

How to Complete 2024 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 , then click the **> button** in the bottom right-hand corner to finalize training completion. You will then see a "Course Complete" slide.
- Be prepared. The training takes approximately 30-60 minutes to complete. Failure to demonstrate sufficient amount of time on or skipping slides could result in Certification page access not being available or course completion not allowed.
- Upon completion, please allow at least 15 minutes to receive your **Award certificate**.

2024 Annual *Ethics Act* Trainings: Ethics Training and Harassment and Discrimination Prevention Training for University Employees

MENU

MENU link

Introduction

How to Use This Course

Read the on-screen prompts to learn how to navigate the course. Select the Next arrow button to get started.

Links to resources throughout the course will open in a new browser tab.

IMPORTANT: In order to advance through the course, you must view and complete all content. This will include selecting all tabs, markers, and flash cards as instructed.

NEXT and PREVIOUS arrow buttons

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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.