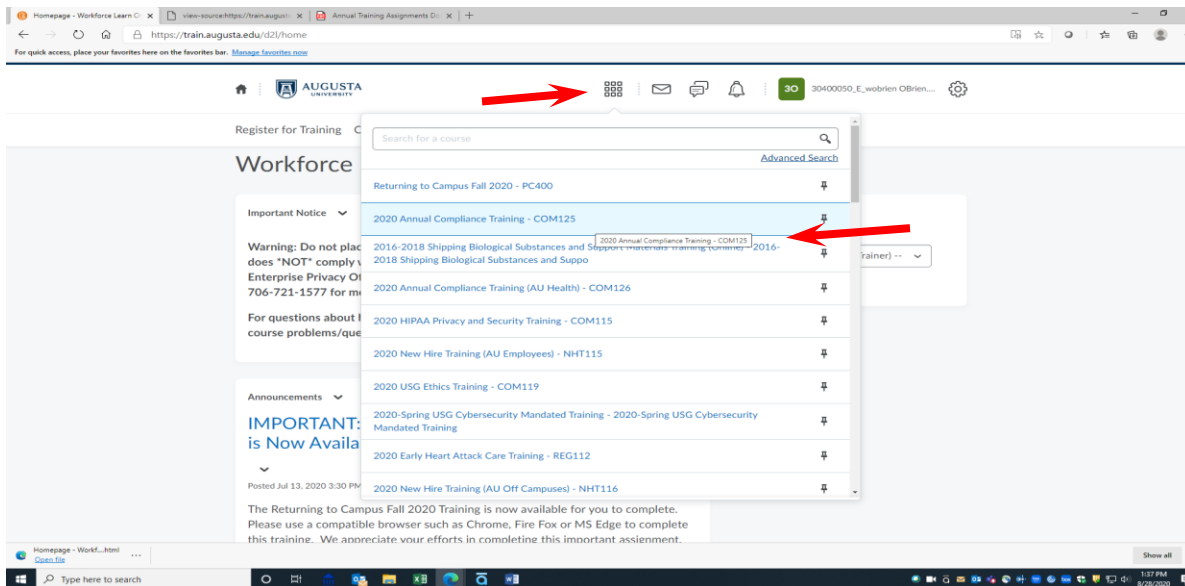
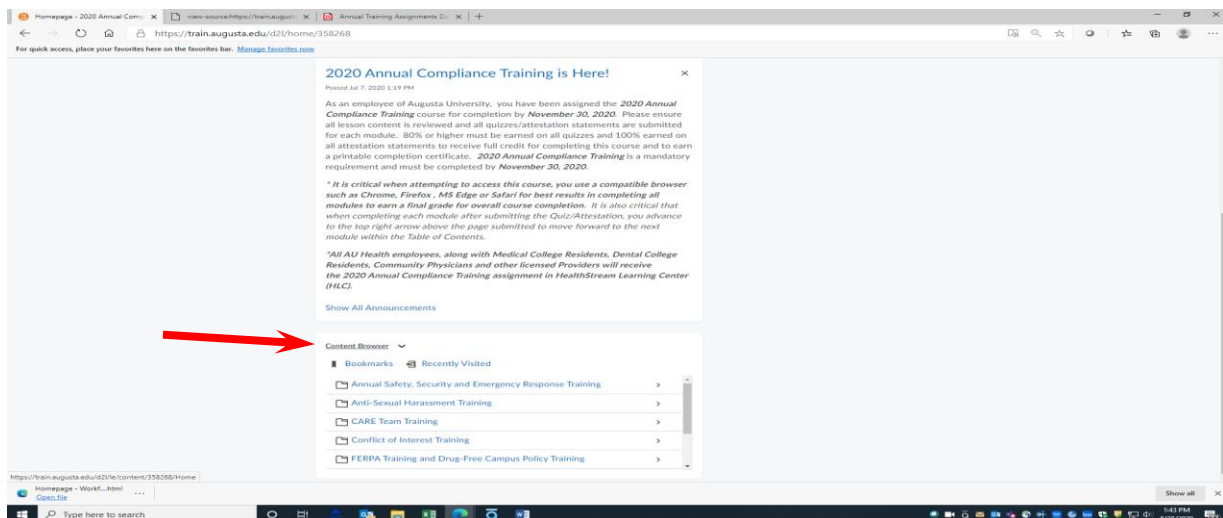


Instructions to Access Training and Contact Information for Additional Assistance

- To access your annual training assignment, go to <https://train.augusta.edu/d2l/home> in your web browser. **It is recommended to use Chrome, Fire Fox or MS Edge for this training as preferred browsers.**
- Log-in by using your Net ID and password (this is the same username and password you use to access Outlook and login to your work station each day):
 - If you have any issues or questions with your login, contact the Help Desk at (706) 721-4000 or (706) 721-7500.
- Once you've logged in to the [Workforce Learn Online \(WLOL\)](#), click on **Select a Course** (icon of 9 small blocks) at the top of the page to get a drop-down list of all assigned courses, to include the **2020 Annual Compliance Training** course.

