

Steps to Access Ethics Course & Quiz

Step 1: Login to My PLC

<http://atlanta.truenorthlogic.com>



Step 2: Click on the "Mandatory Ethics Training 2015-2016" link.



Step 3: Click on the "Ethics Training" link.



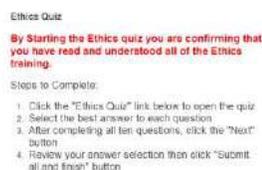
Step 4: A pop-up window will appear click on the "Open" button.



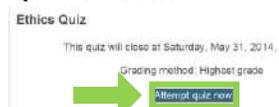
Step 5: View the PowerPoint Ethics Course.



Step 6: Click on the "Ethics Quiz" link.



Step 7: Click Attempt Quiz Now button.



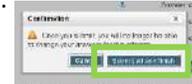
Step 8: Click Next button after completing quiz.



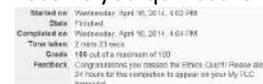
Step 10: Click "Submit all and finish" button.



Step 11: A pop-up window will have you confirm that you want to "Submit all and finish".



Step 12: You will receive your quiz score.



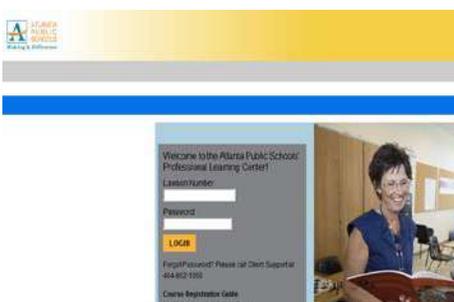
Steps to Access Certificate of Completion

Step 1: Successfully pass the Ethics quiz.

Step 2: Allow 24 hours for the successful quiz score to be recorded.

Step 3: Login to My PLC

<http://atlanta.truenorthlogic.com>



Step 4: Complete the survey for the Ethics training.



Step 5: Click on the "Transcript" tab.



Step 6: Click on the Certificate # for the Ethics training. Your Certificate of Completion will open.



Step 7: Print Certificate of Completion for your records.