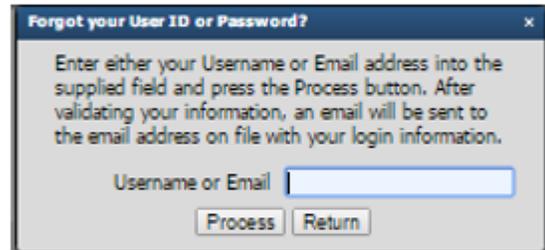
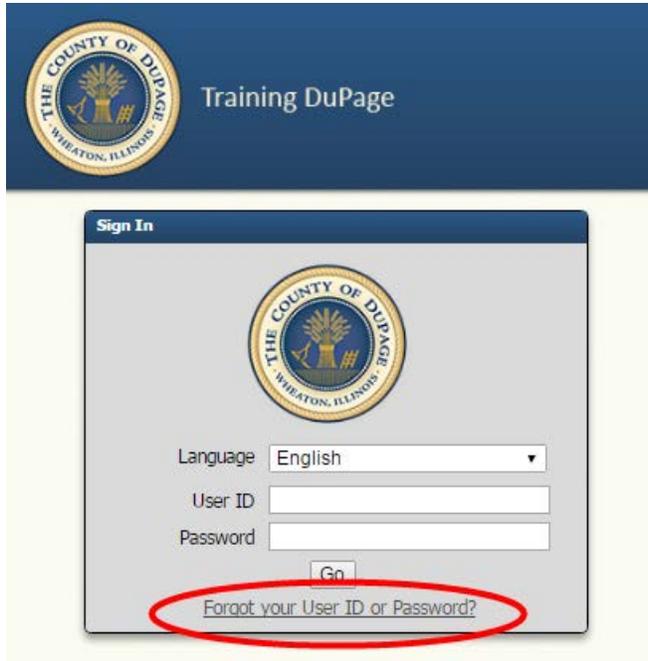


Training DuPage User Training – Outside Agencies

PLEASE NOTE: TrainingDuPage.com user names are formatted `firstname.lastname`. If the password recovery steps below fail, or you need help logging in, please contact the Training DuPage reporter within your agency.

Login at <http://www.trainingdupage.com>:

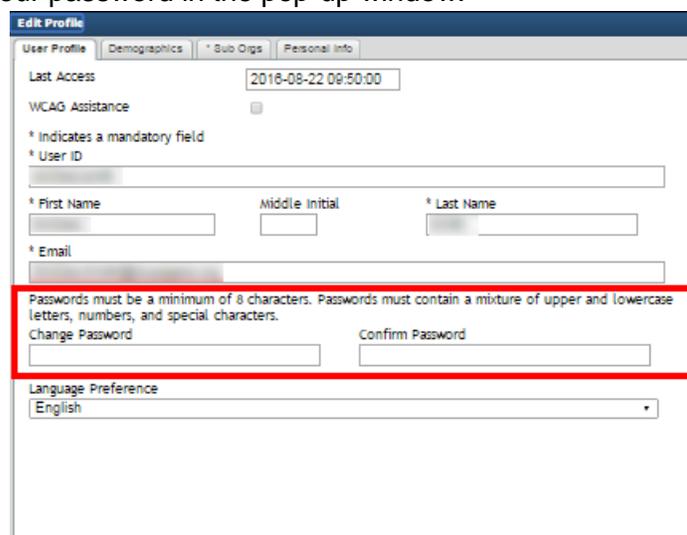
** User IDs are formatted `firstname.lastname`



After you enter your User Name and Password, hit Enter or click the Go button. Your home page for the Learning Management System (LMS) will be displayed.