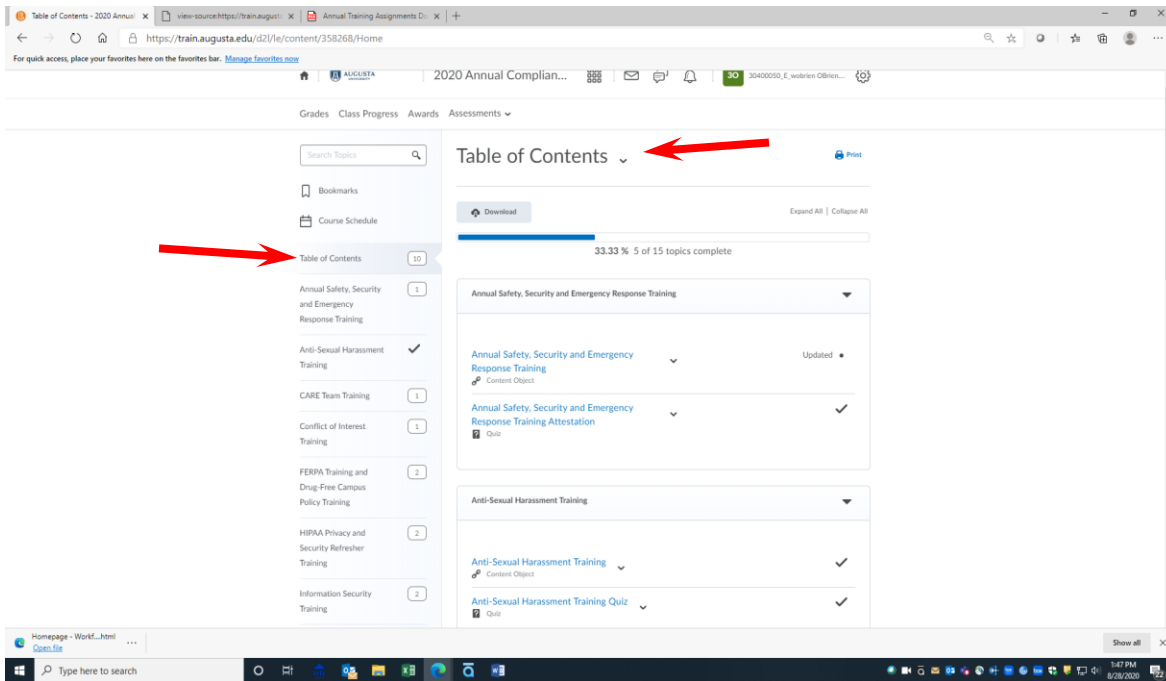


- Click on the title of the course **2020 Annual Compliance Training** to open the course page and to access the course content.
- Click on the words **Content Browser** to open the **Table of Contents** to complete each of the modules sequentially within the course.

