2023 ANNUAL ONLINE ETHICS ACT TRAINING NOTICE

The 2023 Annual Online Ethics Act Training includes Ethics Act training plus state mandated harassment and discrimination training, and is **<u>mandatory</u>** for all SIU faculty, staff, graduate assistants, undergraduate assistants, and volunteers as well as extra help and student workers.

Training Website: https://mycourses.siu.edu

<u>University Start Date</u>: **October 1, 2023**   <u>University Deadline</u>: **October 31, 2023**

GENERAL INFORMATION
- Google Chrome is the preferred browser.
  - Assure latest version of Google Chrome is being used and third-party cookies and pop-ups are enabled for the time you are completing the training. Do not use a Private or Incognito browsing window.
- Course completion time may be monitored and failure to demonstrate a sufficient amount of time spent completing the course could result in corrective action.
- If you begin the training and need to stop and return to it later, you should complete the section you are working on before logging out.
- The final step required to record your training completion is the statement of completion. Placing a checkmark in the checkbox next to the "I certify" statement and selecting the checkmark button on the last slide in the training finalizes training completion and generates the award certificate. You **<u>MUST</u>** complete this step to receive credit.
- Once you have completed the training, you should receive an email prompting you to print your completion certificate. This notice may take at least 15 minutes to appear.

LOGIN INFORMATION
- Click "SIU Account Login", then sign in using your SIU credentials.
- If you have registered for the university's Multi-Factor Authentication (MFA), also known as DUO, when the code appears, enter it as directed in DUO to complete the login process. If assistance is needed, please contact the IT Help Desk.
- The annual Ethics Act training is listed under "MyCourses", "Fall 2023" tab, and is titled, "Ethics Act Training Program (2023)".

ACCESSIBILITY INFORMATION
The annual online Ethics Act training meets accessibility standards and is compatible with screen reading technology. Should you need the training in an alternate format, please contact the ADA Office to request an accommodation at 618-453-5738.

HELP DESK INFORMATION
If you need <u>assistance with your login information</u>, please call the **IT Help Desk** at **618-453-5155.**
If you are <u>able to access D2L but are unable to locate the training materials</u>, please contact **Labor and Employee Relations** at **618-453-2474**.

CONTACT INFORMATION
If you have questions about an ethics issue or need other assistance in completing this training, please contact your campus Ethics Act Training Administrator or the University Ethics Office:

SIUC: **SIU System:**
Lori Foster/Labor and Employee Relations   Michelle Taylor/Ethics Office
618-453-2474   618-536-3461
LER@siu.edu   ethics1@siu.edu

For more information, please visit the SIU Ethics website at https://siusystem.edu/ethics/index.shtml.