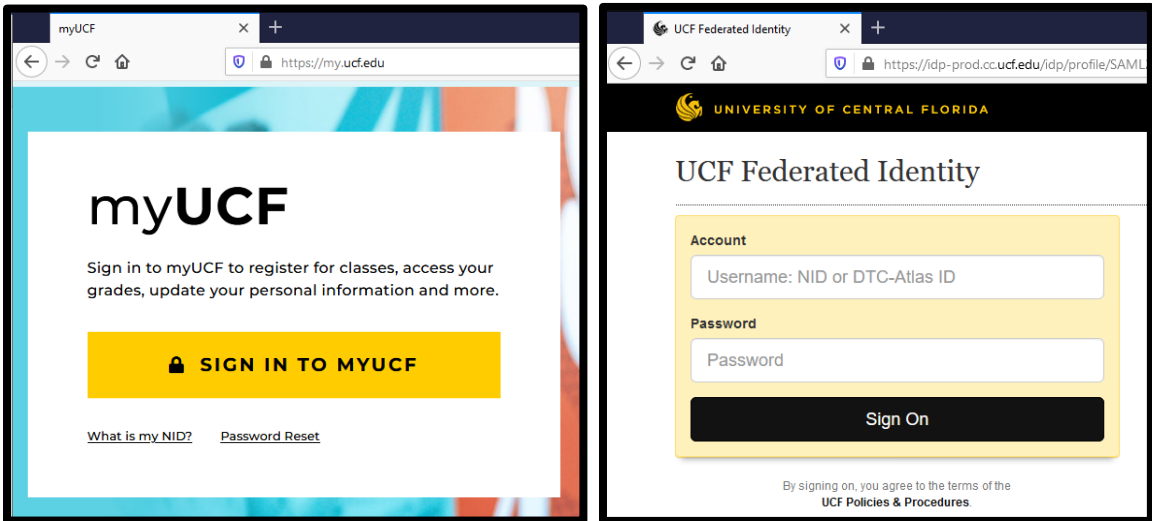


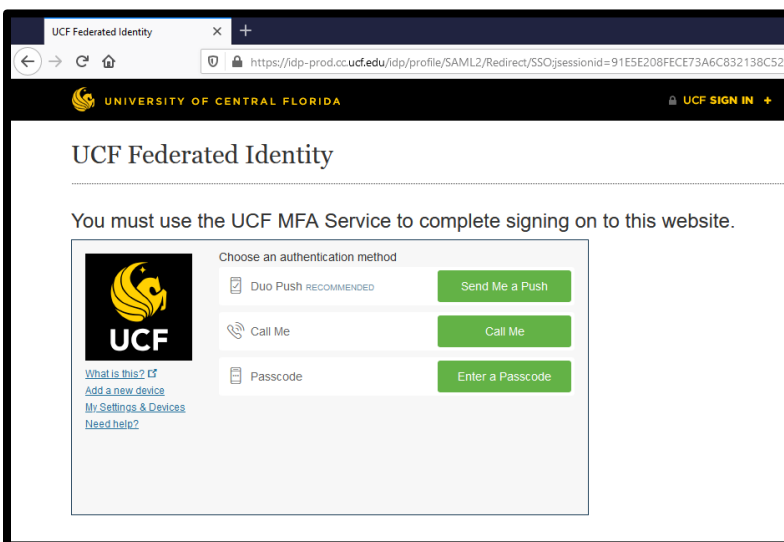
Returning to Campus Operations Training Course Completion Guide

