



The Office of Compliance & Corporate Integrity

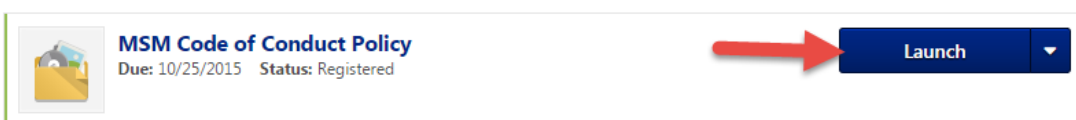
INSTRUCTIONS

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”



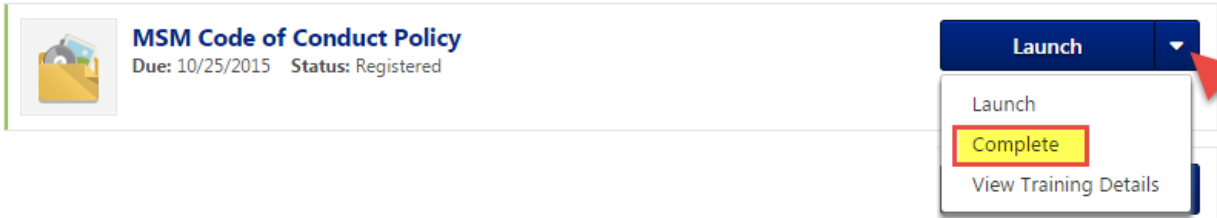
4. The “MSM Code of Conduct Policy”, will pop-up in a new window. (some will also have the **Financial Code of Conduct Policy**, same steps apply)



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



The screenshot shows a card for the "MSM Code of Conduct Policy" with a due date of 10/25/2015 and a status of "Registered". A blue "Launch" button with a dropdown arrow is on the right. The dropdown menu is open, showing three options: "Launch", "Complete" (highlighted with a red box), and "View Training Details". A red arrow points to the dropdown arrow on the "Launch" button.

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



The screenshot shows the same "MSM Code of Conduct Policy" card, but the status is now "Pending Acknowledgement". The blue button on the right is now labeled "Acknowledge" and is highlighted with a red box. A red arrow points to the "Acknowledge" button.

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>