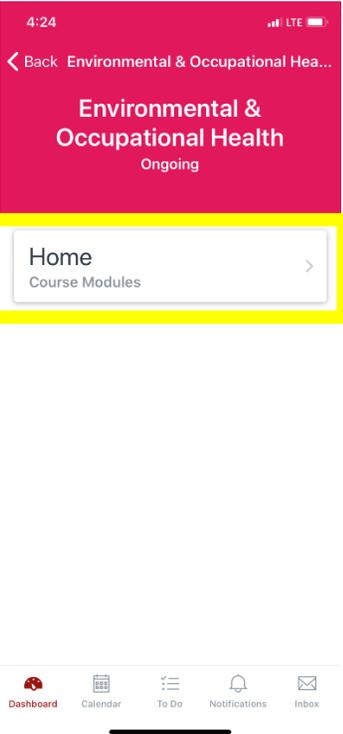
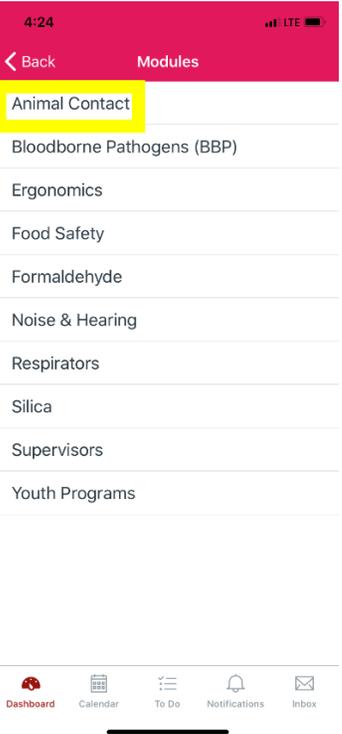
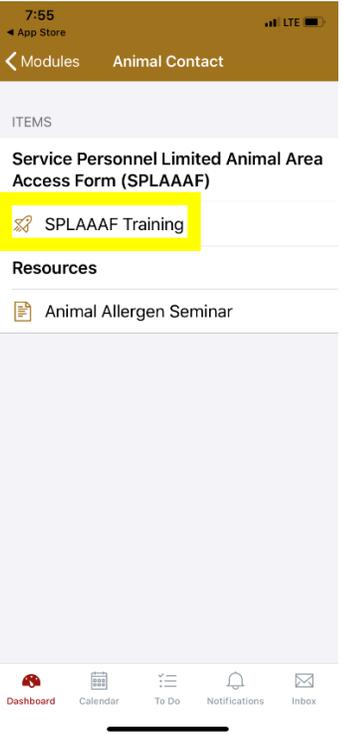
			
<p>a. Go to an app store or 'UW App Catalogue' to install.</p>	<p>b. Tap "Install" on the button and next pop-up screen.</p>	<p>c. "Processing" shows as Student app loads.</p>	<p>d. Locate the Canvas "Student" app.</p>

2. Set up Canvas Student app on your mobile device.

 <p>6:35 Messages, Contacts, Clock, Calendar, Notes, Books, Calculator, Weather, Camera, Photos, App Store, Duo Mobile Student</p>	 <p>9:32 App Store CANVAS STUDENT Find my school Canvas Network</p>	 <p>9:33 App Store What's your school's name? university of wi University of Winchester University of Wisconsin - Colleges University of Wisconsin - Eau Claire University of Wisconsin - Extension University of Wisconsin - Green Bay University of Wisconsin - La Crosse University of Wisconsin - Madison</p>	 <p>8:27 login.wisc.edu UW-Madison Login Login NetID: Ex: bbadger Password: Log In Need help? • Activate your NetID • Modify your account • Create a strong password • Common login questions • Contact the Help Desk © Board of Regents of the University of Wisconsin System</p>
<p>a. Find & tap to open the “Student” Canvas app.*</p>	<p>b. Select “Find my School” button.</p>	<p>c. Search & tap “University of Wisconsin – Madison”.</p>	<p>d. Login to Canvas with NetID, password and DUO.</p>