Step 1: Registering for the Webcourse

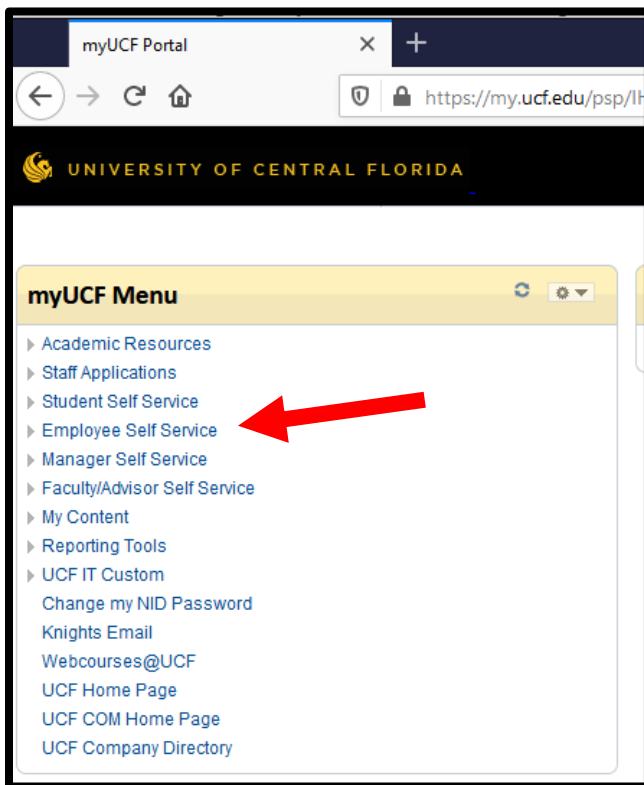
1. Register for the course through your MyUCF (my.ucf.edu). Use your NID and NID password. (Your NID is usually 2 letters followed by 6 digits, i.e. XX123456)



2. You will likely be asked to authenticate your login. If you need help, contact the UCF IT Support Center to request assistance using multifactor authentication. Email: servicedesk@ucf.edu | Website: www.servicedesk.ucf.edu | Phone: (407) 823-5117



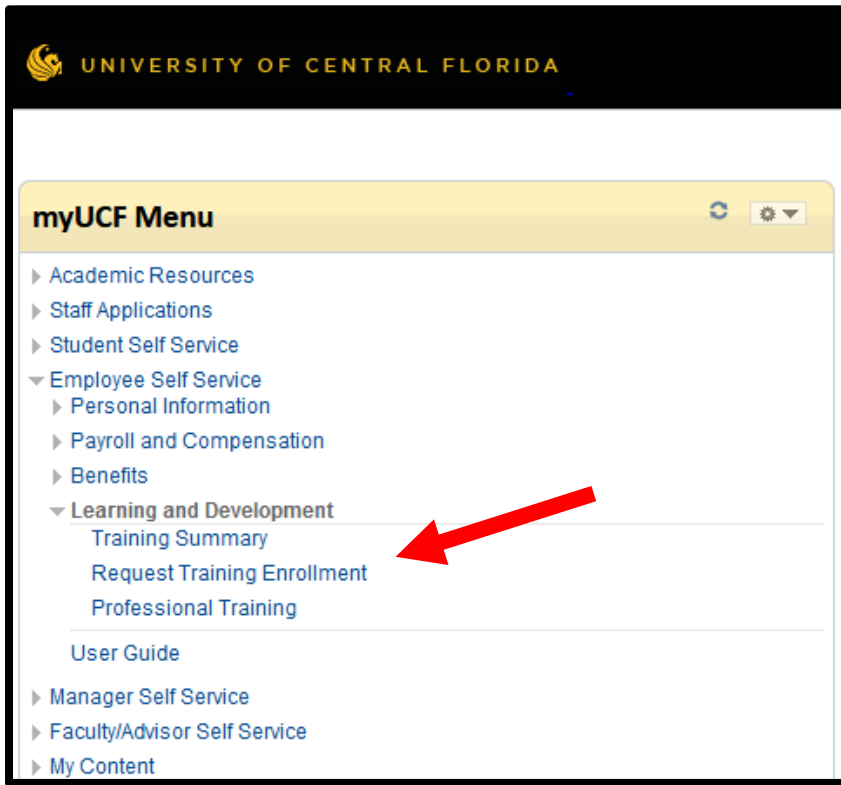
3. Once you are logged in to myUCF, click *Employee Self Service*.



