How to Access 2024 Annual Ethics Training for Student and Extra Help Workers using mycourses.siu.edu

Fall 2024

Before accessing the training, make sure that you are using the latest version of Google Chrome by clicking the i 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.
- 3. *If you have trouble logging in, please contact <u>Salukitech@siu.edu</u> or 618/453-5155 to reset your SIU Dawgtag and/or password.
- 4. Scroll down. On the right side of the MyCourses Homepage you will see: My Courses box.
- 5. Click the arrows < or > until you reach Fall 2024, then click on Fall 2024.
- 6. Click on 2024 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.
- 9. Click the Content icon
- located above the picture with the training title.
- 10. Click on 2024 Annual Ethics Training box, and then click on pg-01 to begin the training.

11. After reviewing each page, click the next numbered page to navigate through the training. To return to previous page, click on that numbered page.

12. After all pages 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.

13. Need help once in D2L? Contact 618-453-2474 or LER@siu.edu.

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