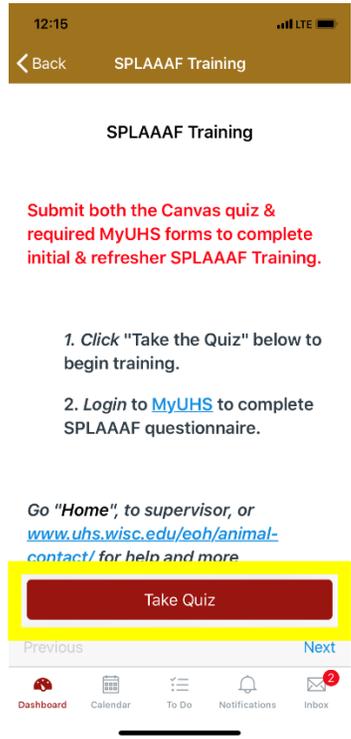
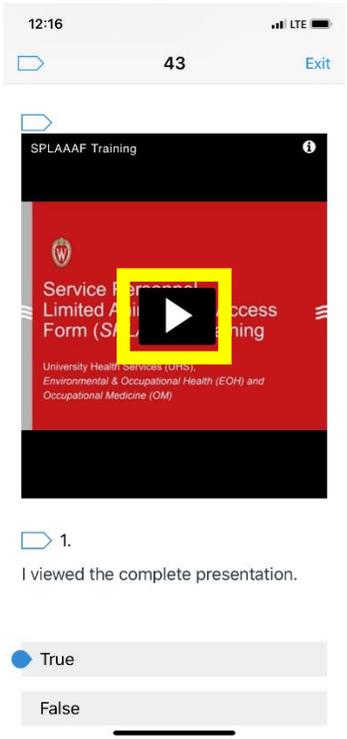
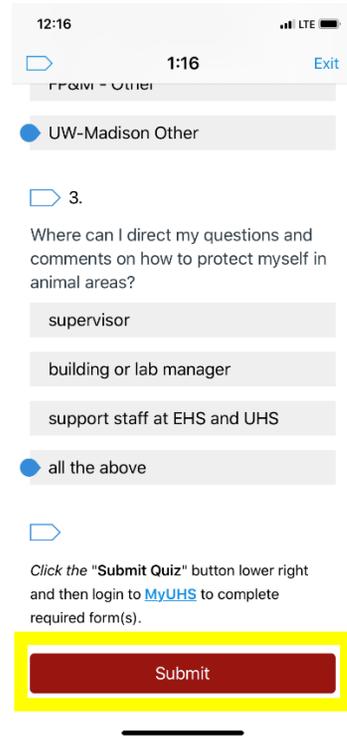
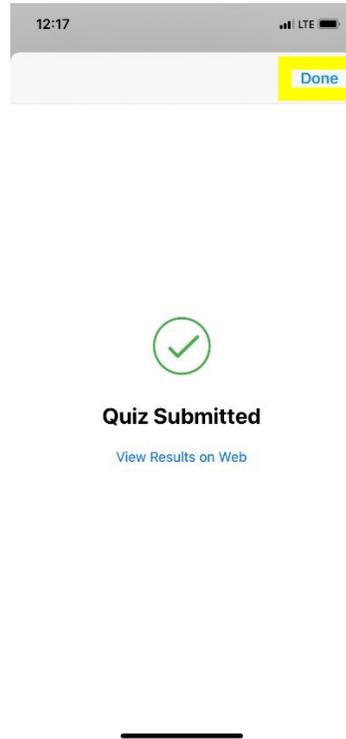
**Note: If no Canvas Student app is visible, go to UW Apps Catalog app & tap rectangle ‘installed’ or ‘processing’ to force installation.*