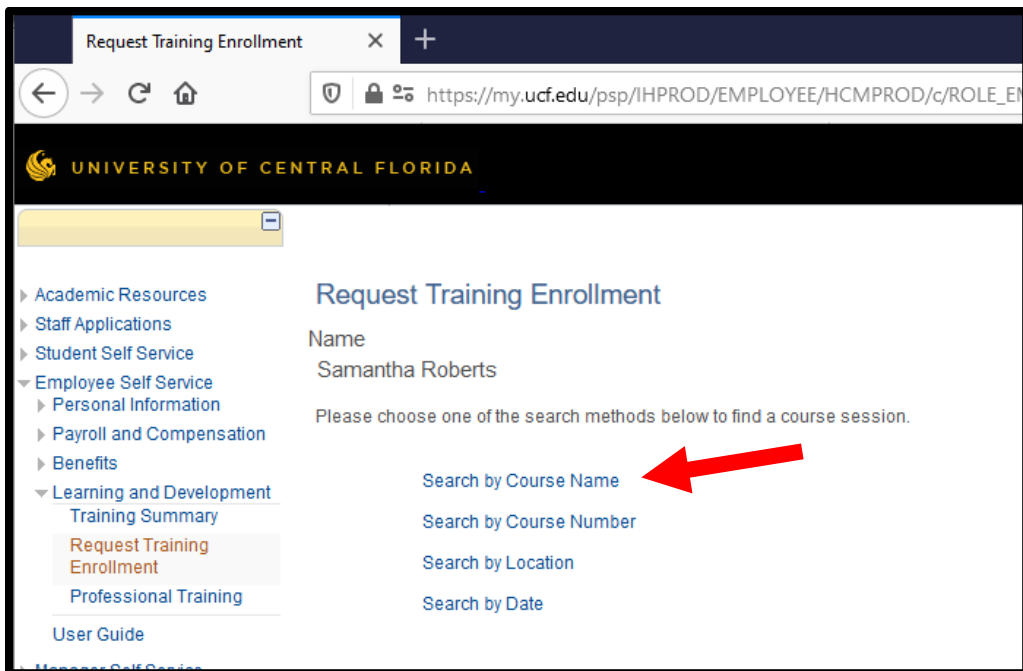
4. Next, click *Learning and Development*.



5. Next, click *Request Training Enrollment*.



6. Click *Search by Course Name*.



7. Type in "Returning" and click Search.

UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name

[Return to Request Training Enrollment](#)

Navigation menu: Academic Resources, Staff Applications, Student Self Service, Employee Self Service (Personal Information, Payroll and Compensation, Benefits), Learning and Development (Training Summary, Request Training Enrollment, Professional Training), Manager Self Service, Faculty/Advisor Self Service, My Content.

