



## 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 and log on to the Athens Tech home page – [www.athenstech.edu](http://www.athenstech.edu). Once on the home page, notice the **Quick Links** drop box in the middle of the page on the right hand side. From the **Quick Links** drop down menu, select **Human Resources**. On the next page that appears, select **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.