These instructions are intended to outline the registration process for the OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS required CHW training course. Green boxes are the sequential instructions, yellow boxes are notes to be aware of, and blue boxes indicate the starting point of each section.

Step 1: Create a Canvas Account

Canvas is the learning management system that houses the training, will guide you through the content, and issue a certificate of completion after successfully completing the program. Before you can enroll in the course, you must have a Canvas account.

To create a canvas account, go to this website: https://canvas.umsystem.edu/

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✦ CANVAS

UMSYSTEM
LOGIN →
Use this log in with your UMSystem credentials.

ALTERNATIVE
LOGIN →
Use this log in if you do not have University credentials and have not received an invitation.

INVITED GUEST
LOGIN →
Use this log in if you do not have University credentials and have received an invitation.

Once here, select "**Alternative Login**", circled in red above.

Next, you'll be given three options.

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Select Login Method

G | Google Login

⊞ | Microsoft Login

◉ | Other Login

For more information on which login method to choose above, click here.

For help logging in, please contact Missouri Online via email (canvas@umsystem.edu), chat or phone (855-675-0755).

For these instructions, we are going to cover the third option, "Other Login", where you will create an account with your name and email address.

NOTE You cannot create an account with an @umsystem.edu email address. If you have an @umsystem email address, you already have a canvas account and can login with the "UMSYSTEM Login" button at the top of the three options at https://canvas.umsystem.edu/.

After selecting "Other Login" you'll see this screen:

University of Missouri System
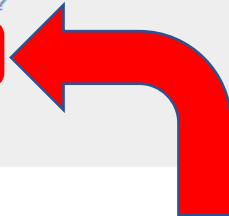COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Login

Username

Password

Login

Forgot Password?

Create Account

Select "**Create Account**", circled in red above.

You should now see this screen:

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Account Management

	Create Account
Home	Please enter the required information below. Then click the Create button to move to the activation process.
Create Account	**Required Information**
Forgot Password	
Change Password	**First Name**

Last Name

Email Address

Note: This cannot be a **umsystem.edu** email address.

Create

Complete the First Name, Last name, and Email Address fields, then click the "Create" button.

NOTE The name you provide here will be used for your certificates of completion.

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Account Management

Create Account

| Home |
| **Create Account** |
| Forgot Password |
| Change Password |

An email was sent to **your email** with instructions on how to complete the account activation process. ✕

Log into your email and follow the instructions to complete the process.

The email will contain:

- Your user ID: *** Your new ID is: *The Email You Used* ***
- Account activation link - Click the link under where it says: "To complete the activation of this account, please follow these steps:"
  1. Go to: *Long Link (click or copy/paste/go in your browser's address bar)*

This will bring you to the following webpage where you can set your password:

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Account Management

Activate Account

| Home |
| **Activate Account** |
| Forgot Password |
| Change Password |

To activate your account, please enter a new password and confirm it by entering it again. Your new password must meet the Minimum Password Standard.

Set Password

New Password

New Password Confirmation

Activate Account

NOTE the password requirements are as follows:

1. A minimum length of 8 characters (maximum 255).
2. It must contain a character from at least 3 of the following character groups:
    I. English uppercase (A through Z)
    II. English lowercase (a through z)
    III. Numeric digits (0 through 9)
    IV. Symbols (such as **~`!@#$%^&*_-+=:;,.?** etc.) and spaces
3. Passwords may be rejected if they match parts of your name or login ID.

After you create your password, click activate account button, circled in red above and you should get the following message.

Activate Account

You have successfully activated your account. If this account will be used to access a service, you need ✕ to log in and complete some additional steps.

Please remember, your account ID is   Your email

Press *Continue* when you are ready.

[Continue]

After clicking continue, you'll be taken to the login screen.

ouri System
.LA | ST. LOUIS

Login

Username

Password

[Login]

Forgot Password?

Create Account

Step 2: Enroll in the Class

Visit this website: https://umsystem-muextension.catalog.instructure.com/browse/nutri-wellness-ed/courses/162657-outbreak-preparedness-for-missourian-community-health-workers

MU Extension
University of Missouri

OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS

Time limit: 90 days

Enroll

Click the enroll button.
If you're not already logged in, you'll be routed to the Canvas login page:

CANVAS

UMSYSTEM
LOGIN →
Use this log in with your UMSystem credentials.

ALTERNATIVE
LOGIN →
Use this log in if you do not have University credentials and have not received an invitation.

INVITED GUEST
LOGIN →
Use this log in if you do not have University credentials and have received an invitation.

Select "Alternative Login".

Select "Other Login" and login with your Username (Email) and password.

Select Login Method

G | Google Login

⊞ | Microsoft Login

(◉) | Other Login

For more information on which login method to choose above, click here.

For help logging in, please contact Missouri Online via email (canvas@umsystem.edu), chat or phone (855-675-0755).

If you haven't logged in with your new account, you will be asked to verify your email.

FIND YOUR EXISTING ACCOUNT

Email Address *

* indicates required fields.

Submit

Enter the email address you registered with. You will be sent an email to that address with a number code to verify.

FIND YOUR EXISTING ACCOUNT

An email has been sent to *johnysmizzle@gmail.com* containing a verification code.

Email Verification Code

· · · | · ·

Please enter the verificatio code in the field above.

Please enter the verification code in the field above.

* indicates required fields.

After you submit, you'll be directed to this page, where you can enroll in the course.

OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS

Time limit: 90 days to complete requirements after enrollment

Enroll in Course

After you are enrolled, select "Go to your Dashboard" circled in red below.

OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS

Time limit: 90 days to complete requirements after enrollment

Congratulations! You have successfully enrolled in OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS!

Go to your Dashboard | Return to Catalog

You can start the course with the "Begin Course" button on your dashboard.

| In Progress | Completed | Not Completed | | PDF Transcript |

Courses

OUTBREAK PREPAREDNESS FOR MISSOURIAN COMMUNITY HEALTH WORKERS
📅 Ends October 9, 2022, 90 Days Remaining

This is a 6-hour, self-paced, asynchronous course provided through a collaboration between the University of Missouri and the Missouri Department of Health and Senior Services. The intent of the course is to provide required training on the topic of vaccines, vaccine hesitancy, and preparation for future pandemics for Community Health Workers (CHWs). This training will help you prepare for vaccine-related conversations with people in your community.

Outbreak Preparedness for Missourian Community Health Workers

Extension
University of Missouri

Begin Course

If you find you still need assistance, please visit the website below for help topics and contact information for technical assistance.

https://online.missouri.edu/learning/online-learning/extension