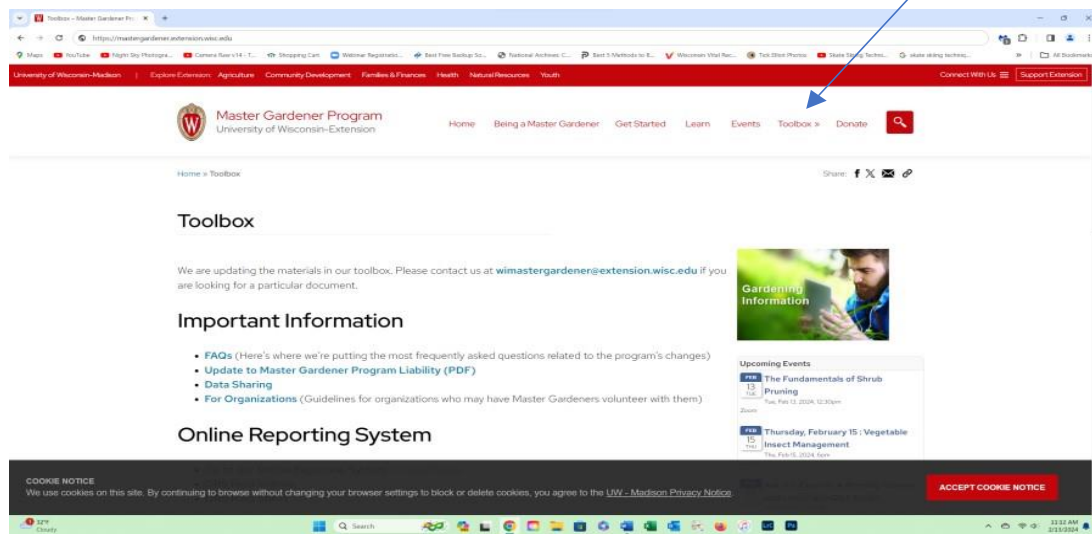


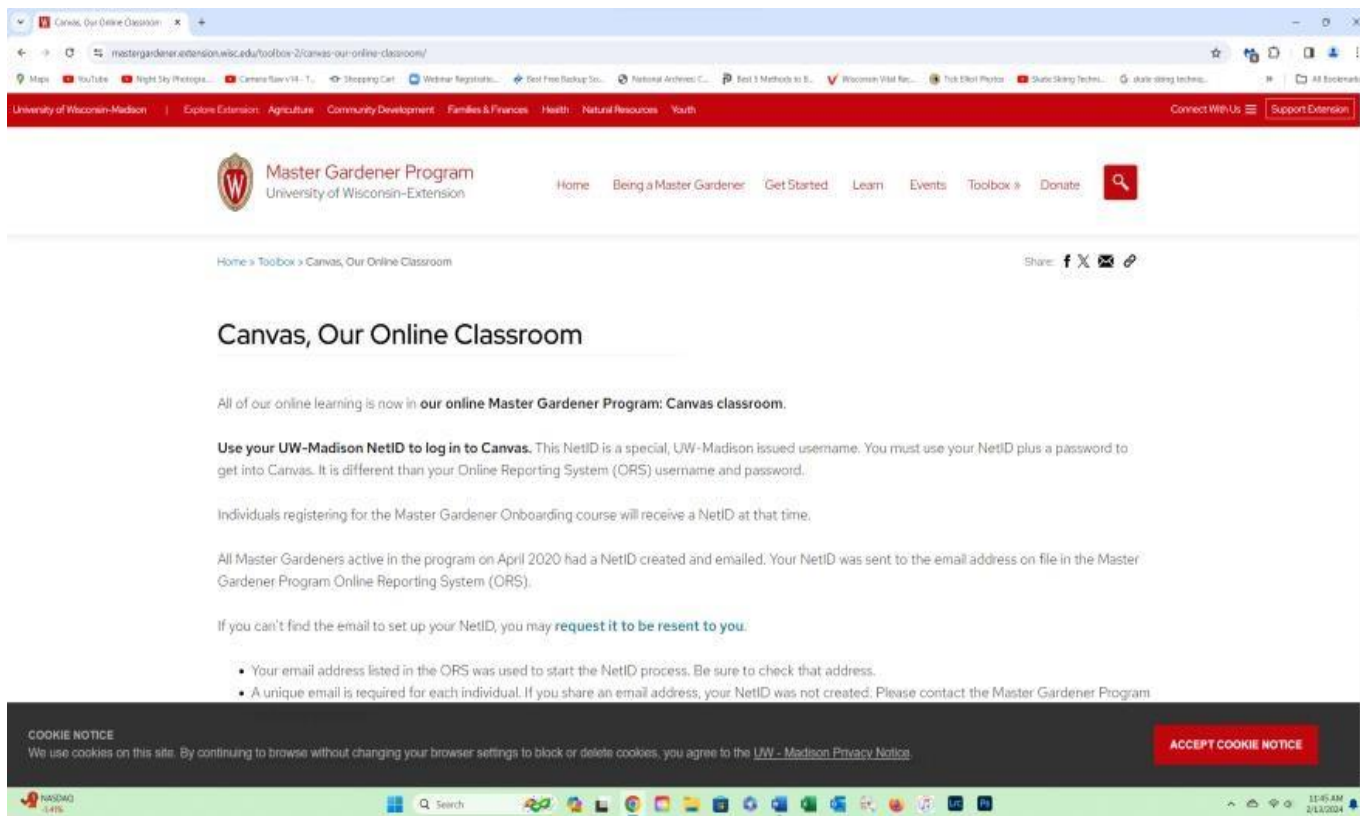
If you did not complete 2022 or 2023 Onboarding-Lite and are completing 2024 Onboarding-Lite to start volunteering or obtain continuing education, you MUST successfully complete all graded quizzes with a score of 100%. For all others Onboarding-Lite 2024 is not