

2024 ANNUAL ONLINE ETHICS TRAINING NOTICE

The 2024 Annual Online Ethics Training and Harassment and Discrimination Prevention Training includes annual ethics training plus state mandated harassment and discrimination training, and is **mandatory** 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>

University Start Date: **October 1, 2024** University Deadline for Completion: **October 31, 2024**

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 and/or skipped pages could result in training completion not being allowed in the system and/or 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 **MUST** 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 directed to enter information through the university's Multi-Factor Authentication (MFA) and need assistance is needed, please contact the IT Help Desk.
- The annual Ethics training is listed under "[MyCourses](#)", "Fall 2024" tab, and is titled, "2024 Annual Ethics Training and Harassment and Discrimination Prevention Training".

ACCESSIBILITY INFORMATION

The annual online ethics 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 assistance with your login information to access MyCourses (D2L), please call the **IT Help Desk at 618-453-5155**. If you are able to access D2L but unable to locate the training materials, please contact **Labor and Employee Relations** staff 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 Training Administrator or the University Ethics Office:

SIUC:

Lori Foster/Labor and Employee Relations
618-453-2474
LER@siu.edu

SIU System:

Michelle Taylor/Ethics Office
618-536-3461
ethics1@siu.edu

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