

# Instructions for taking the USG Ethics course

The Ethics course is inside MSC Vista, so you need a web browser (like Internet Explorer or Firefox) to access the class.

Launch your web browser and go to MSC Vista (<https://maconstate.view.usg.edu/>). You can also access this by clicking on the MSC Vista link on the Macon State College home page.

## **STEP 1:**

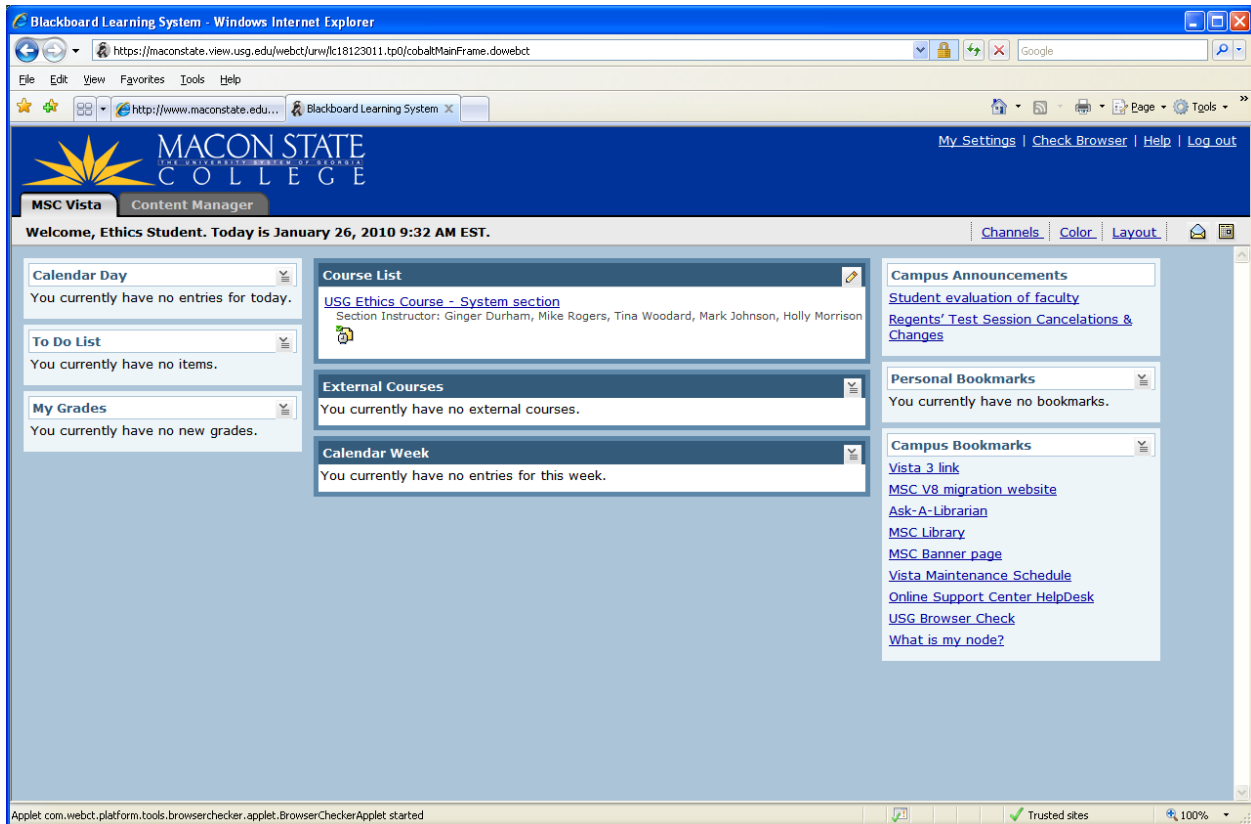
This is the MSC Vista login page:



Enter in your user name (example: john.doe). Your password will be your birth date, be sure to use six digits only (example: for October 16, 1963 you would use 101663). You can find out your account information by going to SOMEPLACE.

