MOREHOUSE SCHOOL OF MEDICINE

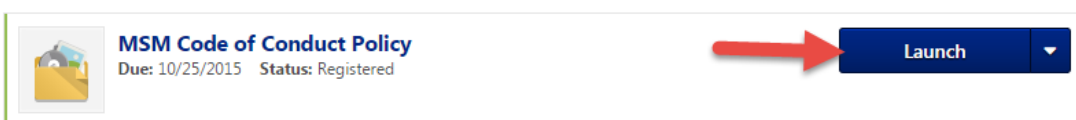## The Office of Compliance & Corporate Integrity   INSTRUCTIONS

MANDATORY COMPLIANCE CERTIFICATION
RE-DESIGNED CODE OF CONDUCT & ETHICS POLICY

1. Login into Cornerstone. https://msm.csod.com/
(Right click the above link and go to "Open Hyperlink)

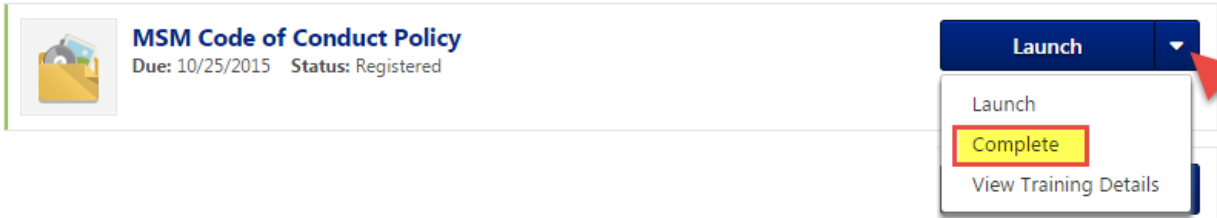**2.** Click **"My Transcript"**

3. Click *"Launch"*

4. The "**MSM Code of Conduct Policy**", will pop-up in a new window. *(some will also have the **Financial Code of Conduct Policy**, same steps apply)*

5. Once you've receive the policy. Close the window and click the arrow next to **'Launch',** then select **Complete**.

MSM Code of Conduct Policy
Due: 10/25/2015   Status: Registered

Launch ▼

Launch
Complete
View Training Details

6. Launch will switch to '**Acknowledge'**. Make sure you click Acknowledge, read the disclaimer message and agree.

MSM Code of Conduct Policy
Due: 10/25/2015   Status: Pending Acknowledgement

Acknowledge ▼

7. When finished the Policy will move to your completed tab.

To learn more about Code of Conduct please click on this link:

http://www.msm.edu/Administration/Compliance/codeOfConduct.php