GETTING STARTED
How to Log into the Basic Health and Safety Training

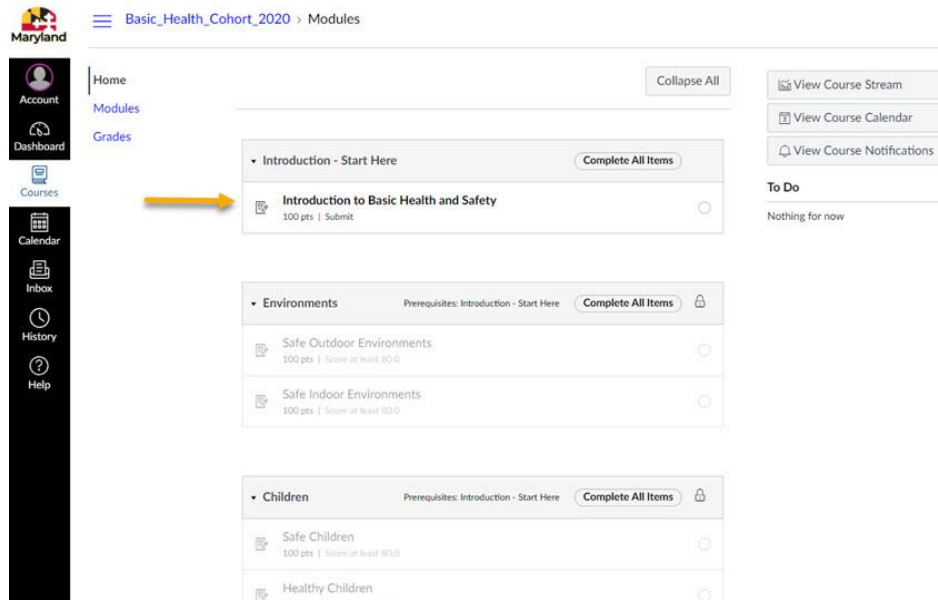1. Go to: https://msde.instructure.com/login/canvas

2. Type **your email** address in the **Username** window.

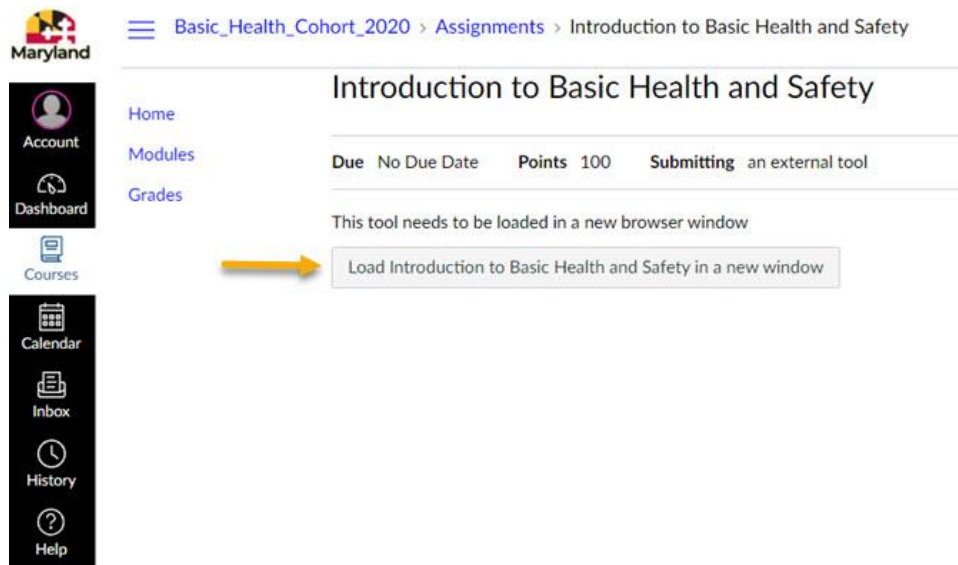   Type the **password you created** in the **Password** window.

3. Select **Introduction to Basic Health and Safety**

   Notice the other modules are locked. Once you complete the Introduction you will be able to access the other topics.
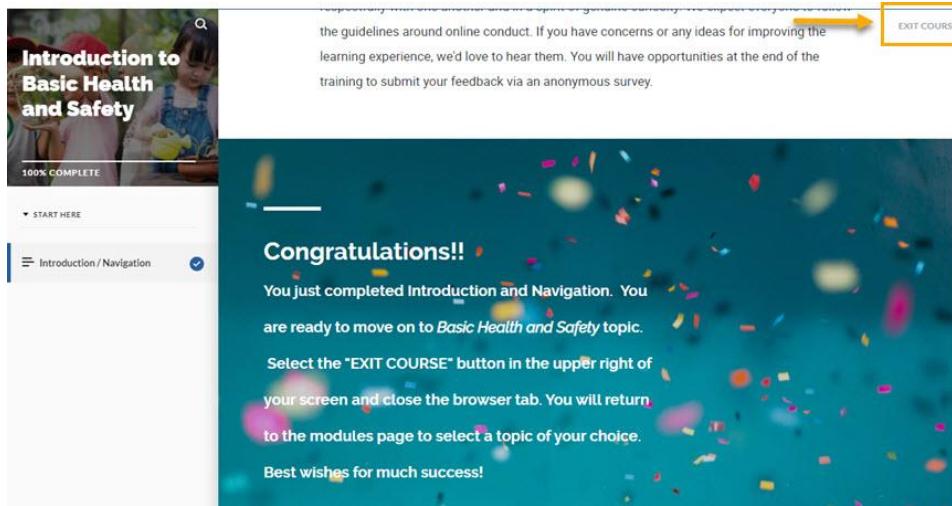

4. Select **Load Introduction to Basic Health and Safety in a new window**.

   Note: It may take a few seconds for the training to load depending on your internet connection.
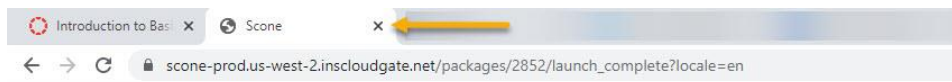
5. Use the **EXIT COURSE** button in the upper right corner to return to the main training.

   NOTE: If you prefer to complete the training one section at a time, the sustem remembers the section where you left off. Just remember to use the EXIT COURSE button before you leave the training.
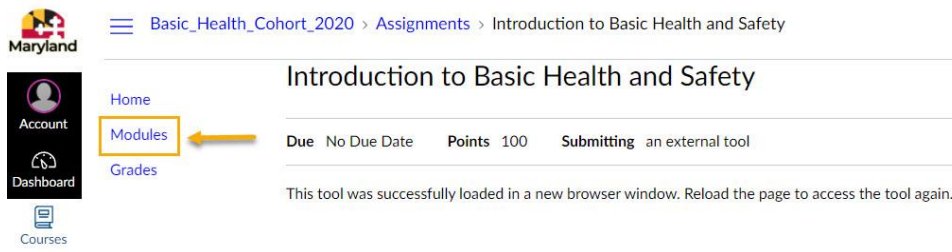

6. When you select EXIT COURSE the training closes and a Thank you! screen appears. Select the **x** to close the training window.

   Select **Modules** on the left to return to the list of training topics.

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7. Notice all the topics are now available. You may select topics in any order. As you complete a topic, a green check mark appears on the right.

Once all the topics are complete, the Final Review module will be available. Completing all the topics and the Final Review Activity with a score of 80% or higher will unlock the Certificate of Completion module.