

# University System of Georgia's Ethics Policy Training

## WHO is to take this training?

**ALL employees** = Faculty, Staff, PTIs (part time instructors), Graduate Assistants, and even Student Assistants. This training is part of the USG's efforts to enhance compliance with state and federal regulations as well as promote ethical conduct by All USG employees. It is being conducted system-wide.

**HOW much time do I need to set aside to do this training?** Approximately a **30-min** block of time. You may reconnect if you do not finish within a single session. The training is there as a resource for you, come back as often as you like!

## HOW do I access the training? Easy a 1-2-3

1. Have your campusID and password ready. (Hint: You already use these for accessing the Profile Manager, PAWS, Banner, etc.)
2. Go to the GSU home page and click on ULearn in the upper right-hand corner. This will bring you to the ULearn login screen. Log in using your campusID and password..

TIP: This training works best using **Internet Explorer as your web browser\***.

3. Click on course entitled: "**USG Ethics Policy Training**". Complete the entire course, complete the Assessment, and submit the Compliance Agreement. Our University's compliance rating will be measured on the number of completed compliance agreements so, please don't exit before doing the second 'assessment'.

**NOTE:** You **will not be able** to access the compliance agreement **until** you score at 80% or above on the assessment (ie., a score of 12 or more correct answers). If you do not pass, go back and review the course content and retake the assessment.

### Trouble Shooting TIPS

\*Recommended Tip #1: Click on Check Browser in the upper right hand corner of the ULearn Login Page. This will advise you about aligning your computer settings (security, cookies, pop-ups, etc.) with those settings necessary to run the course smoothly.

Recommended Tip#2: If a security warning pops-up, **either** click whatever option that will allow your system to show unsecure items to proceed, **or** stop and click on Check Browser .