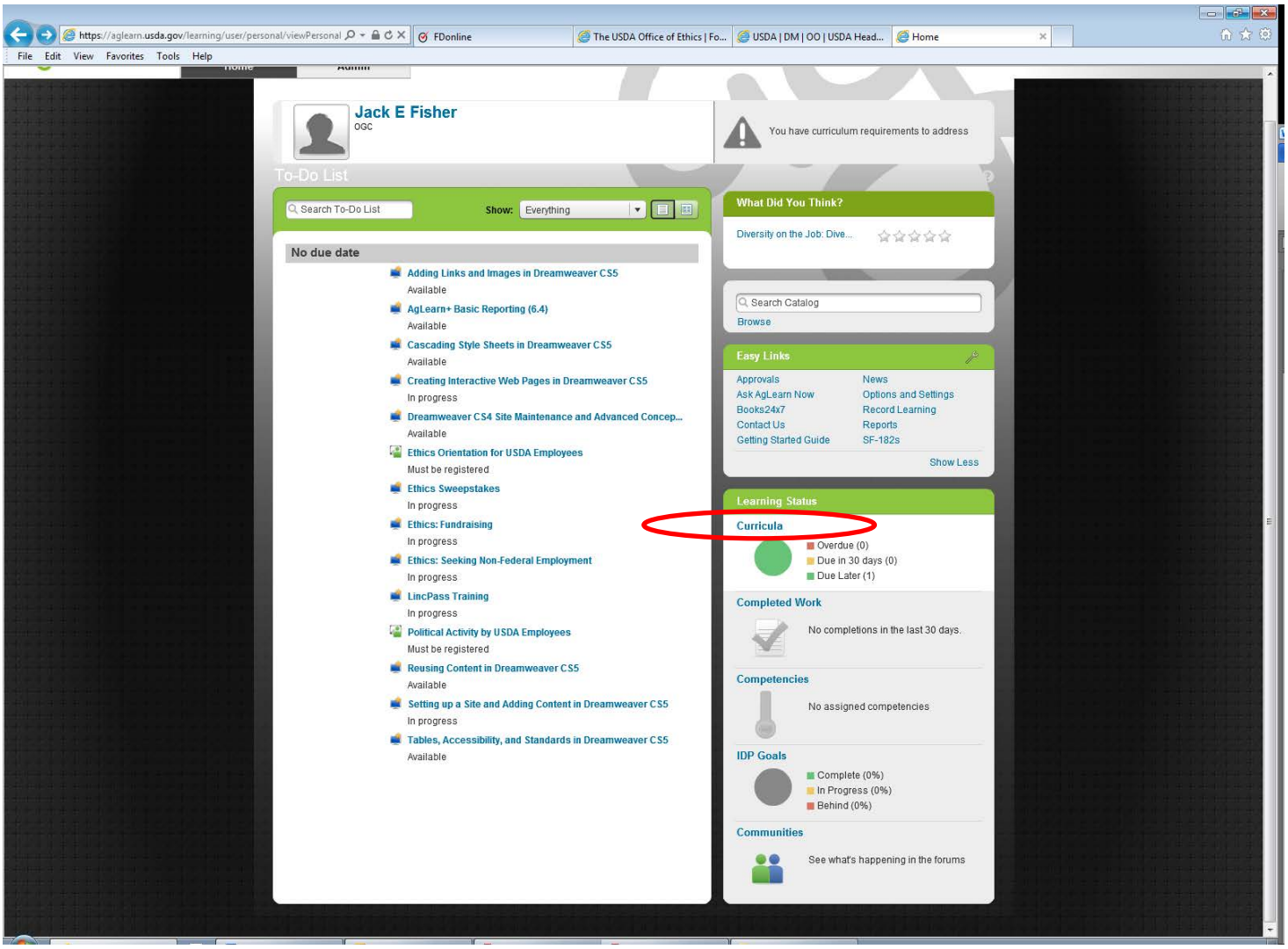
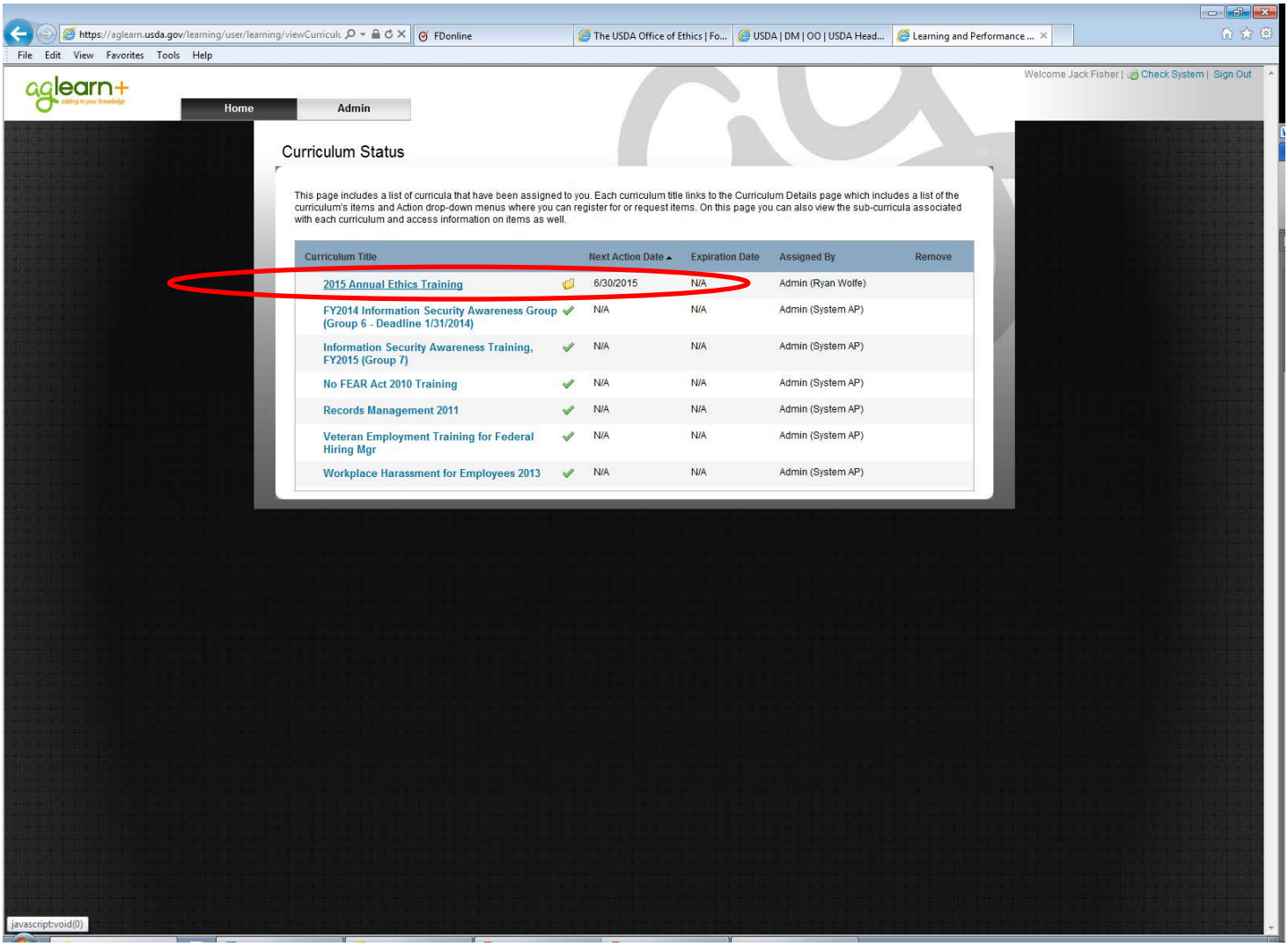
2015 Annual Ethics Training – AgLearn Instructions

1. Login to your AgLearn user account at http://www.aglearn.usda.gov