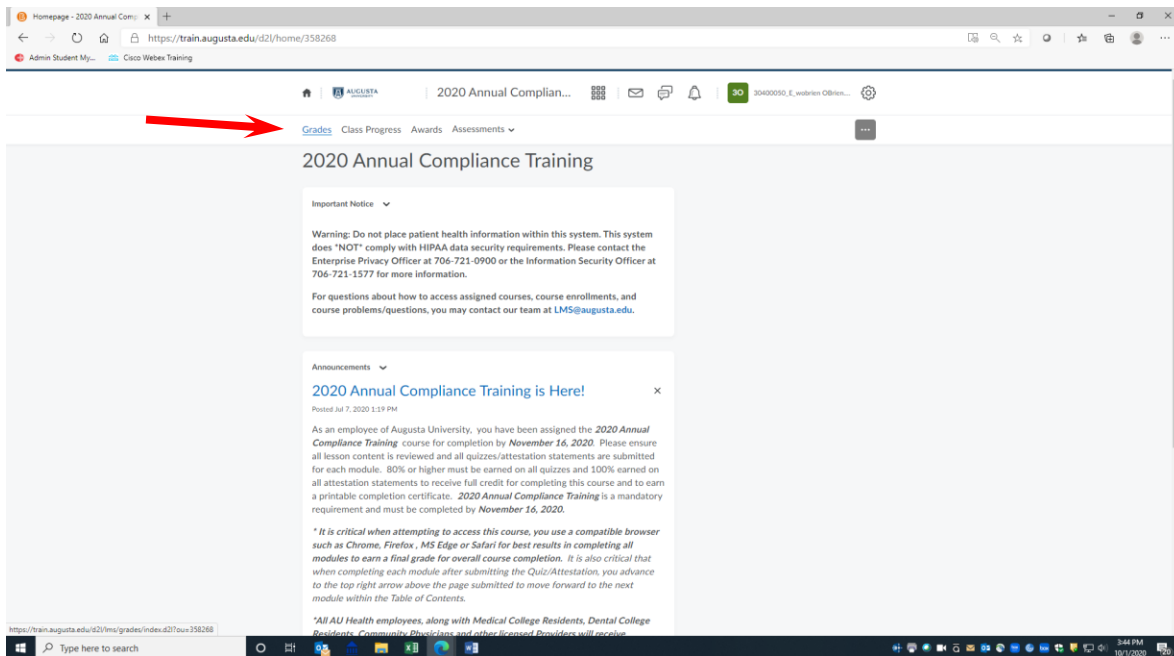


- Clicking on each of the modules within the **Table of Contents** will allow you to complete each one.

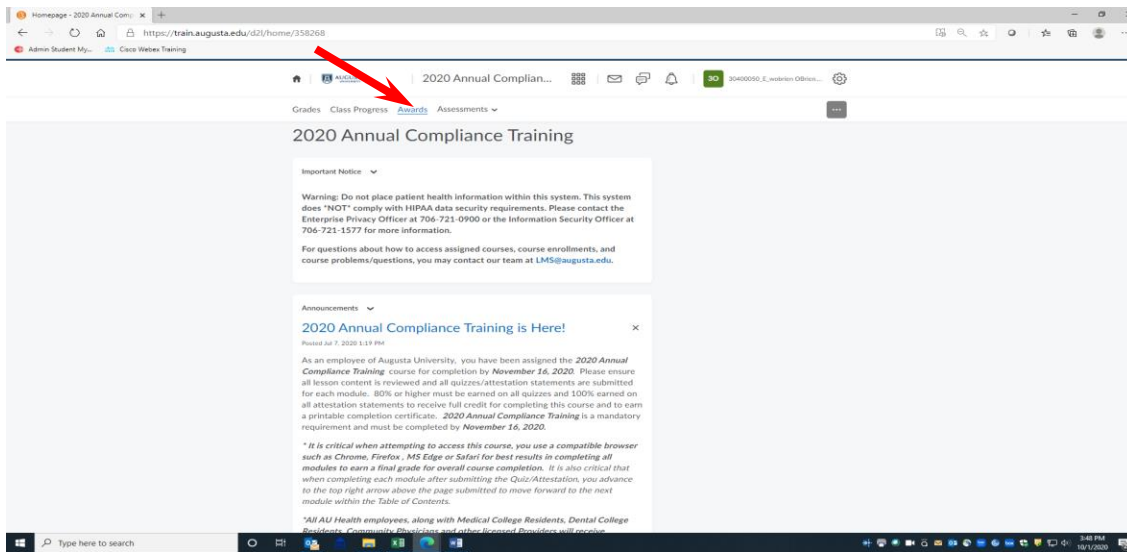
- Once a module is complete, a percentage of your completion will be reflected, along with a check mark placed next to the completed module.



- Upon completing all modules within the 2020 Annual Compliance Training course, click on **Grades** to access a complete **Grades Report** of all modules reflecting your completion percentages.
- This report is for your records or to provide to your supervisor (if required).



- Upon completing all modules within the 2020 Annual Compliance Training course, you can access a **Certificate of Course Completion** by clicking on **Awards**.
- This certificate is for your records or to provide to your supervisor (if required).



- 3 Augusta University Annual Training and Compliance 2020 (October 16, 2020)
If you experience technical issues, please contact the Help Desk at (706) 721-4000 or (706) 721-7500.