Follow this link to log into PeopleAdmin.

After logging in please follow the below instructions:



A window should appear that looks very similar to this screen. Click the View button to see the task, and follow all instructions.

	My Tasks
My Tasks	Needs Attention Completed
Available Forms	All
1	
Files	Task
Ľ	Covid transmission awareness training
Contracts	Internal-Contracts-Workflow
	ID Request Form
	1 - 3 of 3 Results

When you have finished, there will be a button that says "Save Final." This will allow you to add your electronic signature as proof of completion.