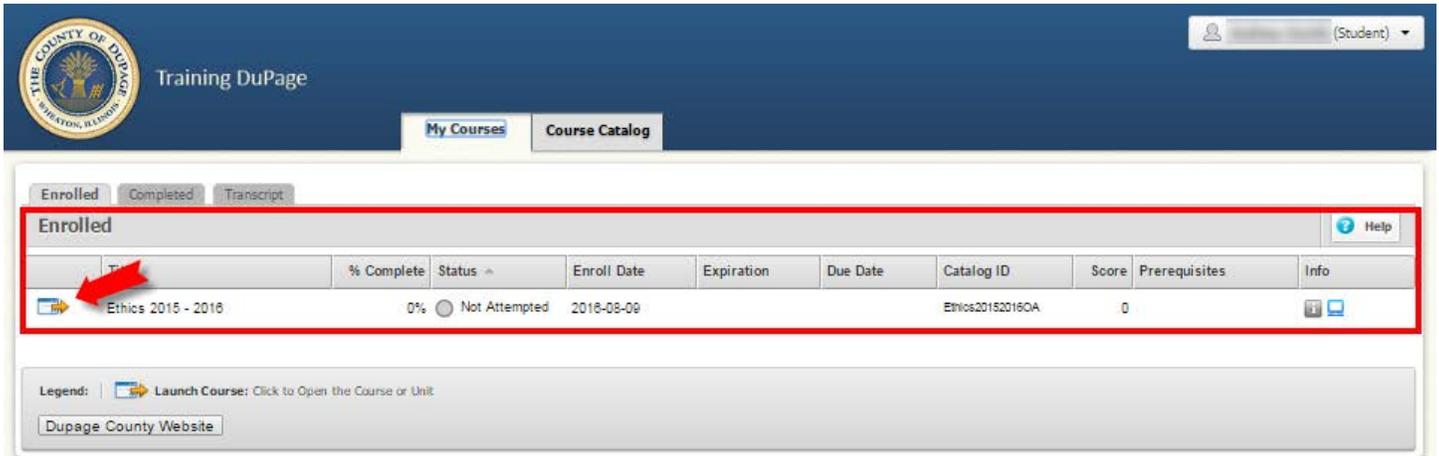
If you forget your password, you can reset it by clicking on the 'Forgot your User ID or Password?' link on the home page as circled above. Enter your username or email and click the Process button. An email will be sent with the information on how to reset your password.

Once you have successfully logged in for the first time, please customize your own unique password before proceeding to the training by clicking on your name in the upper right corner and selecting 'Edit Profile' in the drop down menu. Change your password in the pop-up window.



Training DuPage User Training – Outside Agencies

The Ethics Training will be listed in the My Courses / Enrolled tab. Click launch course icon  to start the class:

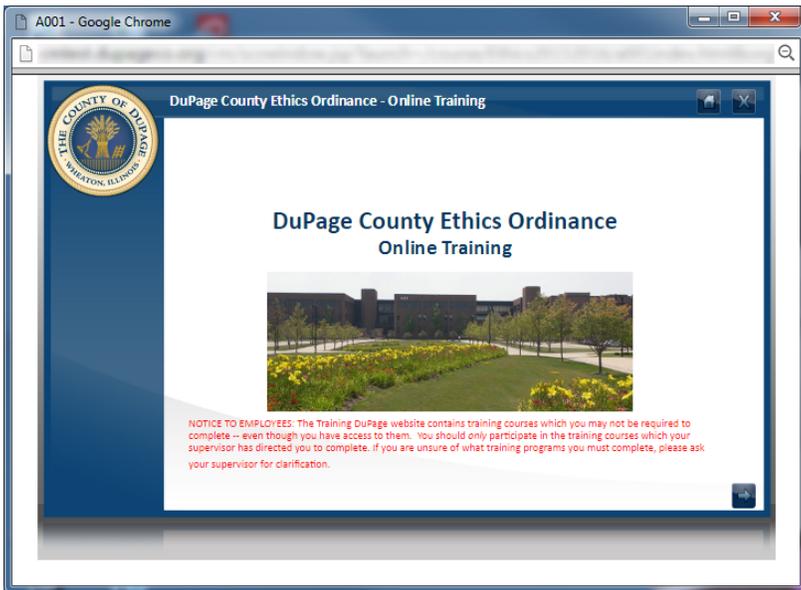


The screenshot shows the Training DuPage interface. The 'Enrolled' tab is selected. A table lists the course 'Ethics 2015 - 2016' with a status of 'Not Attempted' and an enrollment date of '2018-08-08'. A red box highlights the 'Enrolled' tab and the first row of the table. A red arrow points to the 'Launch Course' icon in the first row.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites	Info
Ethics 2015 - 2016	0%	Not Attempted	2018-08-08			Ethics201520160A	0		

Legend:  Launch Course: Click to Open the Course or Unit

A pop-up window will open to display the class:



The screenshot shows a pop-up window titled 'DuPage County Ethics Ordinance - Online Training'. The window displays the course title, a photo of a building, and a notice to employees.

**DuPage County Ethics Ordinance
Online Training**

NOTICE TO EMPLOYEES: The Training DuPage website contains training courses which you may not be required to complete -- even though you have access to them. You should only participate in the training courses which your supervisor has directed you to complete. If you are unsure of what training programs you must complete, please ask your supervisor for clarification.

After completion of the Family Center course and a score of 80% or better on the test, a certificate will be emailed to you. Also, the course will be moved from the Enrolled tab to the Completed tab. If you were only enrolled in one class, the Enrolled tab will be blank.



