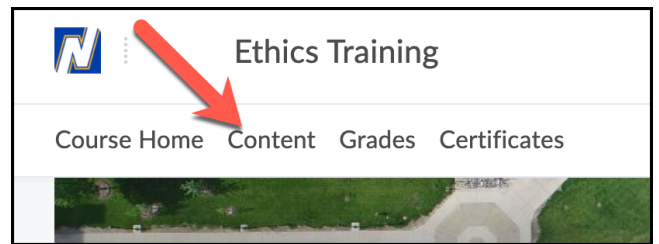


# ETHICS TRAINING IN D2L

1. Log onto [neiu.desire2learn.com](https://neiu.desire2learn.com) with your netID and password (same as NEIUport).

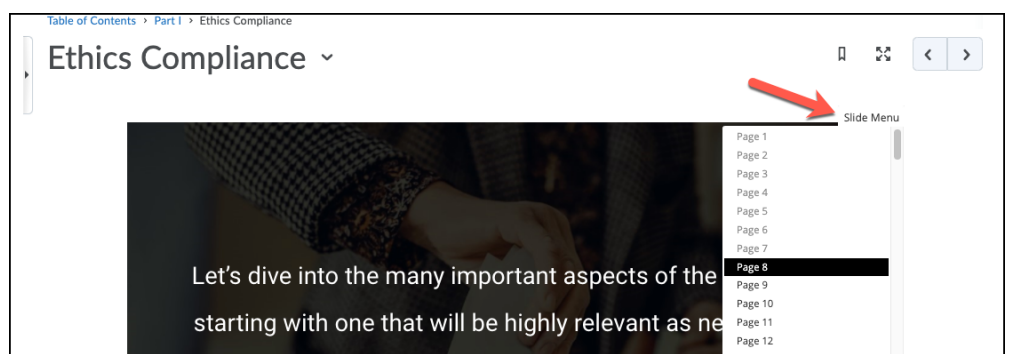
2. Scroll down to the **My NEIU Courses** section and select this year's ethics course. **Click on the picture icon** for the course. If you cannot find the course, click on the tab for this semester.

3. Click on the **Content** tab near the top of the page.



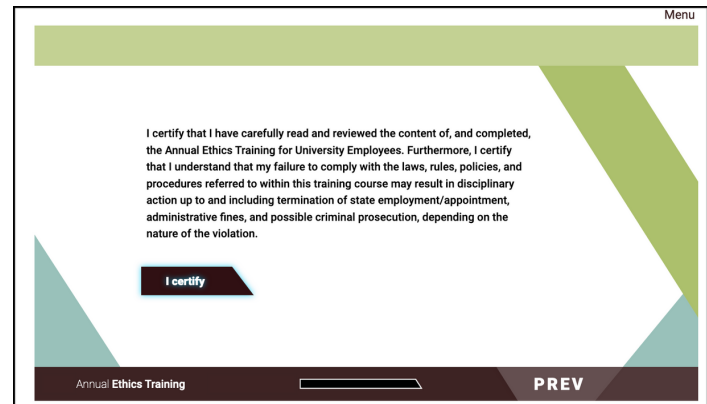
4. Follow the instructions in overview. Start by clicking on Ethics Training on the left side menu.

5. If you need to complete the training in multiple sittings, repeat the steps above. You will be able to pick up where you left off. View your progress using the **Slide Menu**.



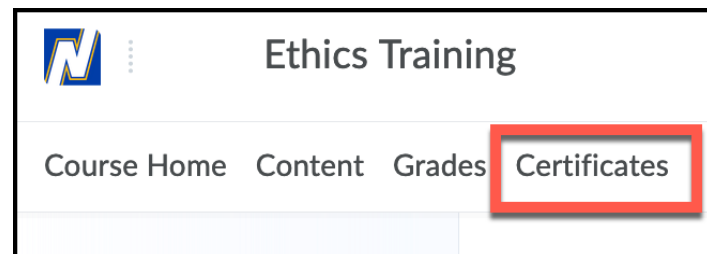
# ETHICS TRAINING IN D2L

6. You will know you have completed the first part of the training when you are asked to **certify your completion**.

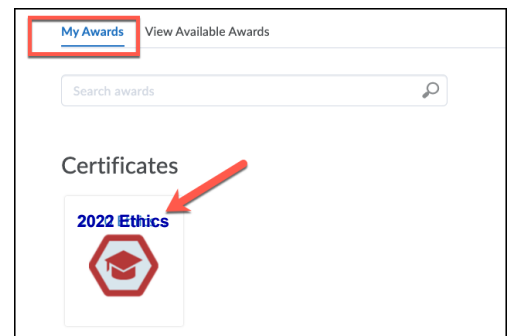


7. To access your certificate of completion, click **Certificates** in the top navigation bar.

**Note:** It will take several minutes for your certificate to appear. You may download this certificate at any time.



8. On the **My Awards** tab, click on the **graduation cap icon**.



9. Click **Generate Certificate**.

10. Your certificate should automatically download and appear as a PDF at the bottom of your internet browser.

