## How to Access 2025 Annual Ethics Training for Student and Extra Help Workers using mycourses.siu.edu

Before accessing the training, make sure that you are using the latest version of Google Chrome by clicking the in at the top right of the browser, next click Help, then click About Google Chrome. Select update option if "Chrome is up to date" not displayed. To allow 3rd party cookies, click the 3 vertical dots in upper right corner, click Settings, click Privacy and security, click Third-party cookies, then click Allow third-party cookies. Do not use Private or Incognito browsing window to access the training.

- 1. Using Google Chrome browser, go to https://mycourses.siu.edu/d2l/login.
- 2. Click SIU Account Login/Sign In, and enter your login and password. Complete the verify your identity step if prompted to do so.
- 3. \*If you have trouble logging in, contact <u>Salukitech@siu.edu</u> or 618/453-5155 to reset your SIU Dawqtaq and/or password.
- 4. Scroll down. On the right side of the D2L Brightspaces (MyCourses) Homepage you will see: My Courses box.
- 5. Click the arrows < or > until you reach Training, then click on Training tab.
- 6. Click on 2025 Annual Ethics Training and Harassment and Discrimination Prevention (Students/Extra Help).
- 7. Read the Announcement.
- 8. Scroll down to and click on the Welcome folder in the Content Browser. Read the starting training and printing certificate information found in this folder.
- 10. Click on 2025 Annual Ethics Training box, and then click on page\_1 to begin the training.
- 11. After reviewing each page in its entirety, click the next numbered page to navigate through the training. To return to previous page, click on that numbered page.
- 12. After all pages are fully reviewed, click on **Certification** page. Then click on **Go to Quiz** button to access and correctly complete 1 question quiz to finalize training and record completion. If **Certification** page does not appear on your screen, please locate all skimmed/missed/skipped pages and fully read them.