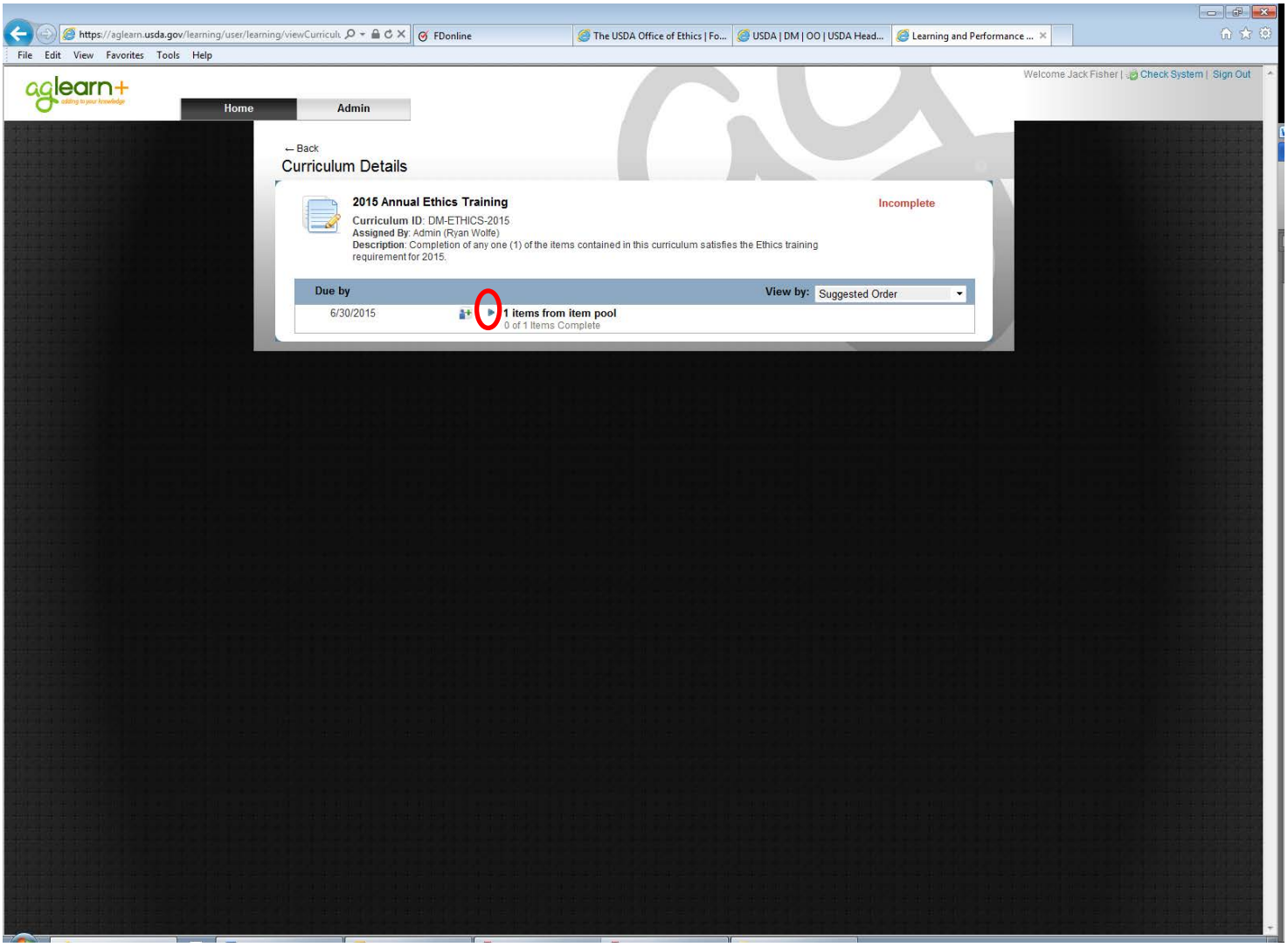
2. Upon login, view your user account homepage as shown in the screenshot below. Click on the Curricula pod within the Learning Status box as identified by the red circle in the screenshot below.



