



Ethics in Action

All employees of Athens Technical College must complete the DTAE *Ethics in Action* training as a condition of employment. During the first quarter of employment, new faculty and staff will receive the following instructions for completing the *Ethics in Action* training.

Instructions for Completing *Ethics-In-Action* Training

To access the training, open Internet Explorer. Log on to www.athenstech.edu>>Department List>>Administrative Services>>Human Resources>>Ethics in Action. *(If you can open the Ethics-in-Action site on your computer, you should be able to complete the training).* **Scroll down to the bottom of the page and click on “Begin Ethics-In-Action.”**

Once at the Ethics-In-Action site, enter your employee ID number (from the payroll stub) and date of birth (MMDDYYYY). Then follow the instructions on each screen. *(It is sometimes necessary to scroll down the screen to complete an assignment and advance to the next screen).*

Please note that you must complete the seven modules and the Conclusion page. You have not completed the training until you see a final screen with the following message:

Congratulations! You have completed Ethics in Action.

The training normally takes less than an hour to complete.