



COVID-19 Awareness Training on Dayforce

Overview

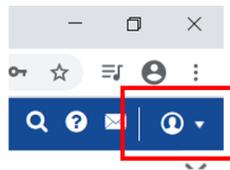
Below outlines steps on how to access and complete the *COVID-19 Awareness Training* on Dayforce. Please use Chrome as the browser.

The training will take up to 30 minutes to complete.

Step 1: Login on Dayforce

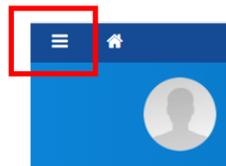
Visit <https://www.dayforcehcm.com/mydayforce/MyDayforce.aspx> to login. If you require assistance logging in, please contact HR at vic.hr@utoronto.ca

Note for people managers: please login as a "salaried employee" under Roles (see below image)



Step 2: Access the Learning Module

a) After logging in, please click the menu symbol on the top-left hand corner of the page (see image below)



b) Click "Learning" to access the learning module on Dayforce.

c) Click "Courses and Learning Plans" to access the *COVID-19 Awareness Training*

