How to Use the Online PAL Training Module

**Step 1:** Go to the Writing and Tutoring Resources webpage ([www.uwplatt.edu/watr](http://www.uwplatt.edu/watr)).

**Step 2:** Find the header “PAL Program.” A drop-down list should appear.

**Step 3:** From the drop-down list, select “PAL Resources.” You will be re-routed to the PAL Resources webpage: [http://www3.uwplatt.edu/watr/resources-peer-assisted-leaders](http://www3.uwplatt.edu/watr/resources-peer-assisted-leaders)

**Step 4:** From the side panel of the PAL Resource webpage, select “PAL Training Modules.”

**Step 5:** You should now be on the PAL Resource webpage: [http://www3.uwplatt.edu/watr/pal-training-modules](http://www3.uwplatt.edu/watr/pal-training-modules).

**Step 6:** Next select the training module you want to complete.

(Note: If this is your first semester completing training modules as a PAL, you must complete training modules under header “Semester 1.” If this is your second semester completing training modules as a PAL, you must complete training modules under header “Semester 2.” Etc.)
Step 7: The following message will appear:

Step 8: Select the highlight, blue text that says “log in.” A new screen will appear:  
https://www3.uwplatt.edu/user/login. DO NOT close the tab you are currently working in.

Step 9: On the new webpage (https://www3.uwplatt.edu/user/login), you must enter your UW-Platteville login name and password.

Step 10: Select “Log in.” If you have successfully logged in, your user name (ex. SMITHJA) will appear in bold on the screen.

Step 11: Return to the other, open tab. At this time, the webpage will still say that you are not authorized to fill out the form.

Step 12: Refresh the webpage by clicking on the refresh button next to the URL.

Step 13: The training module should load in full now. Please read through the module and watch any videos are directed. Remember to answer the questions.

Step 14: After you have finished the training module activity, be sure to click the orange “submit” button. Congratulations, your training module has now been submitted. Before leaving the WATR website, please select “log out” from the upper, right-hand corner.