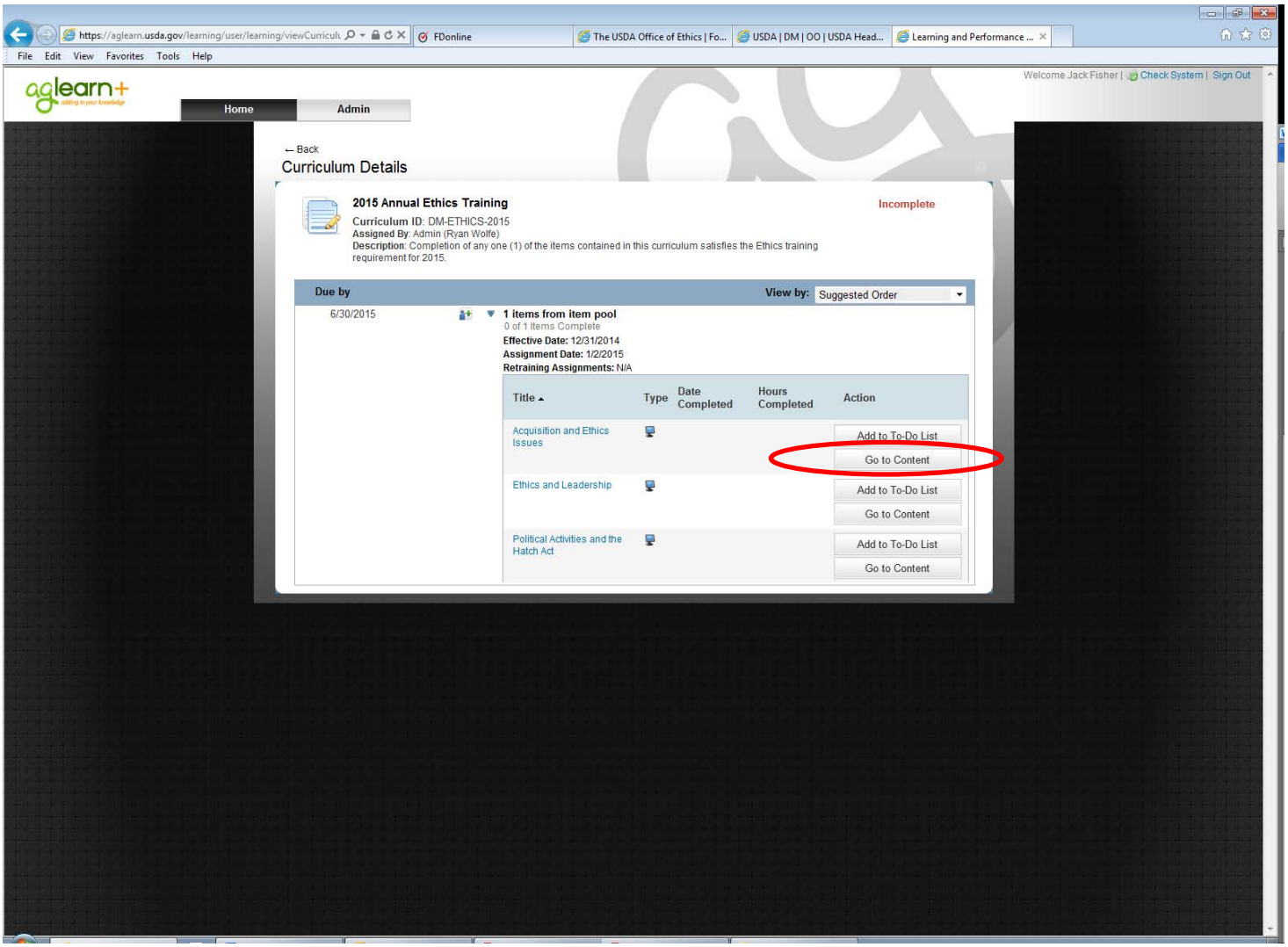
3. Next, select the “2015 Annual Ethics Training” curriculum from the list of your assigned curricula as identified by the red circle in the screenshot below.



