

Mandatory Employee Training Tip Sheet for Canvas Catalogue

Complete your required training on time

Complete all mandatory training as soon as reasonably practicable, and no later than four weeks after your start date or rehire date when a previously completed module is no longer valid.

Before You Begin

- **Use Google Chrome.** Use the most recent version for the best experience.
- **Confirm your requirements.** Review the modules required for your role with your supervisor.
- **Plan for completion.** Allow enough time to review all interactive content and knowledge checks.
- **Know where to find the course list.** [View the Mandatory Employee Training website](#)

Complete Each Module Successfully

- **Open every interactive element**, including all drop-down menus and “click and reveal” content.
- **Complete all knowledge-check questions** and achieve 100% where required.
- **Select “Complete Course”** at the end of each module.
- **If the “Complete Course” button does not appear**, review the module for unopened content or incomplete questions.

1 Review all content	2 Complete checks	3 Select Complete Course	4 Verify in Grades
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Confirm Your Completion

1	Open the course Return to the course in Canvas.
2	Select Grades Open the Grades section of the course.
3	Review each required module Confirm that each required item shows 100% completion.

Access for Ontario Tech Employees

1	Open the course link From the Mandatory Employee Training website, choose the required course under the “What training is required” tab.
2	Choose the appropriate login Select Learn LMS Login or Staff Login.
3	Sign in Enter your Banner ID and password.
4	Enroll and complete Select “Sign in to Enroll,” then complete the module.

AODA Training for External Participants

Follow the direction provided by aoda@ontariotechu.ca, then:

- Select External Login.
- Use an email address to create an account and password.
- Use the same email address and password each time you return. Do not create another account.
- After signing in, open Student Dashboard and complete the assigned module.

Accommodation or communication support

Contact Julie Day, Health and Disability
Management Specialist
julie.day@ontariotechu.ca

Training questions or technical issues

Contact Health and Safety Training
healthandsafetytraining@ontariotechu.ca