required, however, all participation levels are REQUIRED to stay abreast of program information and guidelines. Onboarding-Lite is the best resource in one place! (*OnBoarding Notifications posted by the Program Office*)

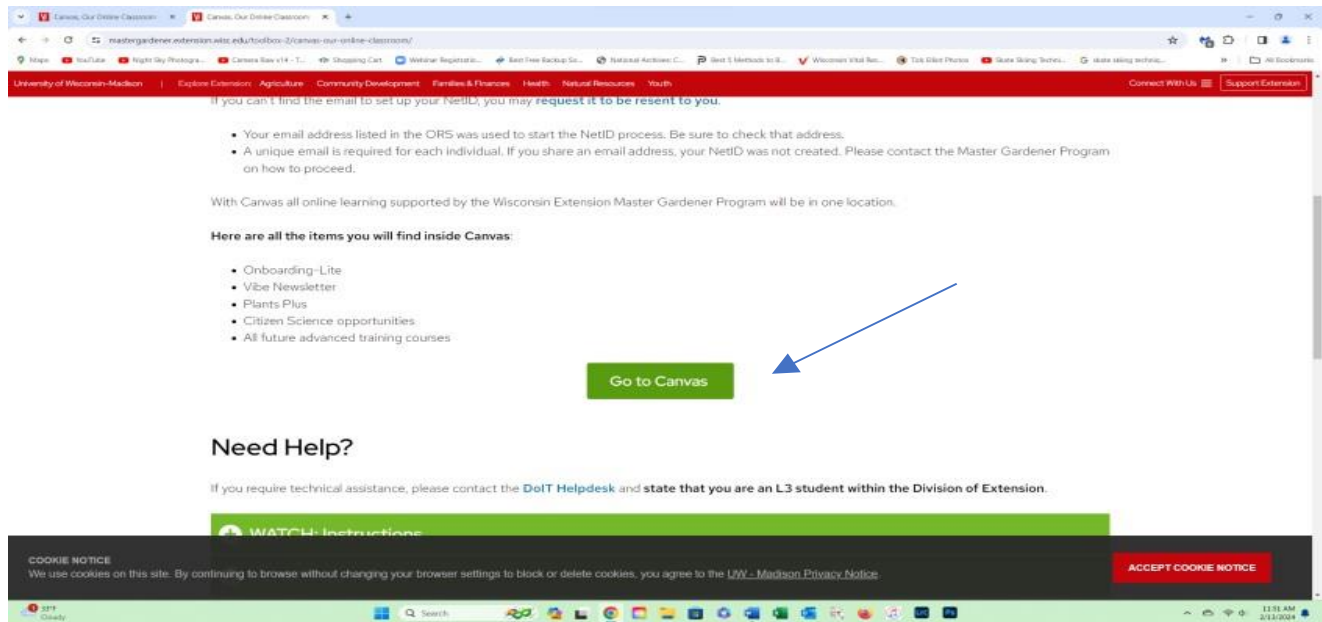
Step 1: Go to the Master Gardener website. <https://mastergardener.extension.wisc.edu/>