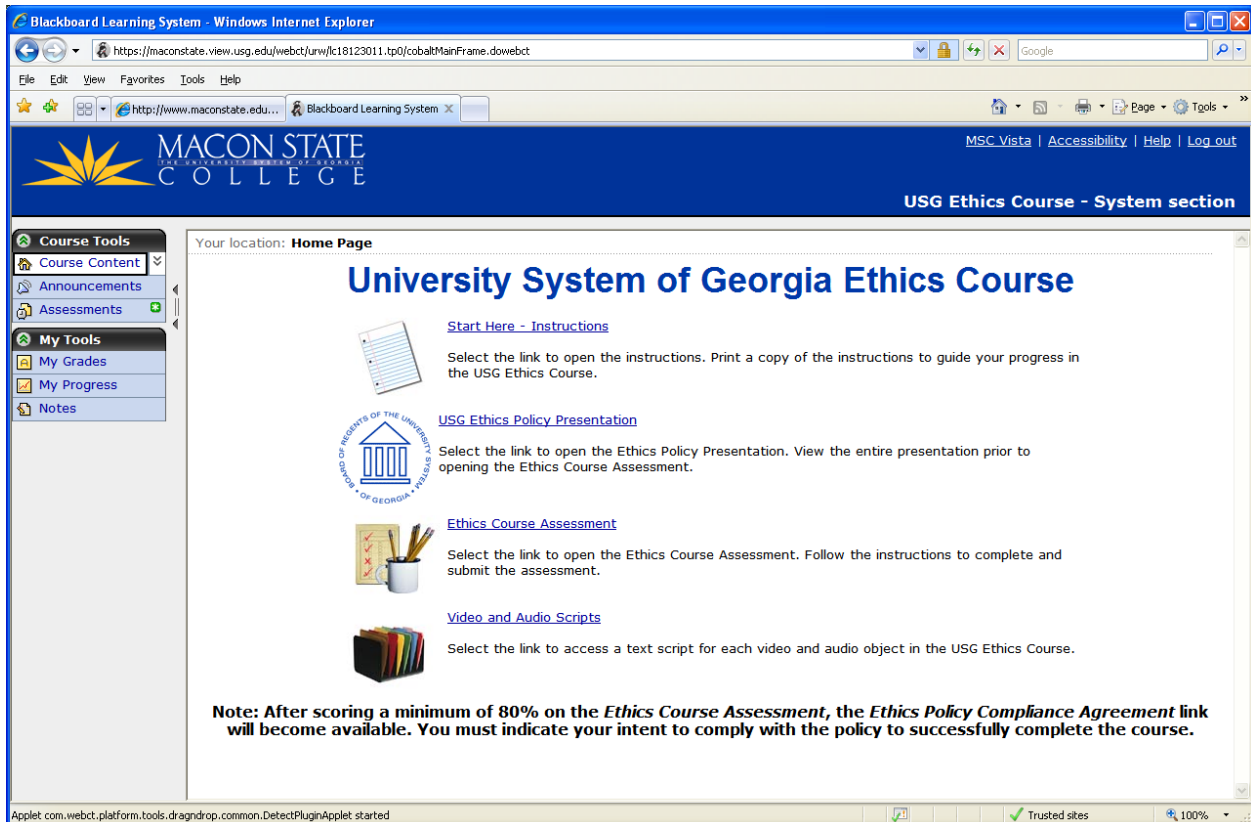
## **STEP 2:**

Once you log into MSC Vista, you should see the following screen:



Click on the link that says, “USG Ethics Course – System section”.

**STEP 3:** Once you do this, you will see the following screen:



In order to complete the class, you need to click on the links on the main part of the page. For instructions to begin the class, click on the top linked titled, ‘Start Here – Instructions’

## **INSTRUCTIONS ON HOW TO TAKE THE CLASS:**

1. Print these instructions to guide your progress and assist you in completing the Ethics Course Assessment and the Ethics Policy Compliance Agreement.
2. View the Ethics course content by selecting the USG Ethics Policy Presentation link on the *Home Page*.
3. To start the course, select "How to Use Program."
4. After completion of the content, return to the *Home Page* to access the Ethics Course Assessment link.
5. Complete the Ethics Course Assessment.
  - As you take the assessment, be sure to answer each question.
  - After you answer each question, select the option to *Save* your answer.
  - When you have completed all 15 questions, select the *Save All* button.
  - Select the *Finish* button.
  - Select *OK* to submit the assessment.
6. Once the assessment has been submitted, select the *View Attempt* button.
  - A Final Score of less than 80% requires that the assessment be re-taken.
  - A Final Score of 80% or better indicates successful completion of the assessment.
7. In order to access the Ethics Policy Compliance Agreement, it is necessary to return to the *Home Page* and click *Course Content* in the *Course Tools* menu on the left side of the page. The link to the *Ethics Policy Compliance Agreement* should now be visible on the *Home Page*.
8. Complete the Ethics Course Compliance Policy Agreement by clicking on the link on the *Home Page*.
  - Select *Begin Assessment* to complete the agreement.
  - Select *Agree to Comply* or *Do Not Agree to Comply*.\*
  - Select *Save Answer*.
  - Select *Finish*.
  - Select *OK*.
9. Congratulations, you have completed the USG Ethics Course.

\*Please contact your manager or supervisor to discuss any concerns you may have with adherence to any of the policies, rules and guidelines presented in this training.