8. Click *View Available Sessions*

UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

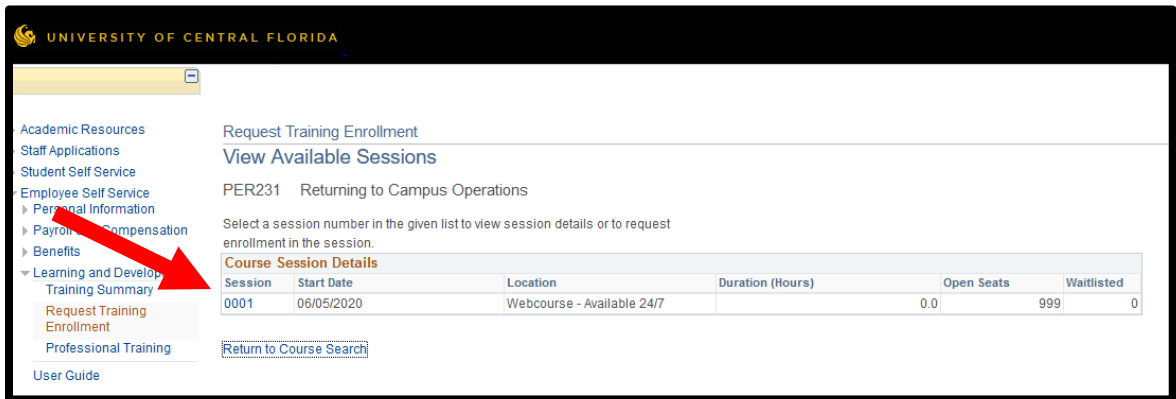
Course Name

Course Details			
Description	Course Detail	Course Number	Session Availability
Returning to Campus Operations		PER231	View Available Sessions

[Return to Request Training Enrollment](#)

Navigation menu: Academic Resources, Staff Applications, Student Self Service, Employee Self Service (Personal Information, Payroll and Compensation, Benefits), Learning and Development (Training Summary, Request Training Enrollment, Professional Training), User Guide, Manager Self Service, Faculty/Advisor Self Service, My Content.

9. Click the *Session Number* for the first available session and confirm your registration on the next screen. **IMPORTANT! Be sure to select the session with the next *future* date**



UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
View Available Sessions

PER231 Returning to Campus Operations

Select a session number in the given list to view session details or to request enrollment in the session.

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted	
0001	06/05/2020	Webcourse - Available 24/7		0.0	999	0

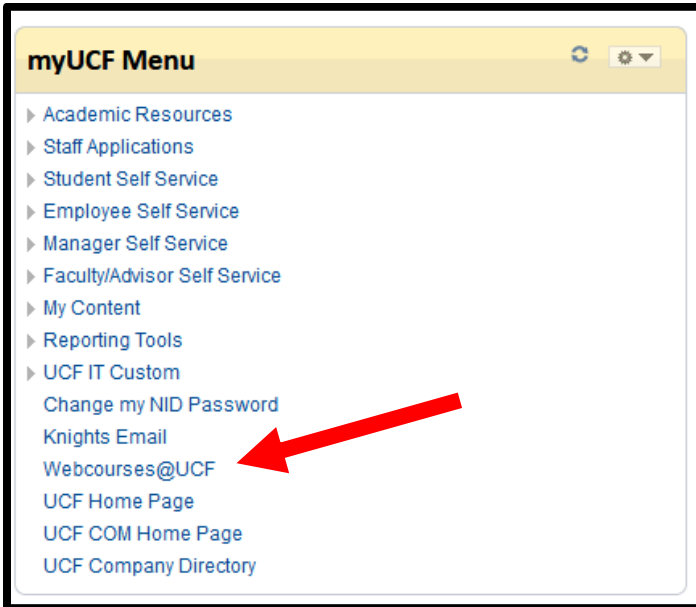
[Return to Course Search](#)

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Payroll Compensation
Benefits
Learning and Development
Training Summary
Request Training Enrollment
Professional Training
User Guide

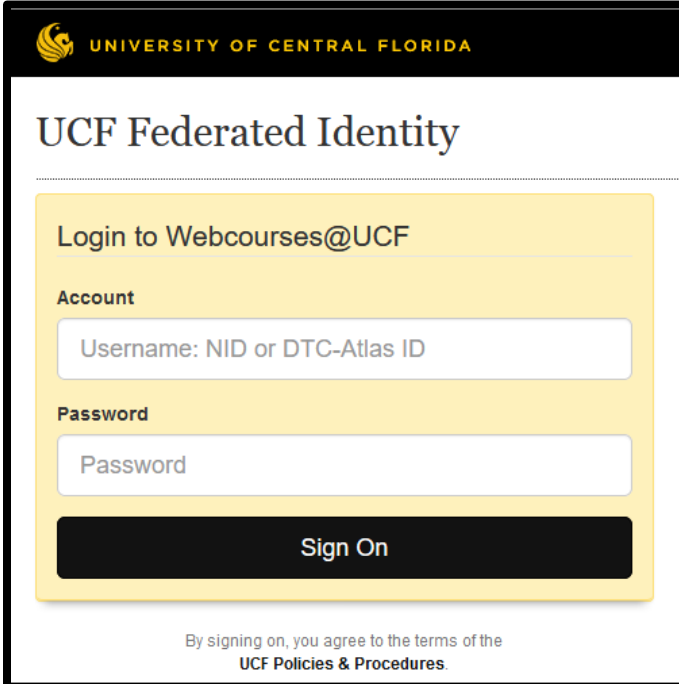
10. You will receive an email shortly confirming your registration. After that, you will be able to access the training through Webcourses.

