

Instructions to Access Guardian Training

*Required for permanent guardians of the person and permanent guardians of the estate, unless exempt under Wis. Stat. § 54.26(2).

- ☐ 1. Go to: <https://www.uwgb.edu/guardianship-training/>
- ☐ 2. Scroll halfway down the page until you see "**Enroll Now**".
 - Click "**Take the Training**" button.
- ☐ 3. If you have registered with UW Green Bay before, enter your username and password and click the "**Sign In**" button.
If you have not registered with UW Green Bay before, click the "**Sign Up**" button.
 - Complete the requested account information.
- ☐ 4. Click the provided link to start the training course:
(<https://uwgreenbay.catalog.instructure.com/courses/guardian-training>)
- ☐ 5. Under **Guardian Training, Self-paced**, click the "**Enroll Now**" button and then fill in the requested information (Do not click the shopping cart button).
- ☐ 6. Enter the requested information. Click "**Register New Account**" button.
- ☐ 7. Click the "**Enroll**" button.
- ☐ 8. Click the "**Go to Courses**" button. Wait a few minutes and then check your e-mail.
- ☐ 9. You will receive multiple e-mails from UW Green Bay. The e-mail with the subject "**Welcome to Catalog**" will contain your login ID, so please keep the e-mail for future reference.
 - Click "**Complete Registration**" button at the bottom of that e-mail.
 - Create a password as requested.
- ☐ 10. Click the "**Go To Course**" button.

All modules must be completed for the training to be complete.

To log in later to complete the training:

- ☐ 1. Go to: <https://uwgreenbay.catalog.instructure.com/courses/guardian-training>
- ☐ 2. In the upper right-hand corner, click "**Login**".
- ☐ 3. Click on "**UW Continuing Education Student**".
- ☐ 4. Add your login and password. Click "**Log In**".
- ☐ 5. Click "**Go To Course**".