Alcohol Beverage Permit Responsible Employee Training
How to enroll and take the class

1. The Responsible Employee training class is hosted by Learn@UW ([https://learnuw.wisc.edu](https://learnuw.wisc.edu))

2. Log on with your Netid

3. Click the Desire2Learn link and then click the “SELF REGISTRATION” link as illustrated below

![My Course Dashboard](image)

4. Scroll to the bottom of the list and click on the link titled “Alcohol Beverage Permit Responsible Employee Training”

5. In the course description box, click “Register”
6. In the Registration Form box, your First Name, Last Name and Email address should already be filled in, verify and click “Submit”
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7. On the Confirmation box, confirm that you have entered in your information correctly. If so, click “Finish”. If not, click “Back” to correct

8. On the Registration Summary box, click the link “Go to course offering Alcohol Beverage Permit Responsible Employee Training”
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9. On the Content Browser window, first click the link “UW Responsible Employee Presentation”

10. Then click the “Player” link to launch the class
11. You should be seeing the class as illustrated below