# Instructions for Accessing COVID-19 Training for Affiliates

The following courses were created by the University of Nevada and published to Canvas for NSHE-wide use by contractors an­d affiliates. The following courses were created by the University of Nevada and published to Canvas for NSHE-wide use by volunteers, contractors and affiliates who **do not have a UNR NetID**.

**If you do have a UNR NetID,** please complete the *General COVID-19 Training for All Personnel* and *COVID-19 Training for Research Laboratories and Creative Activities* (if applicable) in UNR’s WebCampus LMS at [https://unr.instructure.com](https://unr.instructure.com/).

An account may be set up using any email address (work or personal). Your supervisor will be notified upon completion.

* [**Enroll in General COVID-19 Training for Affiliates**](https://canvas.instructure.com/enroll/L83EE3)**\***
* [**Enroll in COVID-19 Training for Research Laboratories and Creative Activities**](https://canvas.instructure.com/enroll/ELK398)**\***

\*Once enrolled, you can [log into your class dashboard](https://canvas.instructure.com/login/canvas) for future course access.

Note: After each training module there will be links to additional information. If you click ***Next,*** you can skip the additional material and proceed to the quiz.

## Enrollment instructions

1. Go to <https://www.unr.edu/hr/alternative-operations>.
2. Scroll down to COVID-19 Training for University Contractors, Vendors and Affiliates.
3. Click on the course you want to take: General training or Laboratory Training.
4. Enter your email Address.
5. Click on: ***I am a new user*** unless you have already taken the other course.
6. Enter your full name.
7. Click on: ***I agree to the Acceptable Use Policy.***
8. Click on: ***Enroll in the course.***

***In another tab, or in your preferred email application, look for an email asking you to confirm your account. This will allow you to set up a password for later access. Don’t forget to check your junk mail.***

1. Click on: ***Not now*** or ***Start Tour.*** (The tour is not necessary.)
2. Click on: ***Courses.***
3. Click on: The course your wish to complete.
4. Click on: ***Course Instructions.***
5. Click on: ***Next*** to start the course.
6. Click on: ***Next.***
7. Click on: ***Next*** again.
8. Click on: ***Next*** again.
9. Click on: ***Take the Quiz.***
10. Complete all the Quiz questions and click on: ***Next.***
11. Complete subsequent modules as you did the first one.

## Logging in at a later date to complete or review your course:

1. Visit <https://canvas.instructure.com/login/canvas> to log in. (URLS with the word “enroll” in them will not allow you to log into the courses once you have already enrolled; it will give you an error that your email address is already in use.)
2. Enter your email and password. If you do not have a password, please make sure you have followed the highlighted instructions above to confirm your account and set one up.
3. If you have forgotten your password, please click the link for “[Forgot Password?](https://canvas.instructure.com/login/canvas)”