

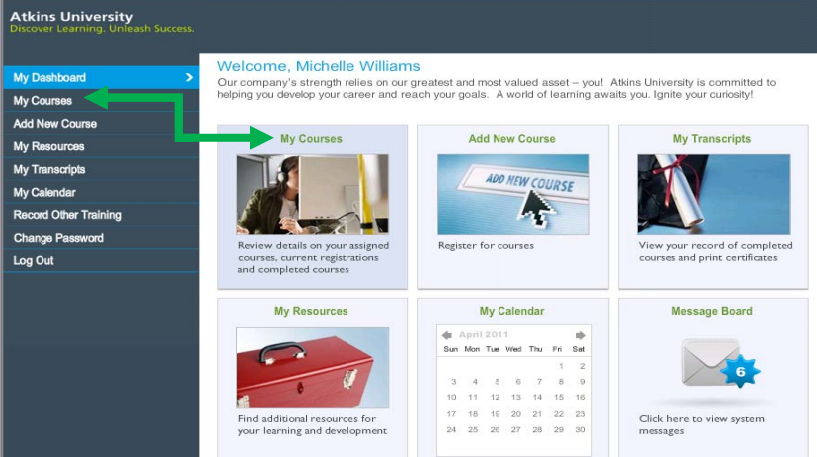
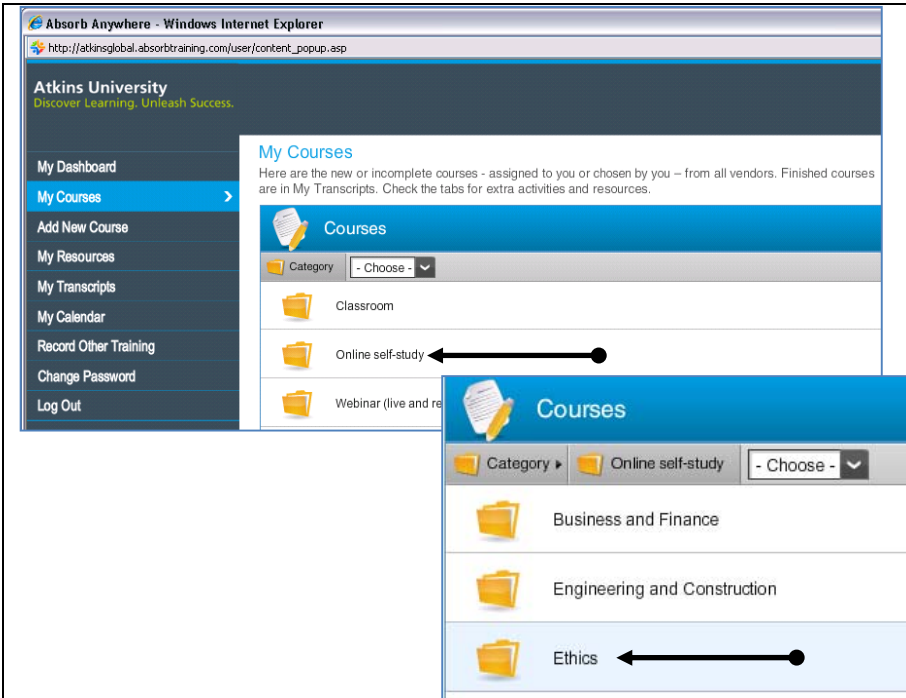


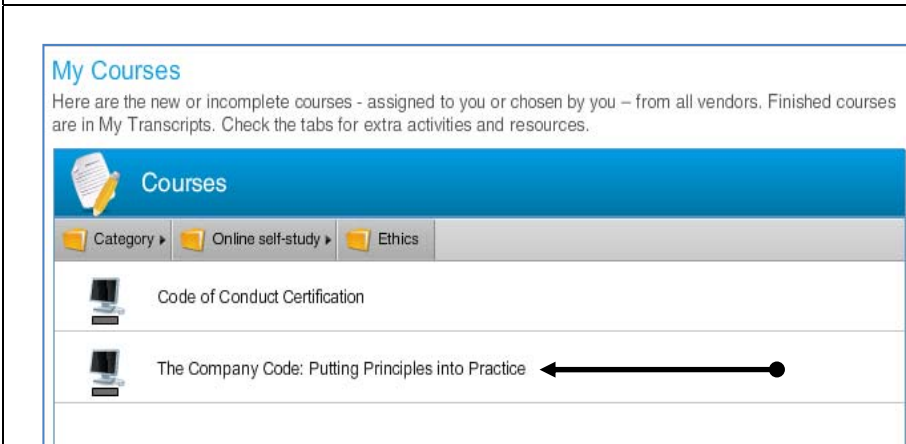
## How To Access the Mandatory Ethics & Compliance Training

