

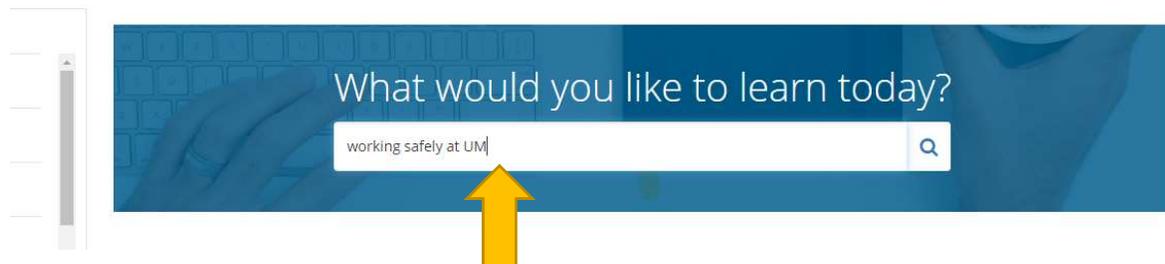
## Working Safely at U-M

To complete the Working Safely at U-M training on My LINC following these steps:

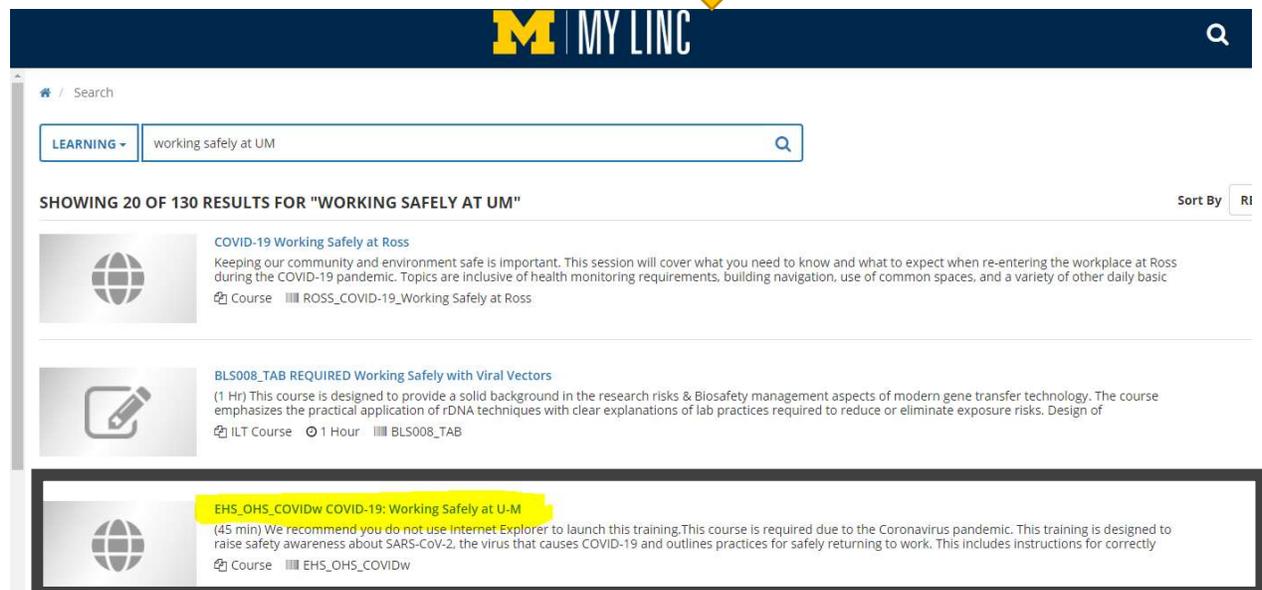
1. Go to the My LINC home page: <https://maislinc.umich.edu/>  
You will need to sign in with your unqname and password.



omplete a My LINC training course, contact [Sites.knox@umich.edu](mailto:Sites.knox@umich.edu). Please provide as much advanced notice as you can, and staff will work with you to provide assistance  
My LINC courses, contact the ITS Service Center.  
gress for more than 30 days, you will receive a message letting you know it will be canceled soon. Check your **Timeline** for any In Progress courses to either complete the  
cessfully completed a course, view your training transcript. Canceling an In Progress course will not affect a previously completed attempt. Click the Help icon or Getting  
iformation about using My LINC.