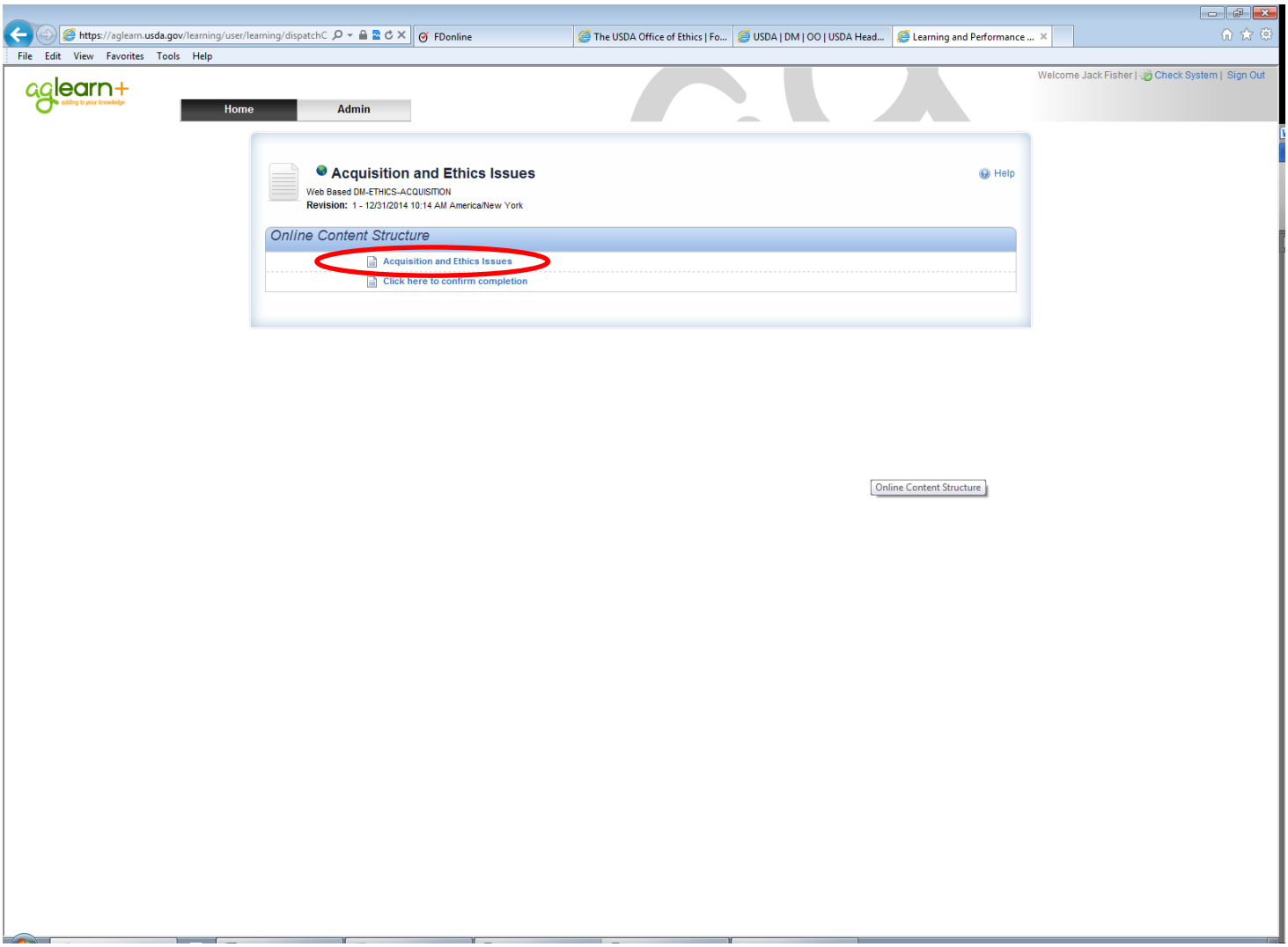
4. Next, click on the small blue triangle identified by the red circle in the screenshot below. This will open the drop-down menu listing the three available videos, from which you will select one to view.