Step 2: Click on the Toolbox



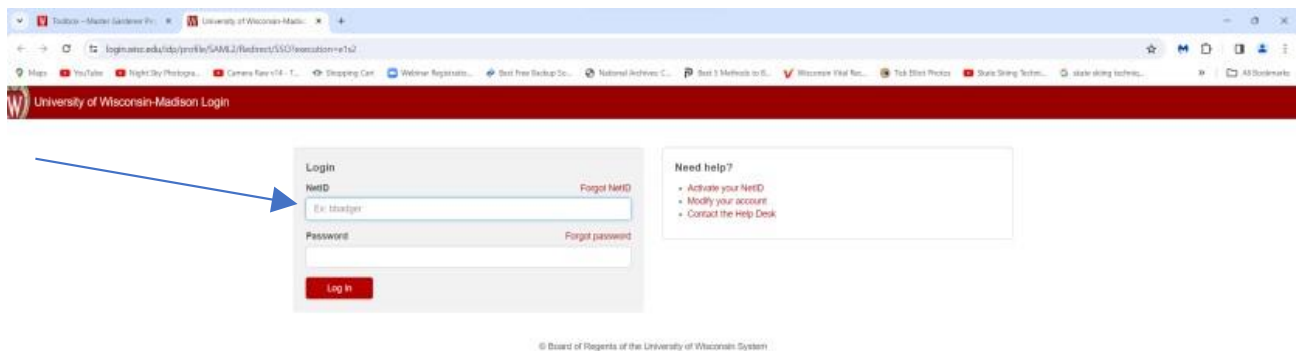
Step 3: Scroll down the page to the green box for Canvas



