1. Start at **1. Introduction**.

2. Read the section.

3. Answer and/or update all questions at the bottom of the page.

4. Check the “Completed” box (top, right corner of the screen).

5. Within the Navigation Pane (top, left corner of the screen) click on **2. Training**.

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Questions? Email coi@ucdenver.edu. Call 303-724-7404 or 303-724-0034.