2. On the home page in the search box type: Working safely at UM and press Enter
3. The Result page will look like this:

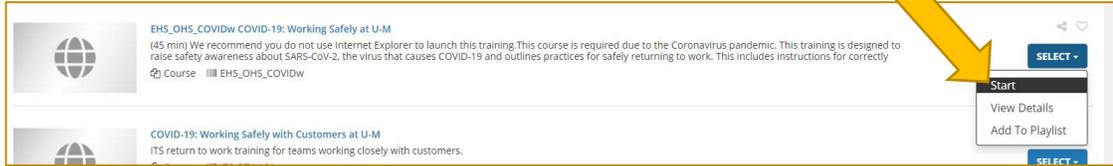


4. You want to select the EHS\_OHS\_COVIDw COVID-19: Working Safely at U-M

5. Press the Blue Select button on the right hand side:

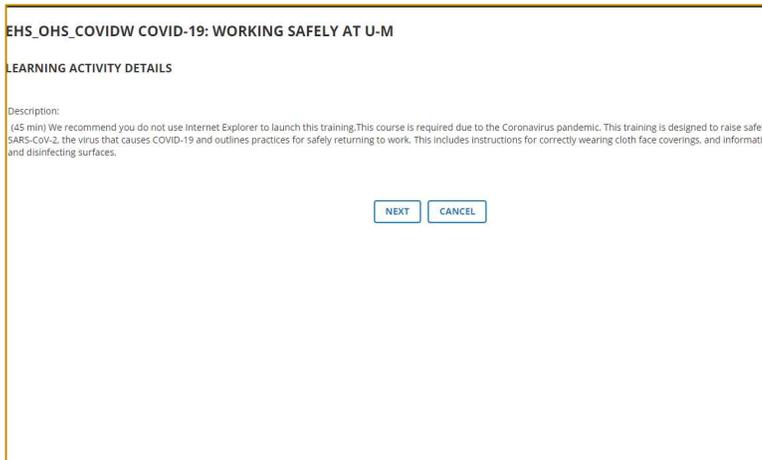


6. When you press the blue select button a drop down list will come up



7. Click on Start

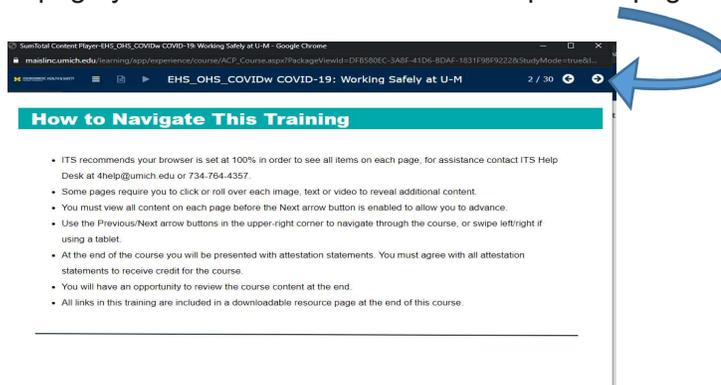
8. You will be taken to this screen:



9. Note that it says the training will take 45 minutes, so make sure you have enough time to complete the training.

10. Click on the Next button

11. To go to the next page you will use the arrows on the top of the page



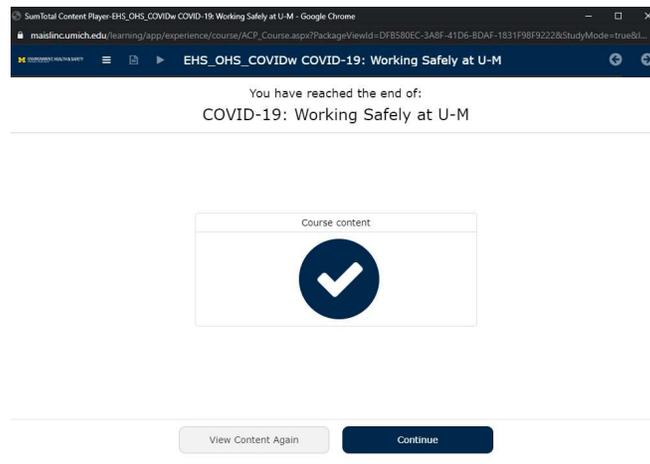
12. Read each page very carefully and follow all the instructions on the page- some pages require you to perform steps before you can continue on.

13. If you are not able to click the arrow at the top of the page to advance to the next screen and it is greyed out, that means you need to complete something before you can go to the next page.

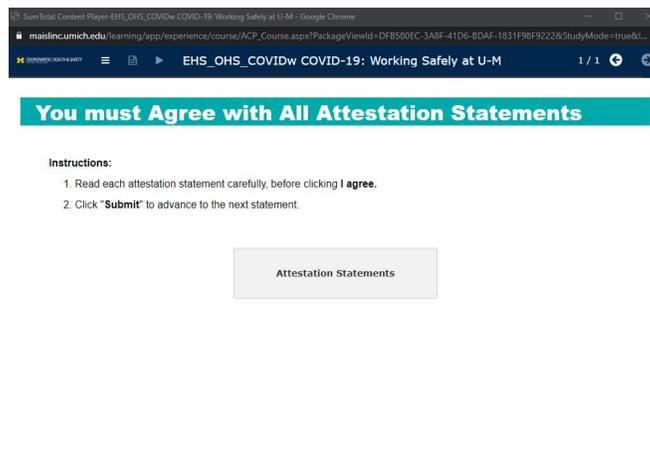


14. Starting on page 25 you will be given practice questions to see how well you understand the information you just read through. It is ok if you do not answer the question correctly, you will be given the correct answer and will be able to continue on.

15. When you have completed all the slides you will come to this page:



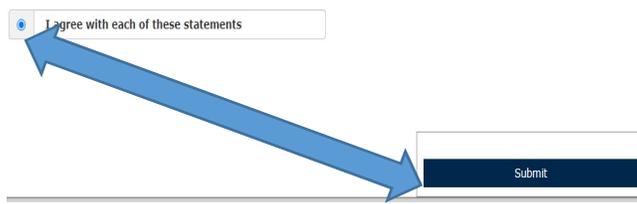
16. Click on Continue and you will be taken to this page:



17. Click on



18. You will be taken to a page where you will read through the statements and if you agree to them you will click the circle and then press submit



19. Once you click submit you will be taken to the final page. **PLEASE READ THIS PAGE CAREFULLY**

## Course Completion

You have reached the end of the course.

The following resources are available for download:

- A copy of this training
- Your attestation statements
- COVID-19 Preparedness and Response Plan
- Resource guide, including all links in this training

<b>Course Completion</b>	<b>Attestation Statements</b>

Both the **Course Completion** and **Attestation Statements** need to show 100% in order to receive credit for this course.

If both show 100%, click the **Exit** button in the lower right corner or close this browser window to exit the course.

If the **Attestation Statements** dial is not at 100%, you need to Redo the Attestation.

If the **Course Completion** dial is not at 100%, you need to Review the Course Content.

After you exit this training, your certificate of completion will be available in your MyLINC Training Transcript. View your course attempt history to print your certificate by clicking the diploma icon.

**Exit Course**

20. If both your Course Completion and Attestation Statements say 100 then you can press Exit Course. You have now completed the required course to return to campus

21. You can select Close on the next page that comes up