Step 2: Logging into Webcourses

1. Go to webcourses.ucf.edu or to Webcourses@UCF in the MyUCF menu

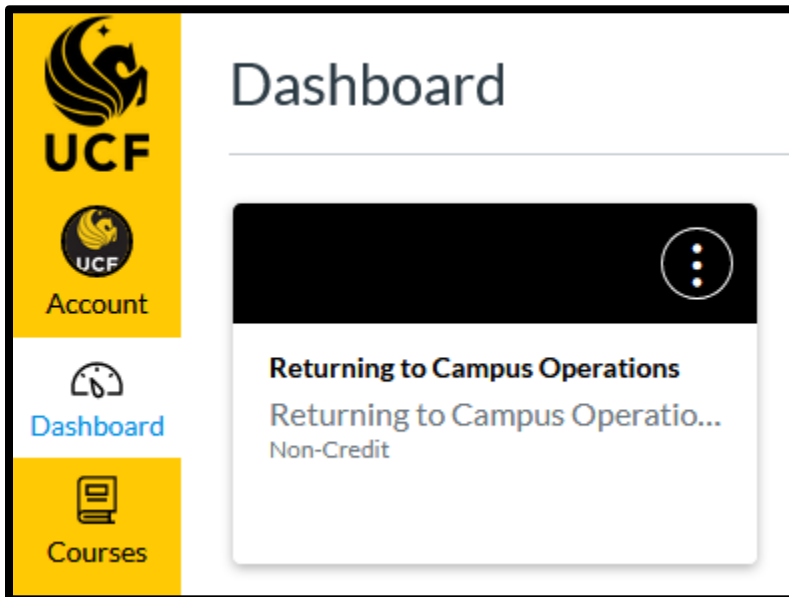


2. If prompted, log in using your NID and NID password

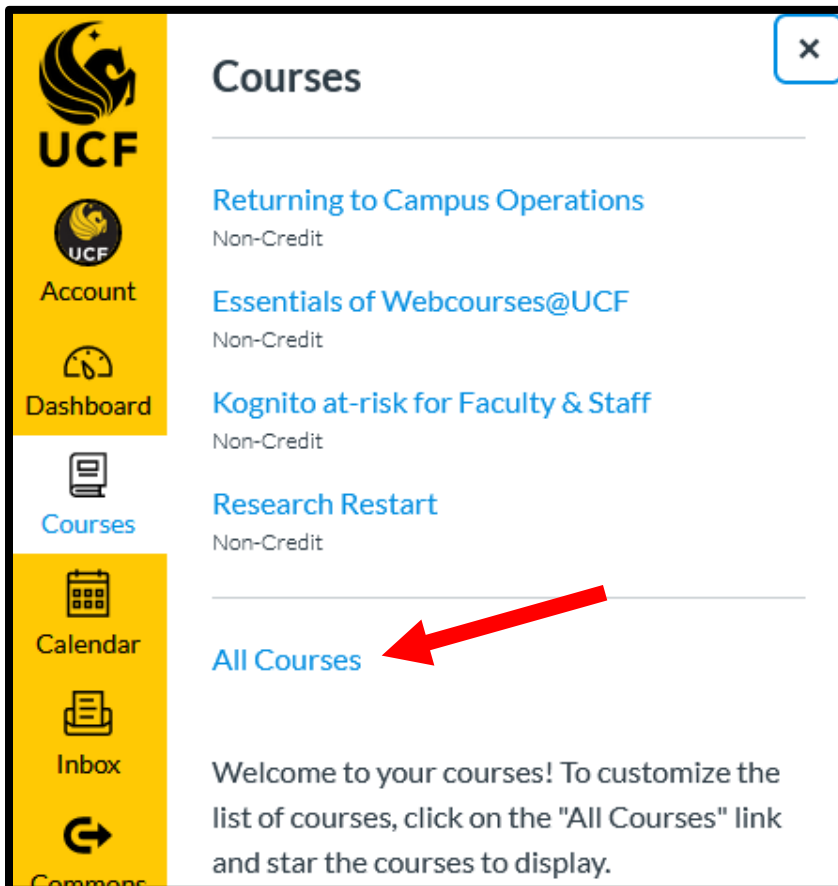


The image shows a screenshot of the 'UCF Federated Identity' login page. The page header includes the University of Central Florida logo and the text 'UNIVERSITY OF CENTRAL FLORIDA'. The main heading is 'UCF Federated Identity'. Below this, there is a section titled 'Login to Webcourses@UCF'. The login form includes an 'Account' field with the placeholder text 'Username: NID or DTC-Atlas ID', a 'Password' field with the placeholder text 'Password', and a 'Sign On' button. At the bottom of the page, there is a disclaimer: 'By signing on, you agree to the terms of the UCF Policies & Procedures.'

- Returning to Campus Operations will appear on your Webcourses dashboard



- If Returning to Campus Operations does not appear, check your Courses list



5. If you still do not see Returning to Campus Operations, wait 24 hours and check again. If you still do not see the training, then ask for help. During periods of high volume, it can take our system some time to process your registration.

UCF

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Conference Guides for Remote Classrooms](#)

Get help on how to use and configure conferences in canvas.

[Report a Problem to Webcourses@UCF Support](#)

If Webcourses@UCF misbehaves, tell us about it

[Ask Your Instructor a Question](#)

Questions are submitted to your instructor

Step 3: Take the course

1. The Returning to Campus Operations Webcourse contains all the information you need to complete the online training module.
