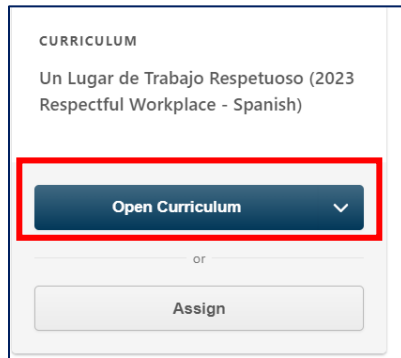
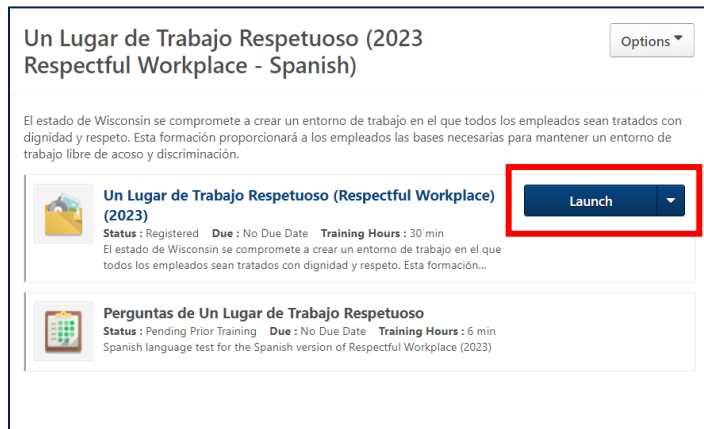


Steps to Complete Spanish Mandatory Trainings

1. Use the links below to go directly to the page for each of the three mandatory annual trainings.
 - [Un Lugar de Trabajo Respetuoso \(2023 Respectful Workplace - Spanish\)](#)
 - [Ley de Registros Públicos de Wisconsin \(2023 Wisconsin Public Records - Spanish\)](#)
 - [La Formación de Concienciación Sobre Seguridad Informática del Estado de Wisconsin de 2023 \(IT Security Awareness Training - Spanish\)](#)
2. Once on the page, select "Open Curriculum" on the right side. *Do not* select the drop-down menu to open the curriculum. The button is not in Spanish.



3. Select the "Launch" button to the right of the training title. *Do not* select the drop-down menu to launch the training. The button is not in Spanish.



4. Once *Respectful Workplace* and *WI Public Records Law* are launched, learners will see a pdf with screenshots of each slide in the training module and Spanish text of the audio and on-screen text. For *IT Security Awareness* learners can launch each of the modules and activate the closed captions for Spanish subtitles.

5. Each of the three trainings include a test.

- To access the test for *Respectful Workplace* and *WI Public Records Law*, learners will have to select "Mark Complete" on their transcript for the reading portion of the training.
- The test for *IT Security Awareness* will automatically be available once all six modules are completed.

Un Lugar de Trabajo Respetuoso (2023) Respectful Workplace - Spanish

Options ▾

El estado de Wisconsin se compromete a crear un entorno de trabajo en el que todos los empleados sean tratados con dignidad y respeto. Esta formación proporcionará a los empleados las bases necesarias para mantener un entorno de trabajo libre de acoso y discriminación.

**Un Lugar de Trabajo Respetuoso (Respectful Workplace) (2023)**

Mark Complete ▾

Status : In Progress Due : No Due Date Training Hours : 30 min
El estado de Wisconsin se compromete a crear un entorno de trabajo en el que todos los empleados sean tratados con dignidad y respeto. Esta formación...

**Perguntas de Un Lugar de Trabajo Respetuoso**

Status : Pending Prior Training Due : No Due Date Training Hours : 6 min
Spanish language test for the Spanish version of Respectful Workplace (2023)

6. When users complete a Spanish training, the mandatory trainings already assigned on their learner transcript will be marked as "Completed Equivalent," which satisfies the annual requirement.