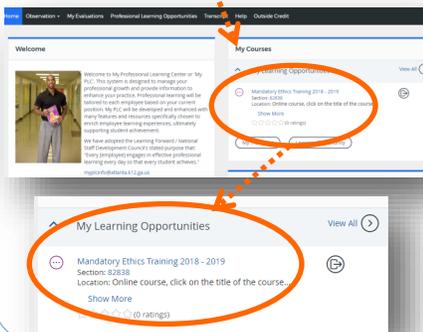


STEPS TO ACCESS ETHICS COURSE

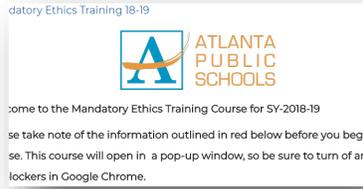
Step 1: Login to MyPLC (please use Google Chrome as your browser).
<https://atlanta.truenorthlogic.com>



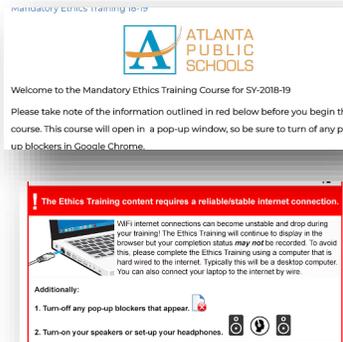
Step 2: Click on the blue words **“Mandatory Ethics Training 2018-2019”** link under **“My Courses.”**



Step 3: Another window will open.



Step 4: Scroll down and read all instructions. **Keep scrolling down.**



Step 5: Scroll down to the following screen and click **ENTER** to start the training.



Step 6: If available, please **download the “Ethics Training Resource Guide.”** Scroll past the **ENTER** screen, you will find it.



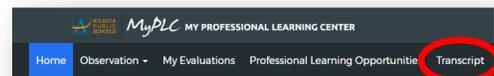
STEPS TO ACCESS CERTIFICATE OF COMPLETION

Step 1: Once you have completed the Ethics course, **allow up to 24 hours** for the system to update your record to show that you have completed it.

Step 2: Login to MyPLC (please use Google Chrome as your browser).
<https://atlanta.truenorthlogic.com>



Step 3: Once you are on the homepage, click on the **“Transcript”** tab at the top of the page.



Step 4: Find the course on your transcript and then click on the **“Certificate #.”** Your Certificate of Completion will appear on the screen. Print it out for your records.

Survey	Course #	Section #	Course Title	Credit Hours	Certificate #	Registration Status	Completion Date				
1.	No surveys to take.	ESR	159149	83493	Mandatory Ethics Training 2018-2019	Human Resources	2.0 Number of Credits Clock Hours	71404813	Completed	07/29/2018	★★★★★