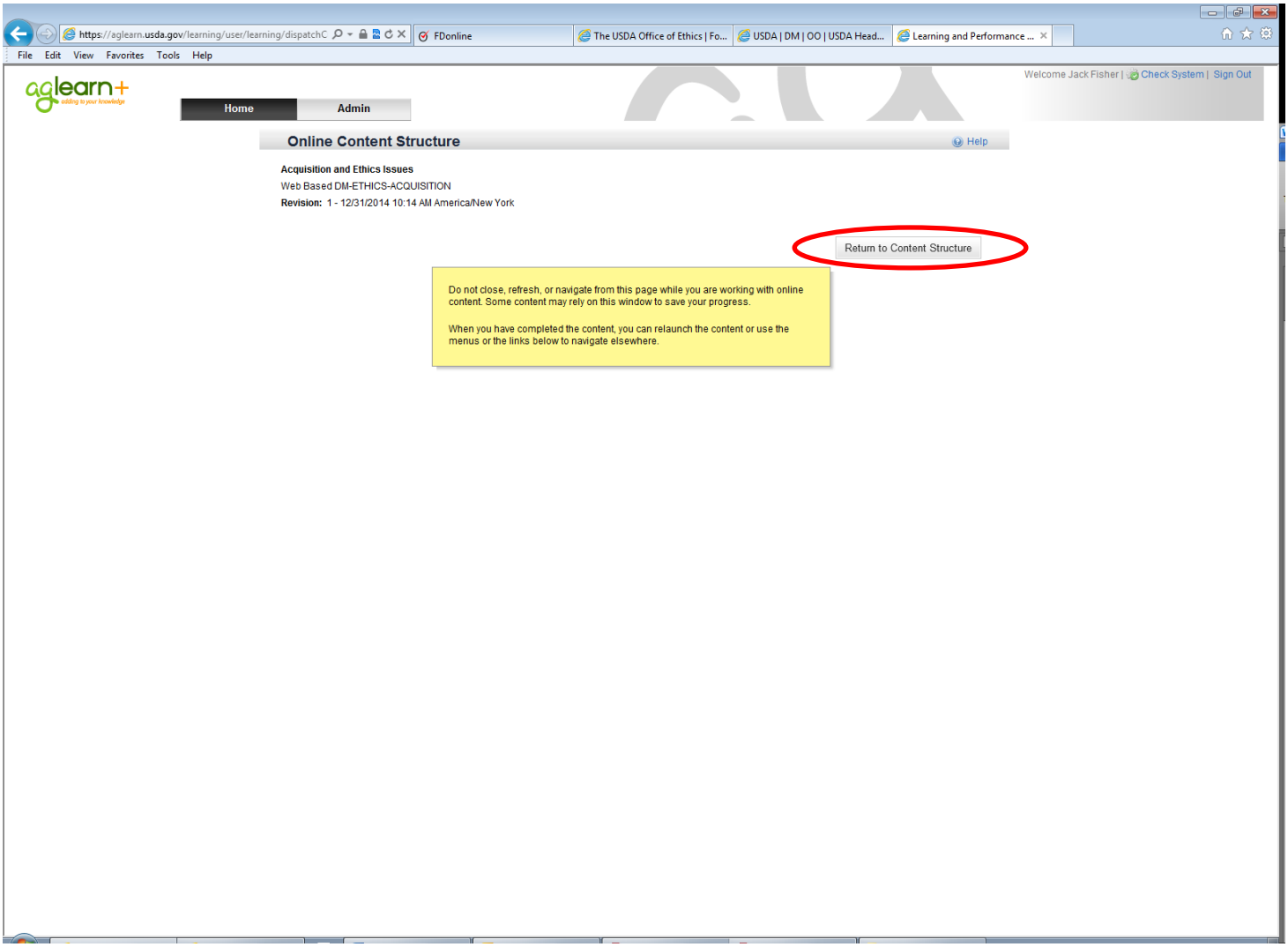
5. Next, select one video to view and click “Go to Content” as identified by the red circle in the screenshot below.



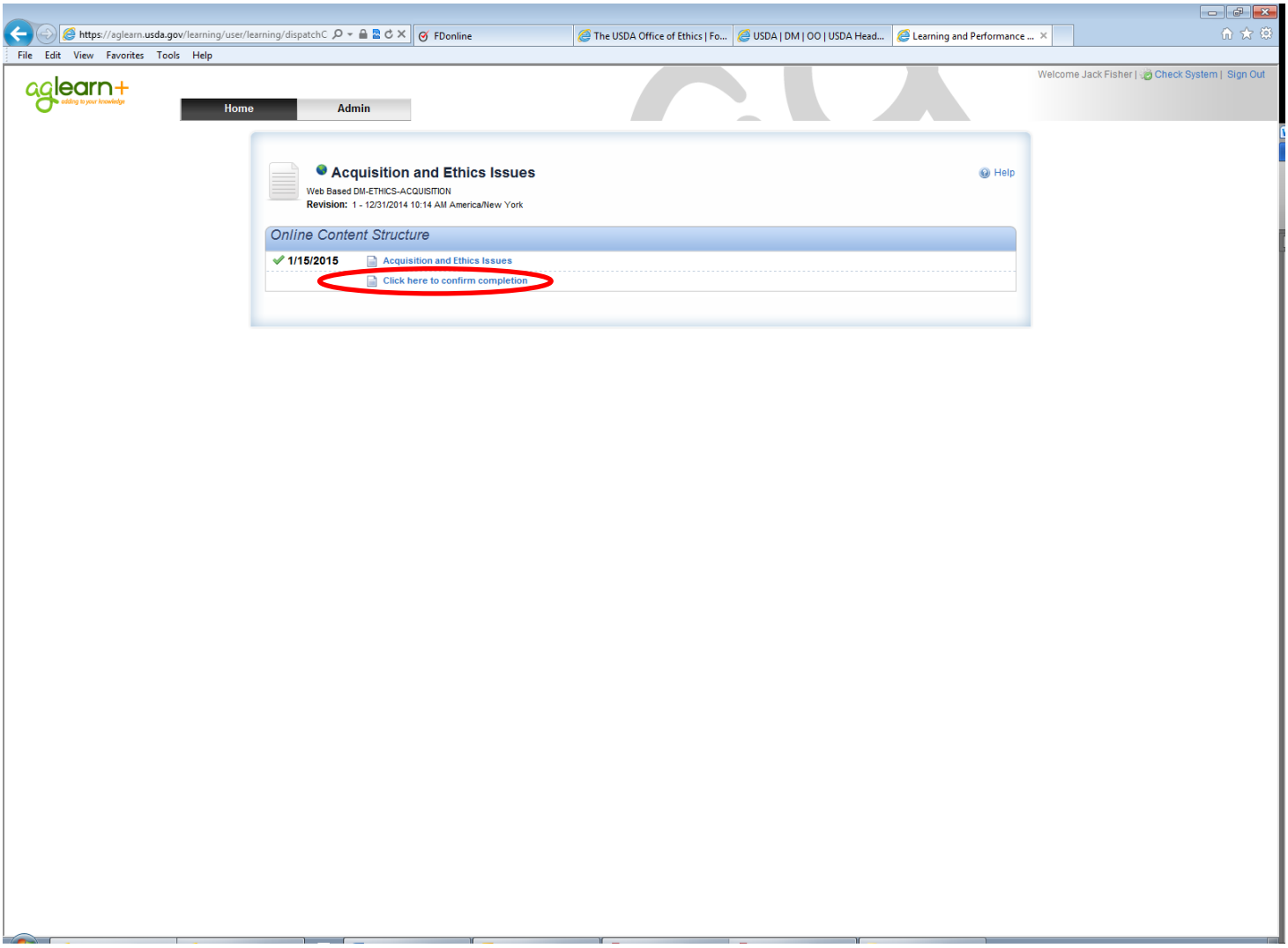
6. Next, click on the title of the video to launch the video content as identified by the red circle in the screenshot below.



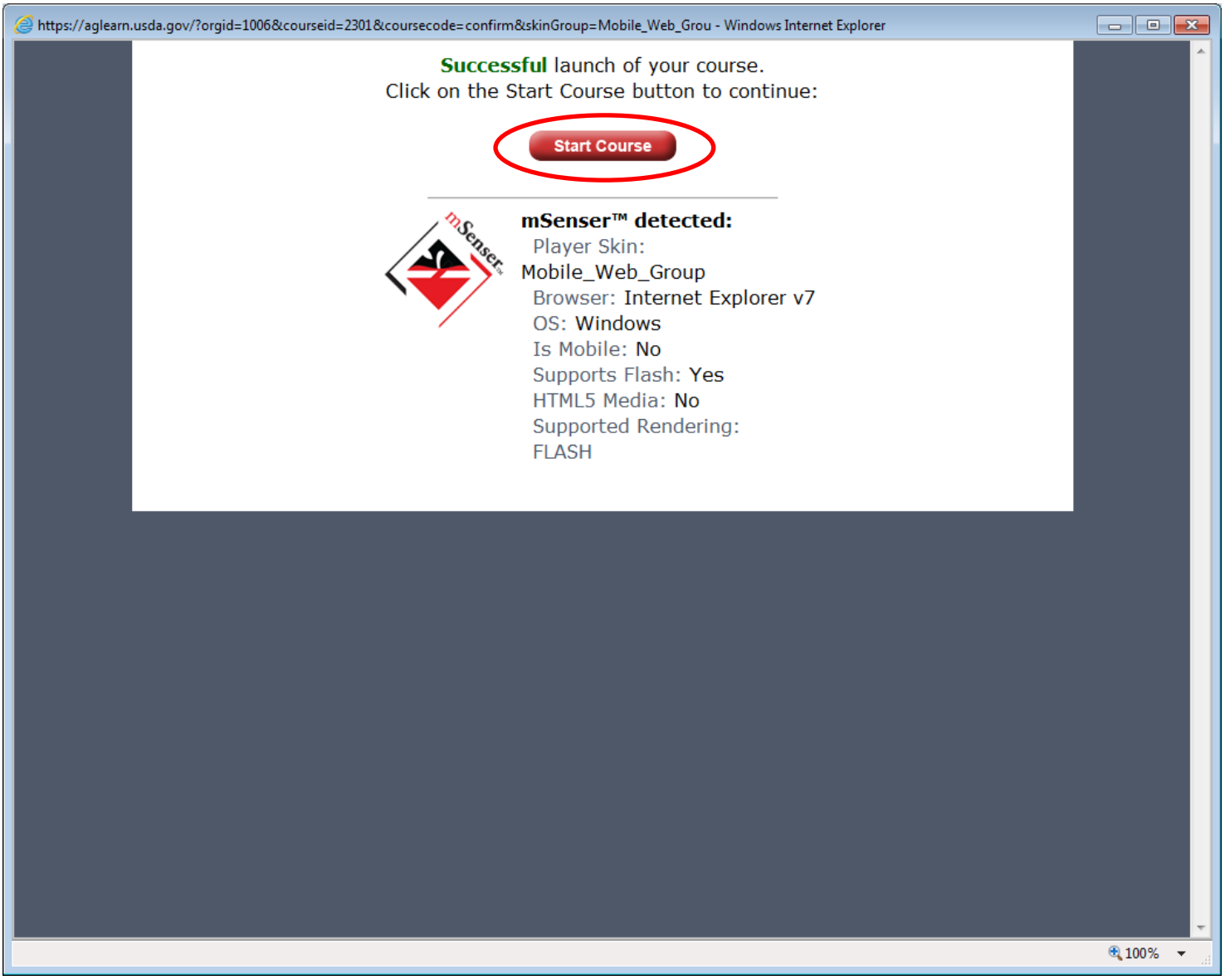
7. At this point, the video content will launch in Adobe Connect in a separate window. The