

# 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**”.