2. At the end of the homepage, there is a hyperlink to the Course Modules, click Course Modules to begin the training.

Modules
Quizzes

PROTECT OUR UCF COMMUNITY

Dear Fellow Employee,

Welcome to the *Returning to Campus Operations Training*. The purpose of this course is to ensure that UCF employees are prepared to return to work on campus during the COVID-19 pandemic, while keeping everyone safe using a phased approach.

We need everyone to be flexible and adopt behaviors that will make our campuses as safe as they can be. In the new normal we are facing, we will need to ask everyone to accept some inconveniences and adopt the behavioral norms and practices necessary to protect the health of every member of our community.

This course is required for every UCF employee to return to working on campus. After completion, **your supervisor will contact you regarding your plan for return.**

Please note that guidance and data continue to emerge as we work through this unprecedented time together. Essential updates will be communicated directly to employees and will also be incorporated into future versions of this training. **You will continue to have access** to the most current version of this course on your Webcourses dashboard after you complete the training.

If you have any questions about this course, please contact hrconnection@ucf.edu or UCF Human Resources at 407-823-2771. *You should direct questions regarding your specific work situation to your supervisor or your department HR liaison.*

Please begin the training by accessing the [Course Modules](#). When you are finished, you will be asked to [acknowledge your completion](#) and affirm that you understand your responsibility to help keep UCF safe.