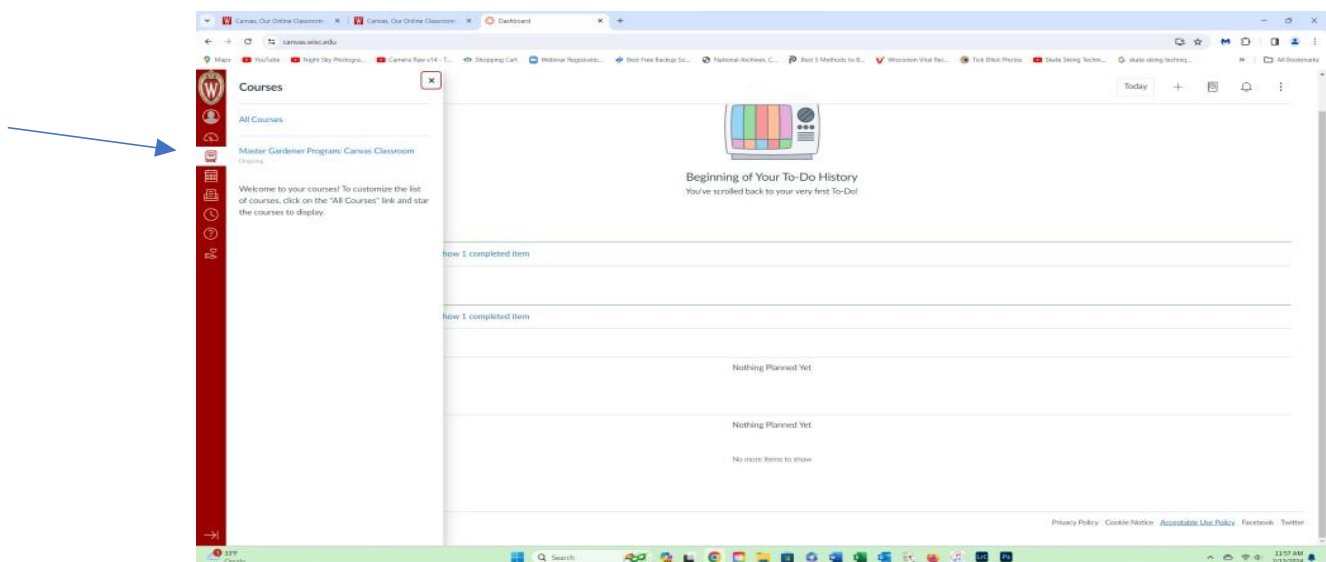


Step 4: Enter your Net ID and Password.

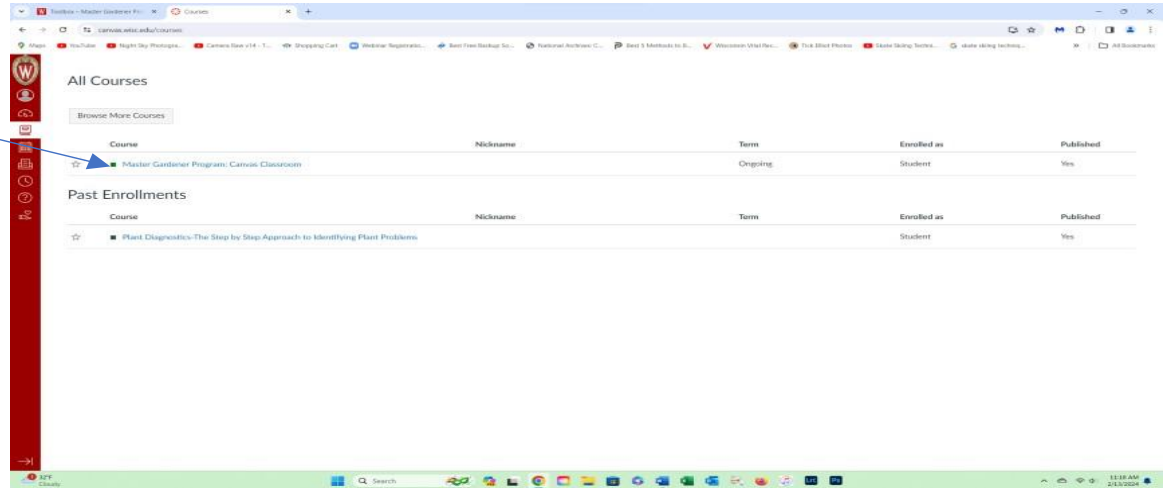
*This login is different than the one you use for the Online Reporting System (ORS)*



Step 5: Click on the Courses icon. The icon directly above will take you to a history screen that will show whether or not you have previously completed it.



