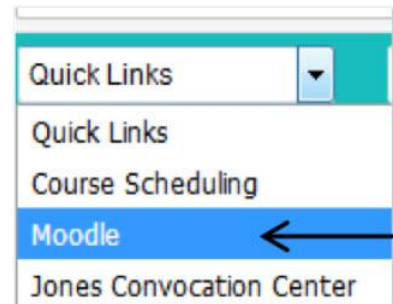# How to Access the 2022 Annual Ethics Act Training:

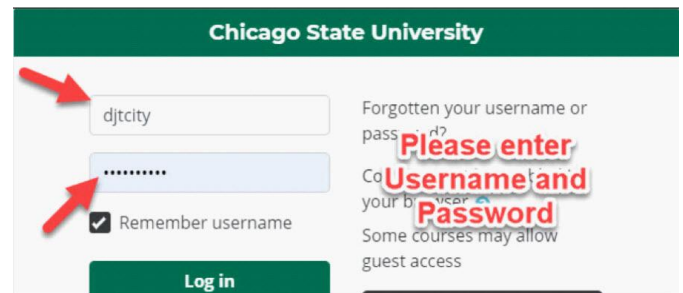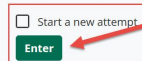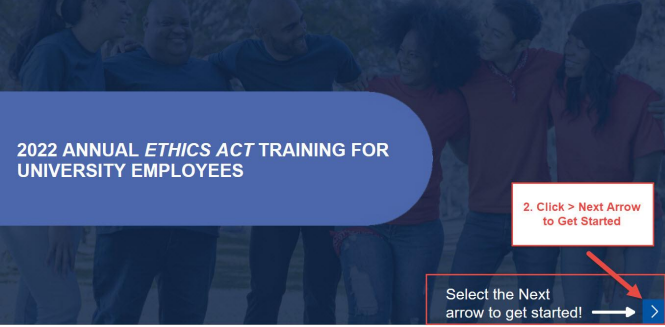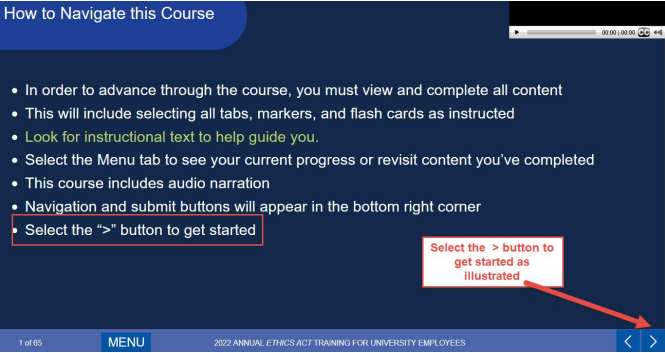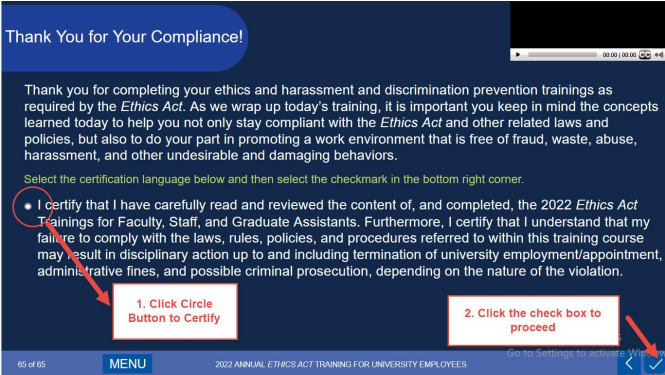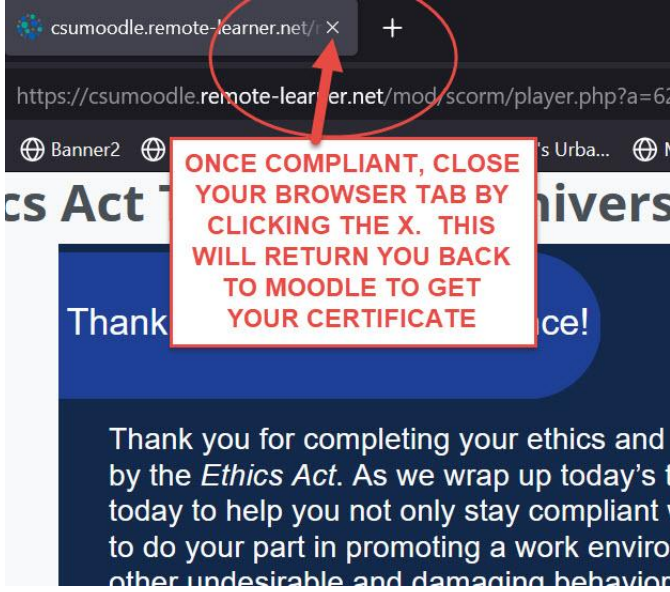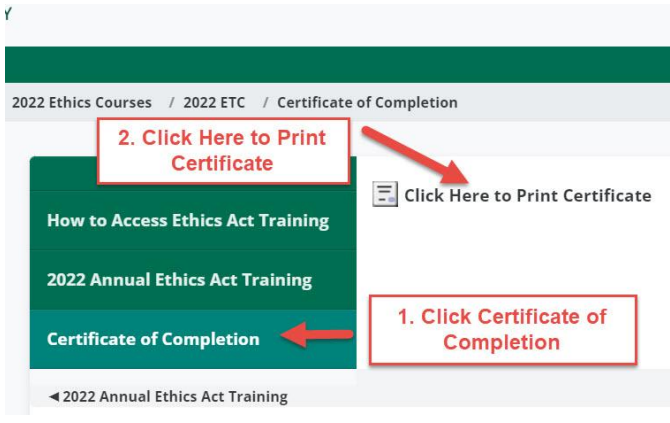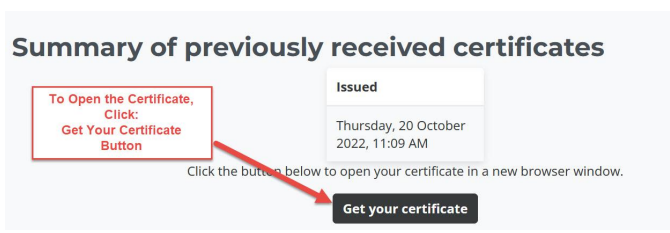|	
For best results with Moodle, use FireFox or Chrome Browsers Go to CSU Homepage: www.csu.edu Click on Quick Links (on top toolbar) then click on Moodle	
Logging Into Moodle To Login: Your **Username** is the same as your CSU Email Account Username (*without the @csu.edu*) Your **Password** is the same password you use to access your CSU Email Account *Not sure? Call the IT Helpdesk: 773-995-3963*	
Dashboard Screen Scroll Down to My Dashboard Click on **2022 Annual Ethics Act Training Course** link	
Click to Access Click on 1. **2022 Annual Ethics Act Training** Link 2. **Click 2022 Annual Ethics Act Training** Link	
How to enter the actual training session for **2022 Ethics Training** 1. **Click the Enter Button** 2. **Select The Next Arrow to Get Started**	
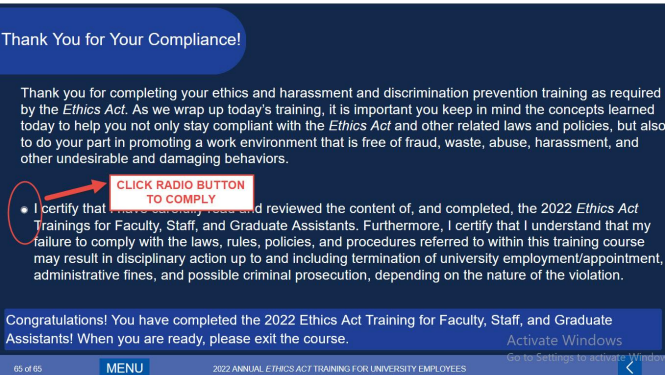
	 2022 ANNUAL *ETHICS ACT* TRAINING FOR UNIVERSITY EMPLOYEES **2. Click > Next Arrow to Get Started** Select the Next arrow to get started! ⟶ >
Navigating Ethics Training Course **Select the > button to get started as illustrated**	 How to Navigate this Course • In order to advance through the course, you must view and complete all content • This will include selecting all tabs, markers, and flash cards as instructed • Look for instructional text to help guide you. • Select the Menu tab to see