# How to Complete 2024 Annual Ethics Training for Student Workers and Extra Help Workers

- After logging in to **MyCourses**, access the **2024 Annual Ethics Training and Harassment and Discrimination Prevention (Students/Extra Help)** training under the **Fall 2024** tab.

- Read the training **Announcement** on the course home screen. Then select the **Content** icon located above the picture with the training title.

- To begin the training, select **pg-01** located below the **2024 Annual Ethics Training** heading.

- After reviewing each numbered page, click the n**ext numbered page** to navigate through the training. To return to a previous page, click that numbered page.

- To finalize your training completion, click on the **Certification** page. Then click the **Go to Quiz** button to access and correctly complete the one question quiz to finalize training and record completion.  (If this step is not done, your training will be recorded as incomplete.)

- Be prepared. The training takes approximately 30-60 minutes to complete. Course completion time may be monitored. Failure to demonstrate a sufficient amount of time spent completing each course page and/or skipping pages could result in training completion not being allowed in the system and corrective action.

- Once training is completed, please allow at least 15 minutes for your award to appear in the **My Awards** section of the page.
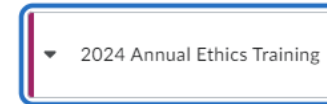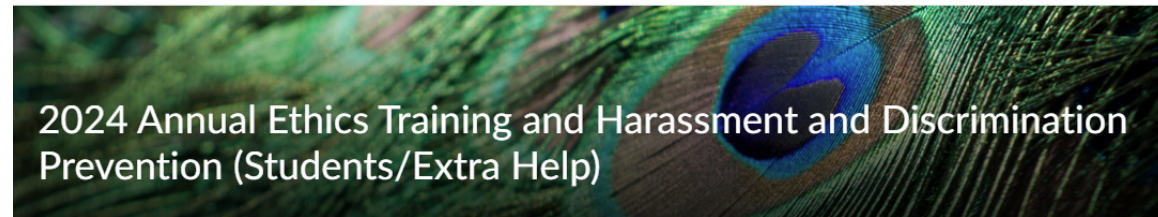
Should you need the training in an alternate format, please contact the Office for Access and Accommodations to request an accommodation.

618-453-5738