window/page in the screenshot below will remain open as well. After you have completed viewing the video, you must click “Return to Content Structure” as identified by the red circle in the screenshot below. Clicking on “Return to Content Structure” is a mandatory step to allow you to complete the required self-confirmation to receive credit for completing the training.



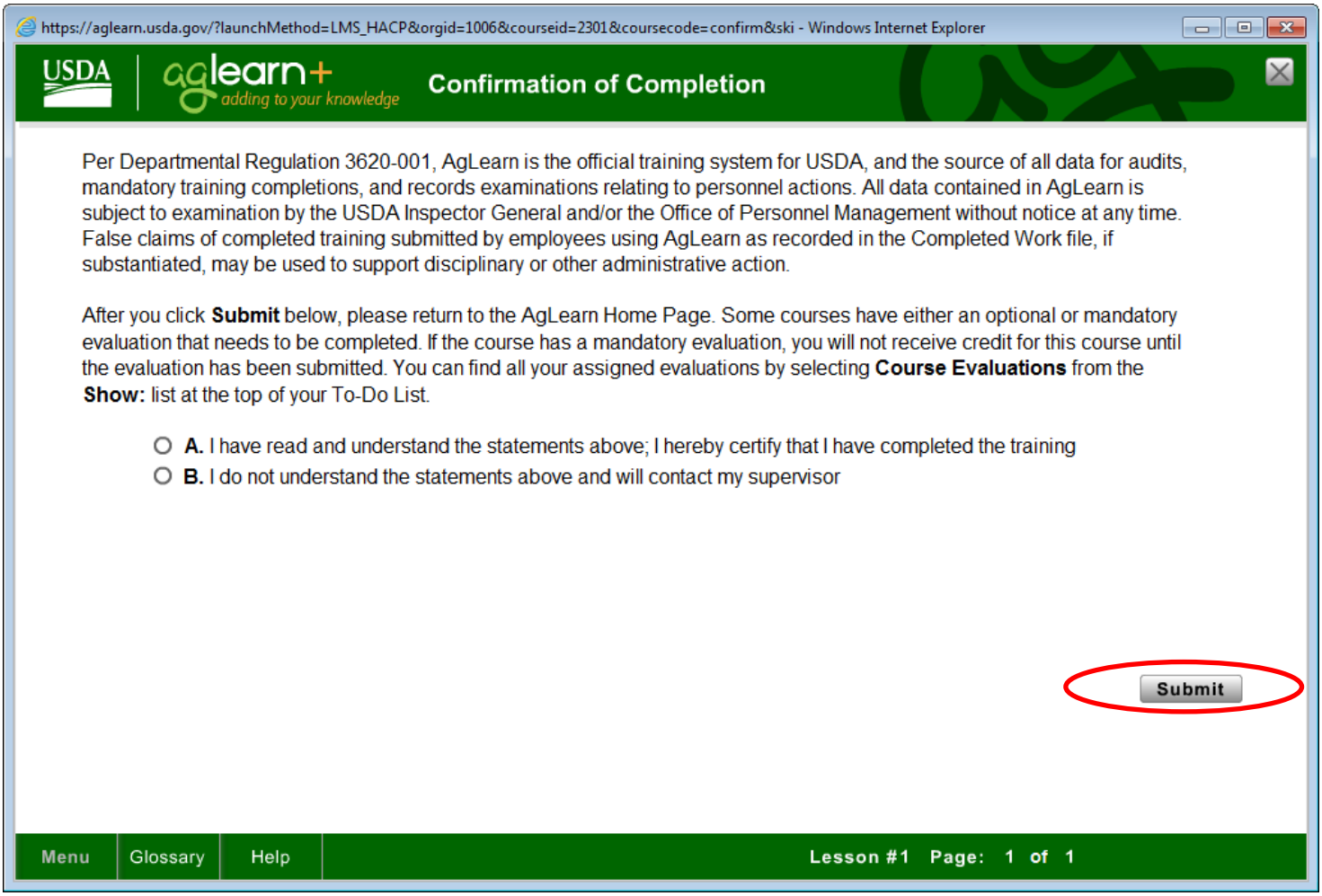
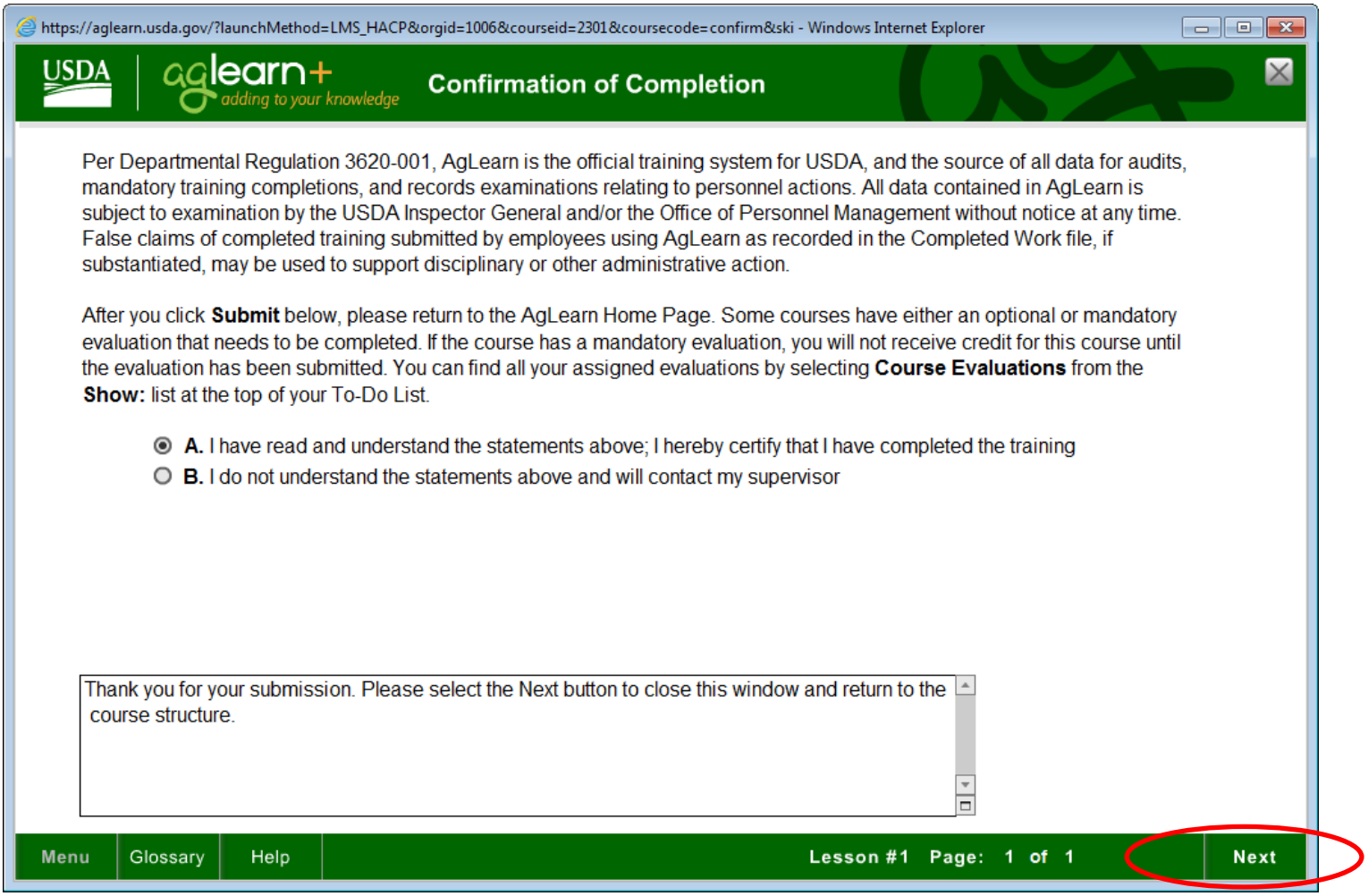
8. At this point, you will see a check mark next to the video title you viewed. Next, select "Click here to confirm completion" as identified by the red circle in the screenshot below.



9. At this point, you will see the pop-up window/page shown in the screenshot below. Next, click on “Start Course” even though you have already completed watching the video (this “course” is the self-confirmation, not the video).



10. At this point, you will see the page shown in the screenshot below. Select option A to certify that you completed watching the video, then click on the “Submit” tab as identified by the red circle in the screenshot below.



11. At this point you have completed the self- confirmation and your completion of 2015 Annual Ethics Training has been recorded. Click on the “Next” button as identified by the red circle in the screenshot below to close this window and return to the course structure and/or your AgLearn user account homepage.