Completing GSC HR Compliance Training- Student Workers Modules in D2L

1. Navigate to [www.gordonstate.edu](http://www.gordonstate.edu) and choose the “My Gordon” tab at the top of the page. Choose the “Brightspace by Desire2Learn” link. Log in using your Gordon email username (do not include @gordonstate.edu) and your current Gordon email password.

2. You will see the courses you are enrolled in on the right side under “My Courses”. You should also see a “Human Resources” grey bar and the link to the course “HR Compliance Training- Student Workers”.

Note: If you don’t see the link, make sure the grey arrow is pointing down.
3. Upon entering the course you will see a description of the objective of the modules. Choose “Content” on the top navbar.

4. On the far left side you can select the “Table of Contents” to view the two modules. Click on the link in the middle of the page to open each module.
5. Each module contains instructions and links to videos, handouts, etc. Each module also contains some type of quiz that you should complete.

6. To begin the quiz, choose “Start Quiz”.
7. Answer each of the questions and save your response. When finished, choose “Go to submit quiz”.

8. After submitting the quiz, you will be able to see the questions you missed as well as your grade in the bottom right corner.

You must score 100% on the Ethics Compliance Agreement Quiz and 70% (or above) on the Computer Security Awareness Quiz.
9. After you have completed both the computer security awareness quiz and the ethics policy compliance agreement, you may view your grades by selecting “grades” on the top navbar.