

## **FAQs -AMA Online Training Modules**

### **1. What's my username and password to log in?**

Your user name and password are the same as when you log onto to your computer when you start work. For example, Jane Doe would be:

**doe-j** - (User name)

xxxxx - (**Password** would be your current logon password)

### **2. I don't have access to Nexus what do I do?**

If you do not have access to Nexus, you can be added. Please contact Erin McCarthy ([e.mccarthy@uwinnipeg.ca](mailto:e.mccarthy@uwinnipeg.ca)) so your information can be inputted.

### **3. When I log into my Nexus account I don't see the link to the training?**

When you log on to Nexus, you need to go to the upper right hand corner where you will see:

#### **My Courses**

Underneath this is where you will find Accessibility for Manitobans Act - ASCS Training Course.

If you do not see this under My Courses, as you may have multiple courses that show up, either search by name or choose the Training option and it will appear.

Once you click the training you will then be taken to its **Welcome** page. Under **Course Instructions**, you can then click the following to access the course:

[Click here](#) to start your course

### **4. Do all employees need to do this, CAS members, Professors, Instructors, Student Assistants etc.?**

Yes. All employees at The University of Winnipeg are required to take the training which is to be provided by the employer. Please contact Erin McCarthy ([e.mccarthy@uwinnipeg.ca](mailto:e.mccarthy@uwinnipeg.ca)), if for any reason you are not able to access Nexus in order to complete the training

**5. Is it effective immediately?**

The training is effective from the official launch date and will run for several months so that employees will have ample opportunity to complete the training.

**6. How long is the training?**

The training is approximately thirty (30) minutes in duration consisting of three (3) modules that are each approximately ten (10) minutes in duration. They can be taken at the same time or in separate intervals.

**7. Is there a deadline by which training must be taken?**

Yes. The training on the First Standard of the *Accessibility for Manitobans Act* must be completed by November 1, 2017

**8. My department would like to do a group session. How can we ensure that all those that attend receive credit for having completed the training?**

This would have to be coordinated for the purpose of tracking. If you are interested in completing the training in a group session, the unit manager should contact Erin McCarthy ([e.mccarthy@uwinnipeg.ca](mailto:e.mccarthy@uwinnipeg.ca)) to arrange a group viewing