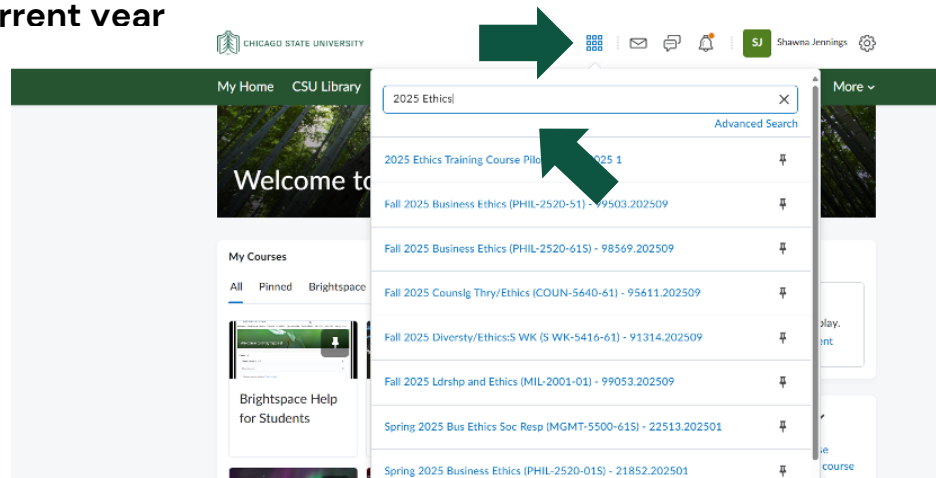


Accessing Annual Ethics Act Training in Brightspace

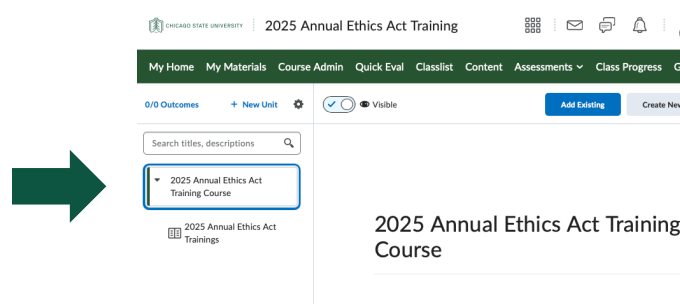
- Login to brightspace.csu.edu with your CSU email address and password
- Click the waffle-like icon at the top of the page and search **Annual Ethics Act Training** and click the current year



- Click on the course to open
- Click on the Module Block for “Annual Ethics Act Training Course” to open the content area

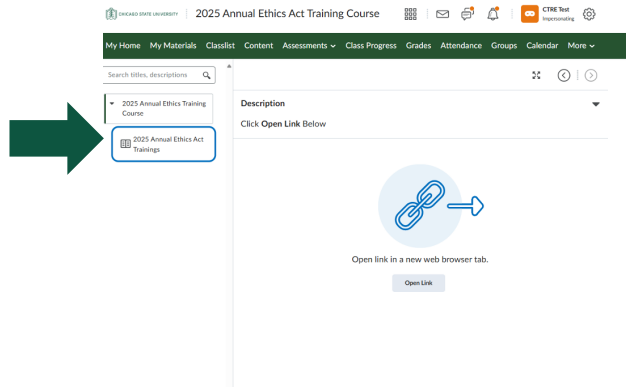


- Click the Annual Ethics Act Training Course Unit to open the tab



Accessing Annual Ethics Act Training in Brightspace

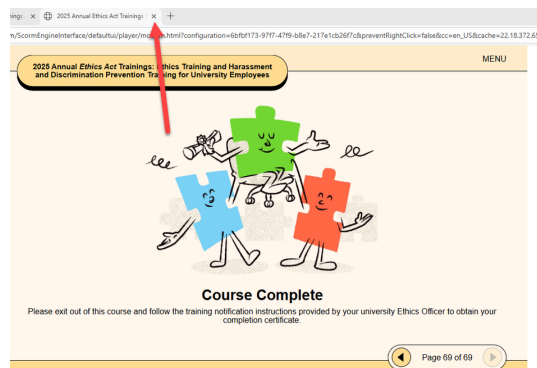
- Click the 2025 Annual Ethics Act Trainings



- Click Open Link to access the training which will open a new window



- To close the training, close the browser window

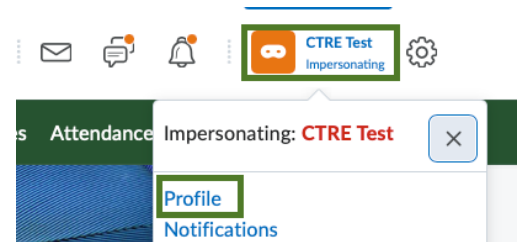


- Once complete, you will receive an email notifying you you have completed the course
 - From- eLearning- Help Desk <eLearning@csu.edu>
 - Text: Congratulations, you earned the 2025 Annual Ethics Act Trainings: Ethics Training and Harassment and Discrimination Prevention Training for University Employee award in chicagostu.
- Please see the next page to see how to access your certificate

Accessing your Annual Ethics Training Certificate in Brightspace

How to Access Awards from Your Brightspace Profile

- **Log in to Brightspace**
 - Go to brightspace.csu.edu and sign in with your university username and password.
- **Open Your Profile**
 - In the top-right corner of the screen, click on your name and click Profile.



- **Select “View My Awards” under Awards Showcase**



Change Picture

Awards Showcase

[View My Awards](#)

Personal Info

- **Click the title of the award name to access the download feature**

Certificates



- **Download or Share (Optional)**
 - Click **“Generate Certificate”** to download and save your certificate (PDF).



Tip: If you think you have completed the training but you don't see an award listed, please contact the eLearning support team (eLearning@csu.edu).



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