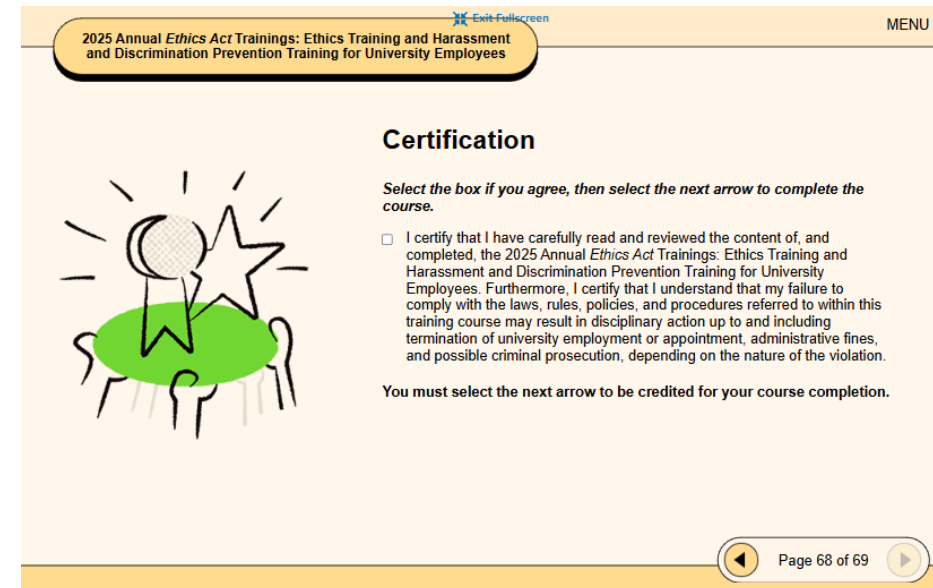


How to Complete 2025 Annual Online Ethics Training

- After carefully reading the navigation instructions on page 1, click the **> button** to go to the next slide and begin the training.
- Throughout the training, there are interactive slides to review before you may click the **> button** to go to the next slide; click the **< button** to return to the previous slide.
- On the Certification page, select the checkbox to enter a check mark ☒ and click the **> button** in the bottom right-hand corner to finalize training completion. You will then see a "Course Complete" slide, and your training completion is automatically recorded in the system.
- Please allow at least 15 minutes to one hour to receive notification your training is complete and Award certificate is available for viewing/printing.
- Be prepared. The training takes approximately 30-45 minutes to complete. Failure to demonstrate sufficient amount of time on course content or skipping slides may result in Certification page access not being available and course completion not recognized.



The Annual 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.