3. Go to “SPLAAAF Training” in the Canvas course “Environmental & Occupational Health Training”.

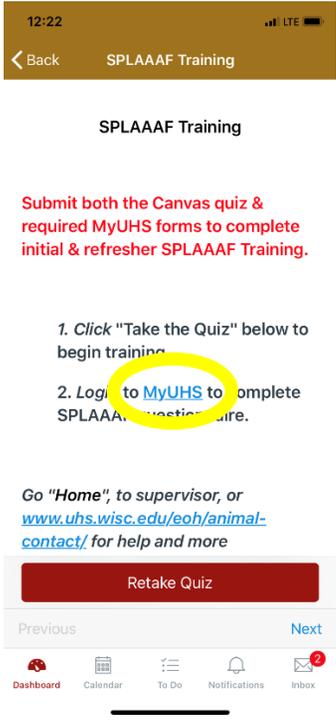
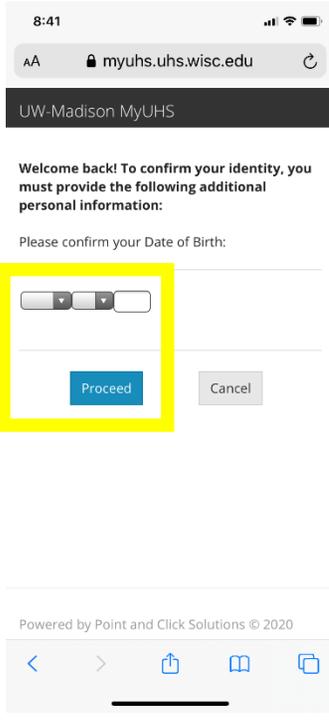
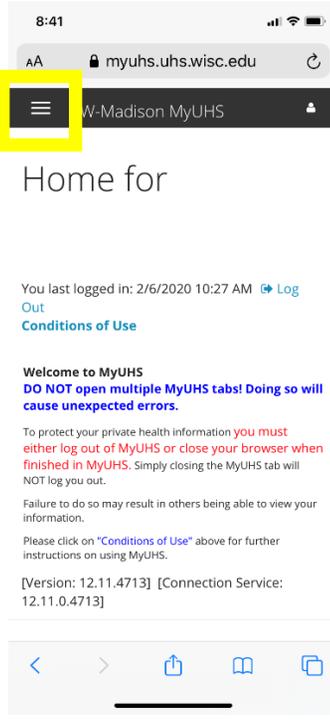
 <p>a. Tap “Environmental & Occupational Health...”.*</p>	 <p>b. Select “Home Course Modules”.</p>	 <p>c. Select “Animal Contact” module.</p>	 <p>d. Select “SPLAAAF Training”.</p>
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* Note: If “Environmental & Occupational Health Training” is not on your 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>. Detailed instructions for self-enrollment are at <https://www.uhs.wisc.edu/wp-content/uploads/2020/01/Canvas-Self-Enroll-Instructions.pdf>.

4. Complete and submit the “SPLAAAF Training” quiz.

 <p>12:15</p> <p>Back SPLAAAF Training</p> <p>SPLAAAF Training</p> <p>Submit both the Canvas quiz & required MyUHS forms to complete initial & refresher SPLAAAF Training.</p> <p>1. Click "Take the Quiz" below to begin training.</p> <p>2. Login to MyUHS to complete SPLAAAF questionnaire.</p> <p>Go "Home", to supervisor, or www.uhs.wisc.edu/eoh/animal-contact/ for help and more</p> <p>Take Quiz</p> <p>Previous Next</p> <p>Dashboard Calendar To Do Notifications Inbox</p>	 <p>12:16</p> <p>43 Exit</p> <p>SPLAAAF Training</p> <p>Service Personnel Limited Access Form (SPLAAAF) Training</p> <p>University Health Services (UHS) Environmental & Occupational Health (EOH) and Occupational Medicine (OM)</p> <p>1.</p> <p>I viewed the complete presentation.</p> <p>True</p> <p>False</p>	 <p>12:16</p> <p>1:16 Exit</p> <p>UW-Madison Other</p> <p>3.</p> <p>Where can I direct my questions and comments on how to protect myself in animal areas?</p> <p>supervisor</p> <p>building or lab manager</p> <p>support staff at EHS and UHS</p> <p>all the above</p> <p>Click the "Submit Quiz" button lower right and then login to MyUHS to complete required form(s).</p> <p>Submit</p>	 <p>12:17</p> <p>Done</p> <p>Quiz Submitted</p> <p>View Results on Web</p>
<p>a. Read instructions & scroll to tap “Take Quiz”.</p>	<p>b. Scroll down & press the play icon to view video.</p>	<p>c. Respond to all questions in quiz and tap “Submit”.</p>	<p>d. Press “Done” (and do <i>not</i> “View Results on Web”).</p>