View	Step
 <p>The screenshot shows the Atkins University homepage. The navigation bar includes 'Home', 'About Atkins University', 'Manage My Learning', 'WebEx Training Center', 'Quick Tech Help', and 'The Learning Project Blog'. The 'Manage My Learning' button is highlighted with a white box. Below the navigation bar, there are sections for 'Discover Learning Links', 'This Month at Atkins University...', 'Training Calendars', and 'FREE Podcasts, Webcasts and Webinars for Personal Development'.</p>	<p>1. Open an internet browser window and direct your browser to:</p> <p style="text-align: center;"><a href="http://learn.atkinglobal.com">http://learn.atkinglobal.com</a></p>
 <p>The screenshot shows the 'Manage My Learning' dashboard. The 'My Courses' button is highlighted with a white box. The dashboard includes sections for 'Discover Learning Links', 'This Month at Atkins University...', 'Training Calendars', and 'FREE Podcasts, Webcasts and Webinars for Personal Development'.</p>	<p>2. Click <b>Manage My Learning</b> to access to your learning dashboard.</p> <p><i><b>Note:</b> Network connection is required for seamless login. Please refer to the <b>Quick Tech Help</b> page if prompted to login.</i></p>
 <p>The screenshot shows the user's learning dashboard. A green arrow points from the 'My Courses' button in the navigation menu to the 'My Courses' tile on the dashboard. The dashboard includes sections for 'Welcome, Michelle Williams', 'My Courses', 'Add New Course', 'My Transcripts', 'My Resources', 'My Calendar', and 'Message Board'.</p>	<p>3. On the learning dashboard home screen, click <b>My Courses</b> to view required course enrollments.</p>



4. Click **Online self-study**.

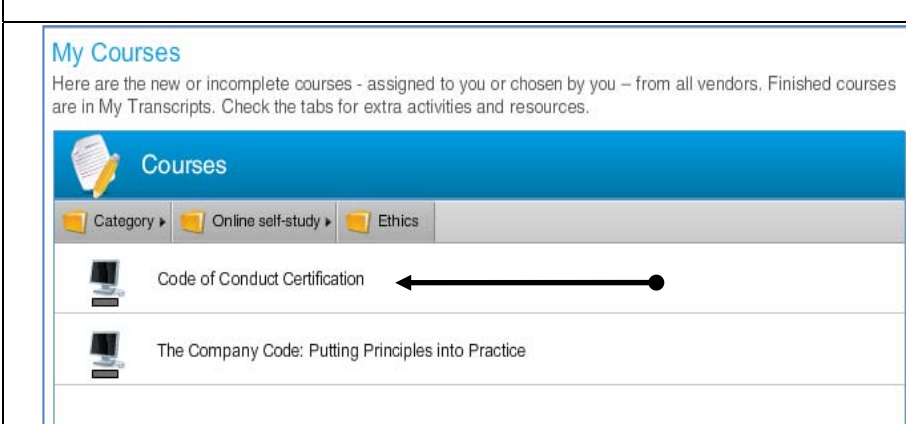
Then, click **Ethics**.



5. Click the course title **The Company Code: Putting Principles into Practice**.

At the end of the training, you will be prompted to complete and pass an assessment.

**Note:** You must complete this course and pass the assessment before proceeding to Step 6.



6. Next, click **Code of Conduct Certification** and complete the questionnaire.

**Atkins Ethics and Compliance Center**

To Do List Course Catalog **History** My Page

This is a list of items you have completed. Use the "Show" pull-down to list all or a portion of your completions

Show All completions [print list...](#)

Title	
Code of Conduct Certification	<a href="#">print</a>
The Company Code: Putting Principles into Practice	<a href="#">print</a>

7. Upon completing the assessment and certification questionnaire, print your completion certificates.

Click **History**.

Title	
Code of Conduct Certification	<a href="#">print</a>
The Company Code: Putting Principles into Practice	<a href="#">print</a>

8. Click **Print**.

On your timesheet, allocate the time spent in training to **z10000040** and task **01**.

Your training transcript will be updated to reflect your course completions at the end of the month. You may access this from your learning dashboard home screen.

If you encounter technical difficulties with this course, please submit a [Help Desk](#) ticket to Atkins University. If you have questions about course content or require additional clarification, please contact Heather Madonna at [heather.madonna@atkinsglobal.com](mailto:heather.madonna@atkinsglobal.com) or +1- 800-477-7275, x8238.