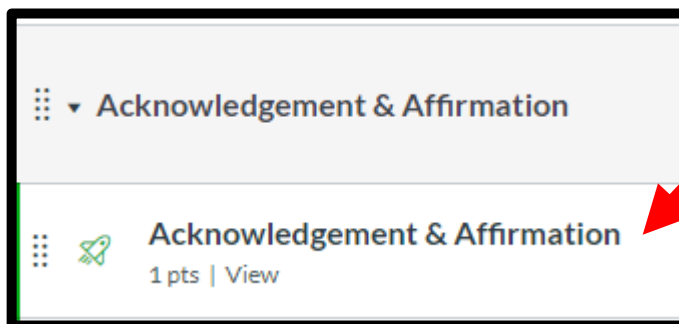
Thank you for everything you are doing to keep us all safe,

Step 4: Complete the “Quiz” in Webcourses

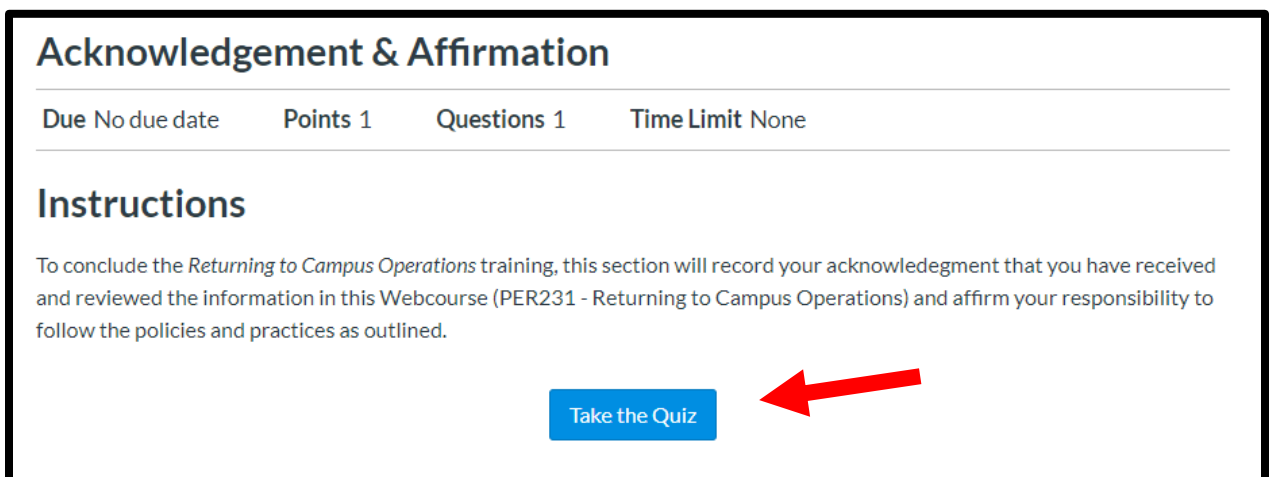
1. After reading through the course, you must complete the “Quiz” to earn credit. Click the Quizzes tab in the left menu to find the “Quiz” named Acknowledgement & Affirmation.



2. Click on Acknowledgement & Affirmation



3. Click Take the Quiz



4. Click the button next to the affirmation statement, then click Submit Quiz

The screenshot shows a web interface for a quiz titled "Acknowledgement & Affirmation". The breadcrumb trail at the top reads "Returning to Campus Operations > Quizzes > Acknowledgement & Affirmation". On the left, a navigation menu includes "Non-Credit", "Home", "Modules", and "Quizzes". The main content area displays the quiz title, the start time "Started: May 26 at 3:40pm", and the heading "Quiz Instructions". Below this, a text prompt asks the user to click below to acknowledge the policies and practices. A "Question 1" box contains the instruction "Please click below:" and a radio button next to the affirmation statement: "I affirm that I have completed the Returning to Campus Operations training and I understand that I am responsible for following the principles and precautions as outlined." A red arrow points to this radio button. At the bottom right of the question box, there is a "Submit Quiz" button, also indicated by a red arrow. A status bar at the bottom shows "Quiz saved at 3:41pm".

Your department will now be able to see that you have completed the training and will communicate with you about your return to campus.

**Thank you for completing the Returning to Campus Operations Training.
With your help, UCF will be able to keep our UCF family and community safe.
If you need additional assistance with UCF course access, please contact
hrconnection@ucf.edu.**