5. Go to MyUHS to complete required form(s).

 <p>12:22 Back SPLAAAF Training</p> <p>SPLAAAF Training</p> <p>Submit both the Canvas quiz & required MyUHS forms to complete initial & refresher SPLAAAF Training.</p> <ol style="list-style-type: none">1. Click "Take the Quiz" below to begin training2. Log in to MyUHS to complete SPLAAAF questionnaire. <p>Go "Home", to supervisor, or www.uhs.wisc.edu/eoh/animal-contact/ for help and more</p> <p>Retake Quiz</p> <p>Previous Next</p> <p>Dashboard Calendar To Do Notifications Inbox</p>	 <p>7:25 Student myuhs.uhs.wisc.edu</p> <p>UW-Madison MyUHS</p> <p>Welcome to University Health Services UW-Madison</p> <p>If you have an active UW Madison NetID, please click the UW Madison NetID button to log in. If you do not have a UW Madison NetID, please click the MyUHS username button.</p> <p>If you are having difficulties logging in with either method, Please email us at myUHS@uhs.wisc.edu</p> <p>UW Madison NetID</p> <p>MyUHS username</p>	 <p>8:41 myuhs.uhs.wisc.edu</p> <p>UW-Madison MyUHS</p> <p>Welcome back! To confirm your identity, you must provide the following additional personal information:</p> <p>Please confirm your Date of Birth:</p> <p>Proceed Cancel</p> <p>Powered by Point and Click Solutions © 2020</p>	 <p>8:41 myuhs.uhs.wisc.edu</p> <p>UW-Madison MyUHS</p> <p>Home for</p> <p>You last logged in: 2/6/2020 10:27 AM Log Out Conditions of Use</p> <p>Welcome to MyUHS DO NOT open multiple MyUHS tabs! Doing so will cause unexpected errors.</p> <p>To protect your private health information you must either log out of MyUHS or close your browser when finished in MyUHS. Simply closing the MyUHS tab will NOT log you out.</p> <p>Failure to do so may result in others being able to view your information.</p> <p>Please click on "Conditions of Use" above for further instructions on using MyUHS.</p> <p>[Version: 12.11.4713] [Connection Service: 12.11.0.4713]</p>
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a. Tap **"MyUHS"** link in Canvas instructions #2.*

b. Select **"UW Madison NetID"** login to MyUHS.

c. Enter birthday, tap **Done** per field & then **Proceed**.

d. 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.

(1. Privacy Notice and Consent to Treat & 2. Authorization for Release of Occupational Health Records)

The screenshots show the following steps:

- Step a:** The user is on the MyUHS home screen. The 'Forms' option in the left-hand menu is highlighted with a yellow box.
- Step b:** The user has navigated to the 'Forms' page. A list of forms is shown. The status of 'OCCUPATIONAL MEDICINE: 1. Privacy Notice and Consent to Treat' and 'OCCUPATIONAL MEDICINE: 2. Authorization for Release of Occupational Health Records' is shown as 'Completed'. A yellow circle highlights the 'Completed' status for form 1.
- Step c:** The user is on the form completion page. The form title 'OCCUPATIONAL MEDICINE: 1. Privacy Notice and Consent to Treat' is highlighted with a yellow box. Below it, the form title 'OCCUPATIONAL MEDICINE: 2. Authorization for Release of Occupational Health Records' is also highlighted with a yellow box.
- Step d:** The user has completed the forms. The screen displays 'OCCUPATIONAL MEDICINE: 2. Authorization for Release of Occupational Health Records' and 'AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS'.

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.

The image consists of four sequential screenshots of a mobile application interface, each with a yellow box highlighting a specific action point.

- Screenshot 1:** Shows the MyUHS home screen with a sidebar menu. The 'Messages' option is highlighted with a yellow box.
- Screenshot 2:** Shows the 'Secure Messages Inbox' screen. A 'New Message' button is highlighted with a yellow box.
- Screenshot 3:** Shows a selection screen with three radio button options. The second option, 'I am a UW Employee, Affiliate or Contract Worker', is selected and highlighted with a yellow box. Below the options, a 'Continue' button is highlighted with a yellow box.
- Screenshot 4:** Shows a list of questionnaires. The 'SERVICE PERSONNEL LIMITED ANIMAL AREA ACCESS FORM' is selected and highlighted with a yellow box. Below the list, a 'Continue' button is highlighted with a yellow box.

