Information Technology
Completing the Code of Conduct Course

Introduction

Complete the following steps to access and complete the Code of Conduct course on D2L Brightspace.

- **Technical questions:** Contact support@mnstate.edu or call 218-477-2603.
- **Questions about the Code of Conduct content:** Contact Human Resources at 218-477-2157.

Log onto D2L Brightspace

1. Go to the [D2L Brightspace Login page](https://mnstate.ims.mnscu.edu)
2. StarID: Enter your StarID (e.g., ab1234cd).
3. Password: Enter your StarID password.
4. Click [Login].
Access the course in D2L Brightspace

1. Look for the “My Courses” heading and, if necessary, select Student from the Role options.

2. If necessary, click the down arrow button to expand the list for Training.

3. Click Code of Conduct.

Complete the course materials

2. Read the course materials.

3. Use the arrows to navigate through the course.

Complete and submit the sign-off form

1. Once you complete reading Part I, click **ASSESSMENTS** and select **Quizzes**.

2. Click **Part I: Employee Ethics Completion Sign-off Form**.

3. Click **Start Quiz!** on the bottom left of the page.
4. Click [OK] when you receive the confirmation pop-up window.

5. Complete the quiz by following these steps:
   a. Click the **YES** option button.
   b. Click [Save].
   c. Click [Go to Submit Quiz].

*Note: It is recommended that you save your response as you complete each question.*

**Question 1 (1 point)**

By selecting "Yes" below, I understand that it is my responsibility to comply with the Code of Conduct Part I: Employee Ethics training.

If I have any questions about issues raised in this training, I should contact my campus human resources office.

- [ ] Yes
- [ ] Save

Click: Yes, Save, Submit

*Note: Be sure to click [Save] and Submit your quiz to receive credit for completing Code of Conduct Part I.*
6. Click [Submit Quiz] on the Quiz Submission Confirmation window.

7. Click [Yes, submit quiz] from the Confirmation window.

8. Click [Close].

9. Click the name of the course, Code of Conduct, on the upper red mini-bar to return to the Course Home.

10. Repeat the process to review Part II: Code of Conduct: Standard Policies and submit the Part II: Completion Sign-off Form.
<table>
<thead>
<tr>
<th>Question</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| Why am I unable to log onto D2L Brightspace?                           | 1. Go to the [D2L Brightspace Login page](https://mnstate.ims.mnscu.edu).  
2. Enter your Star ID Username and Password. This should be the same login you use to access your campus email.  
Don’t know your Star ID username and password?  
Go to the [StarID page](http://www.mnstate.edu/starid/)                                                                 |
| Why am I unable to find the course on D2L Brightspace?                 | 1. Select **Students** from the **Role** menu in the **My Courses** area.  
2. Click the down arrow button to expand the **Training** list.  
3. Click **Code of Conduct** link.                                                                 |
| I thought I had completed the course so why am receiving reminders that I did not? | Did you complete and submit the Completion Sign-off Form for Part I **and** Part II?  
If **NO**...  
Click **ASSESSMENTS > Quizzes**.  
[Complete and submit the sign-off forms](https://www.mnstate.edu/).  
If **YES**...  
You may have exited the quiz before submitting it. If so, you will see an indicator that the quiz is in progress.  
1. Click on the quiz link to open it.  
2. Click [**Continue Quiz...**].  
3. Complete and submit the sign-off form.                                                                 |
| Why am I being asked to take the Code of Conduct course?               | Contact the Human Resources Department at 218-477-2157 for questions about the Code of Conduct course.                                      |
| I have questions or would like assistance while taking the course. Who can I contact? | **Technical questions:** Contact the IT Helpdesk via:  
- E-mail: support@mnstate.edu  
- Phone: 218-477-2603  
- In person: visit the IT Helpdesk in the Library |