



## **ONLINE ETHICS TRAINING - INSTRUCTIONS FOR EMPLOYEES**

Pursuant to Article 7, Title 1, §7-1-105, all employees, including board and commission members, must successfully complete a training program on public ethics developed by the Ethics Commission. The recently created online ethics training course takes about an hour to complete, and proof of successful completion is emailed directly to the Ethics Commission office. You may also print a dated *Certificate of Completion* for your records.

### **FOR EMPLOYEES THAT HAVE A COUNTY ASSIGNED EMAIL ADDRESS:**

1. From any county computer, go to your **OneLogin** and choose the **Moodle LearningWeb**, then choose the ETHICS course.
2. Enter your county username and password.
3. Read the Welcome page and click on **Ethics Training Course** at the bottom to begin the course.
4. After completion of the course, print your Certificate of Completion.

### **FOR EMPLOYEES, BOARD AND COMMISSION MEMBERS THAT DO NOT HAVE A COUNTY EMAIL ADDRESS:**

1. From any browser, go to <https://training.aacounty.org>
2. If this is your first time here, click on **CREATE NEW ACCOUNT**
3. Create a *username* and *password* and be sure to save it somewhere for future reference.
4. Enter the required ID information, including a valid email address. You will need access to the email address entered to validate the account before being allowed to move forward.
5. An email will be sent immediately to the address entered and you must open that email and click on the included confirmation link.
6. You will then be directed to the AACO training dashboard web site.
7. Click on **COURSES** at the top, then choose **ETHICS**, and click on **ETHICS** again.
8. Click on **Self Enrollment (Student)** and enter the following security key (case sensitive):  
**98XBThU8qR**
9. You will then be taken to the Welcome page, and after reading the introduction, you can click on the **Ethics Training Course** link at the bottom of the page to begin the course.
10. After completion of the course, print your Certificate of Completion.

### **GENERAL ETHICS COURSE INFORMATION:**

1. There are a total of 6 chapters with a couple of questions after each chapter, for a total

of **16 questions**. You can go back and review the chapter material before choosing an answer to the first question in that chapter, however, once you select an answer, you cannot go back and change any previous answers. You will need a score of 80% (13 of 16 correct) to pass the course.

2. You can stop in the middle of the course and go back on a later day or time by logging in again with your username and password.
3. When you finish and pass the course, you can go back to the Welcome page and print a **Certificate of Completion** by clicking on the link at the bottom of the page. You can also do this at a later time by logging in again.
4. If you did not pass the course, you can try again by going back to the original login page and log in again using your same username and password.
5. If you have any technical or computer difficulties, please contact Ryan Blair at [itblai00@aacounty.org](mailto:itblai00@aacounty.org) or calling 410-222-2059.
6. If you need access to a county computer, you can make a reservation to use one at a county learning center by contacting Shara Sites at 410-222-1732 or email at [itsite00@aacounty.org](mailto:itsite00@aacounty.org).
7. If you have any questions about the course, you can contact Gina Scerbo at 410-222-4412 or email at [etscer14@aacounty.org](mailto:etscer14@aacounty.org).
8. If you have any general ethics questions, please contact our office at 410-222-4412 or email [etscer14@aacounty.org](mailto:etscer14@aacounty.org).