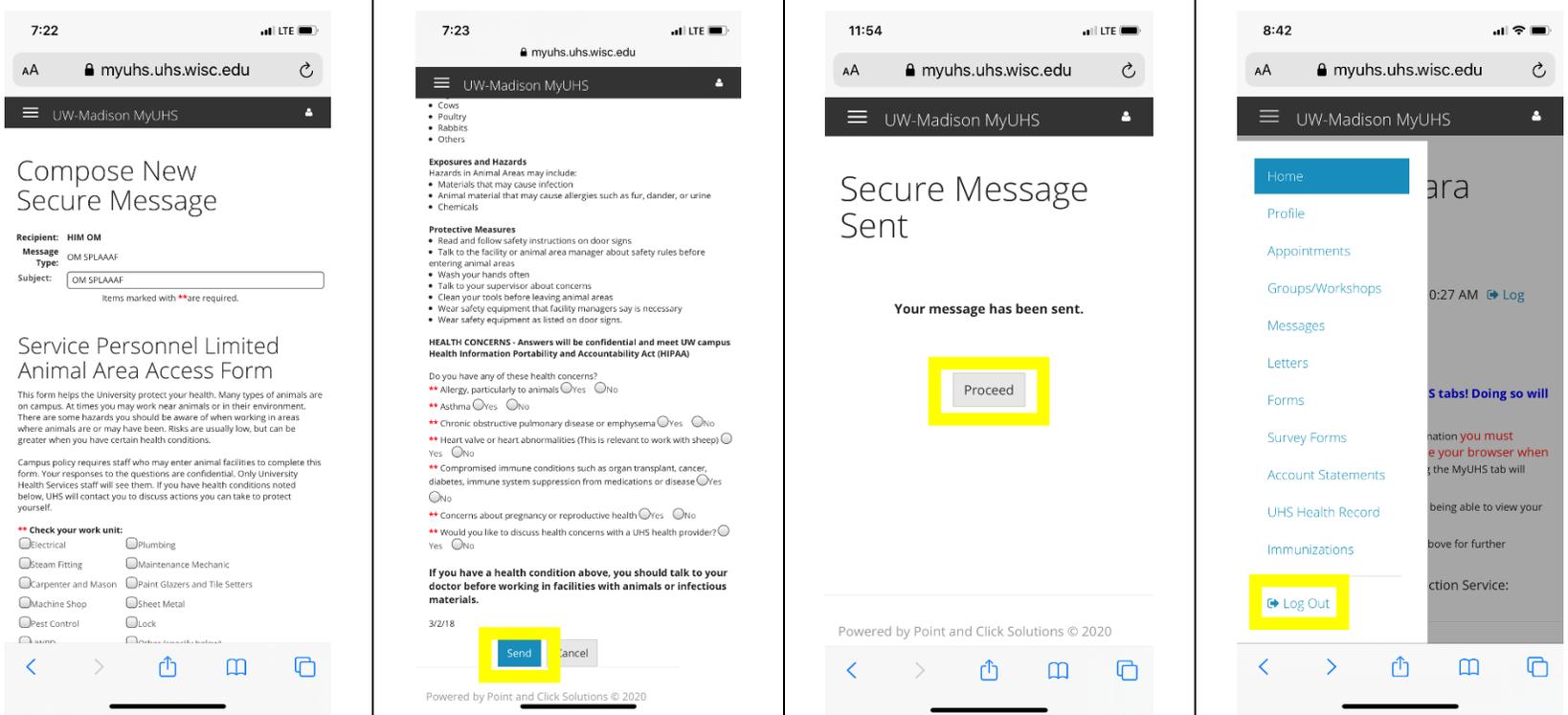
a. Tap menu and select “Messages”.

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.



The screenshots show the following steps:

- Compose New Secure Message:** The user is composing a message to HIM OM. The subject is "OM SPLAAAF". The message content is "Service Personnel Limited Animal Area Access Form".
- Secure Message Sent:** The user has completed the questionnaire. The "Send" button is highlighted in yellow.
- Secure Message Sent Confirmation:** The message has been sent. The "Proceed" button is highlighted in yellow.
- Logout:** The user has accessed the main menu and the "Log Out" option is highlighted in yellow.

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.