your current progress or revisit content you've completed • This course includes audio narration • Navigation and submit buttons will appear in the bottom right corner • Select the ">" button to get started **Select the > button to get started as illustrated** 1 of 65 MENU 2022 ANNUAL *ETHICS ACT* TRAINING FOR UNIVERSITY EMPLOYEES < >
How to Certify and Complete Training 1. Click on the circle/radio button to certify completion 2. Next Click the Check-Mark Button in the lower right hand corner to proceed.	 Thank You for Your Compliance! Thank you for completing your ethics and harassment and discrimination prevention trainings as required by the *Ethics Act*. As we wrap up today's training, it is important you keep in mind the concepts learned today to help you not only stay compliant with the *Ethics Act* and other related laws and policies, but also to do your part in promoting a work environment that is free of fraud, waste, abuse, harassment, and other undesirable and damaging behaviors. Select the certification language below and then select the checkmark in the bottom right corner. • I certify that I have carefully read and reviewed the content of, and completed, the 2022 *Ethics Act* Trainings for Faculty, Staff, and Graduate Assistants. Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of university employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation. **1. Click Circle Button to Certify** **2. Click the check box to proceed** 65 of 65 MENU 2022 ANNUAL *ETHICS ACT* TRAINING FOR UNIVERSITY EMPLOYEES < ✓