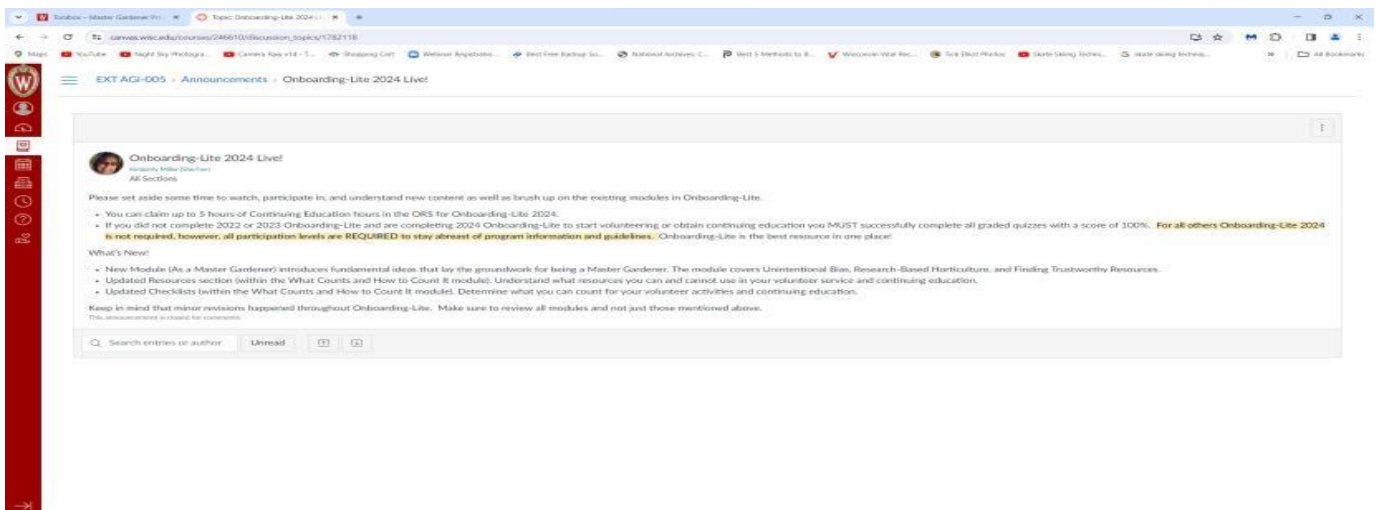
Step 6: You will then see “Courses Listed”. Click on the Master Gardener Program Canvas Classroom



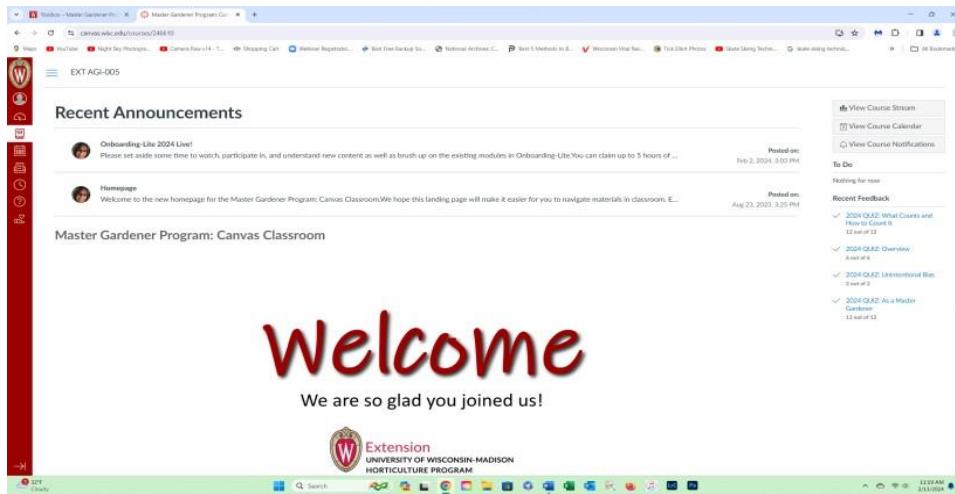
Step 6: Then click on “recent announcements”. The courses you need to complete are under “to do” on the right-hand side of the screen.



Step 7: Before you move on to the classes, be sure to click on the notification under “recent announcements” to read important information that is detailed there.



Step 8: Use the back arrow to return to the screen in Step 6. There are four separate sections in OnBoarding-Lite with each Section having a quiz. There are arrows below each section of the information so that you can go back and forth across the information if you need to. You can also print off a hard copy of OnBoarding if you would like to.



Step 9: On each page you will see the same dropdown icons on the left-hand side. To logoff, click on the circle that contains a silhouette of a person. Scroll down the menu until you see “logoff”.