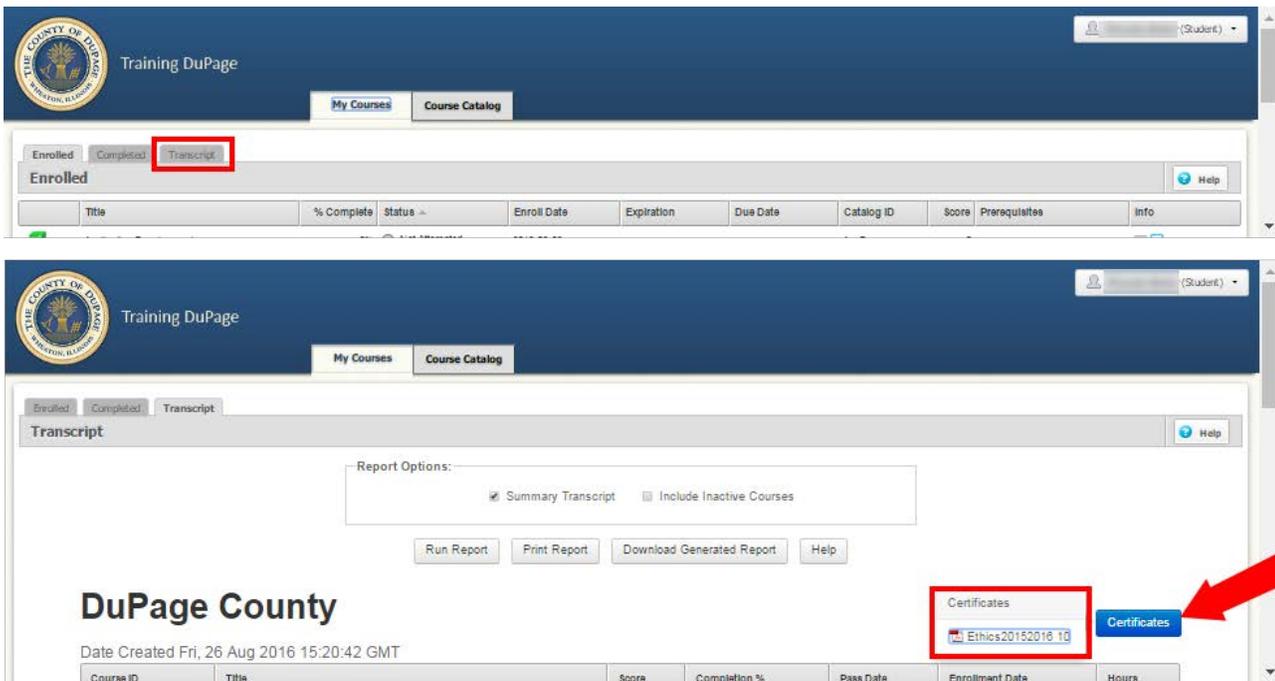
The image shows two side-by-side screenshots of the Training DuPage interface. The left screenshot shows the 'Enrolled' tab with the 'Ethics 2015 - 2016' course listed. The right screenshot shows the 'Completed' tab with the 'Ethics 2015 - 2016' course listed with a 100% completion rate. A red arrow points from the 'Enrolled' tab to the 'Completed' tab.

Title	% Complete
Ethics 2015 - 2016	100%

Legend:  Launch Course: Click to Open the Course or Unit

Training DuPage User Training – Outside Agencies

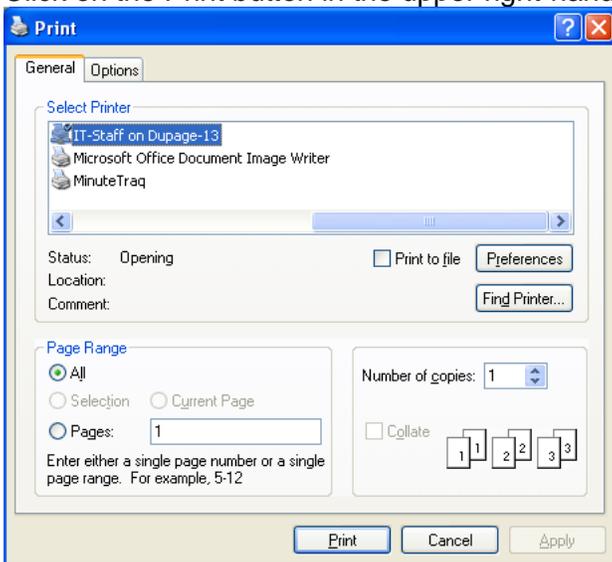
To print from within TrainingDuPage.com, click on the 'Transcript' tab, then click the Certificates button and select the certificate to print from the Certificates pop up window:



The certificate will open up in a new window. **You must have pop-up blockers turned off for the certificate to open.**



Click on the Print button in the upper right-hand corner. A print dialog window will appear.



Select the printer and click on OK. You can also increase the number of copies if you wish to print a copy for your attorney. After you have all of the selections made, click the Print button.