Part II Compliance Click the Circle/radio button to certify that you are in compliance. **CLICK THE (X) AT THE TOP OF THE SCREEN TO EXIT. YOU WILL RETURN TO MOODLE TO RETRIEVE CERTIFICATE.** **Now it's time to get your certificate!**	 Thank You for Your Compliance! Thank you for completing your ethics and harassment and discrimination prevention training as required by the *Ethics Act*. As we wrap up today's training, it is important you keep in mind the concepts learned today to help you not only stay compliant with the *Ethics Act* and other related laws and policies, but also to do your part in promoting a work environment that is free of fraud, waste, abuse, harassment, and other undesirable and damaging behaviors. **CLICK RADIO BUTTON TO COMPLY** • I certify that I have carefully read and reviewed the content of, and completed, the 2022 *Ethics Act* Trainings for Faculty, Staff, and Graduate Assistants. Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of university employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation. Congratulations! You have completed the 2022 Ethics Act Training for Faculty, Staff, and Graduate Assistants! When you are ready, please exit the course. Activate Windows 65 of 65 MENU 2022 ANNUAL *ETHICS ACT* TRAINING FOR UNIVERSITY EMPLOYEES

	ONCE COMPLIANT, CLOSE YOUR BROWSER TAB BY CLICKING THE X. THIS WILL RETURN YOU BACK TO MOODLE TO GET YOUR CERTIFICATE
How to get 2022 Ethics Act Certificate of Completion 1. Click on the (Certificate of Completion Link) as illustrated, to retrieve your certificate. 2. Click (Here to Print Certificate)	
Get Certificate Click the **Get your Certificate** Button to retrieve your 2022 Ethics Training Act Certificate of Completion	

Congratulations!

Please download your certificate for your own records. Your supervisor may request this document.

Thank you for completing the 2022 Ethics Act Training.