

To access and complete the Compliance & Equity New Employee Curriculum:

## CENTRAL AUTHENTICATION SERVICE

WMuserid:

Password:

LOGIN

1. Log in to the Cornerstone learning management system (<http://cornerstone.wm.edu/>) using your W&M user ID and password.

2. Select **My Transcript**



3. Select **Open Curriculum** for the item "Compliance & Equity New Employee Curriculum."

### Transcript

Options ▾

Use the transcript to manage all active training.

Active ▾

By Date Added ▾

All Types ▾

Search for training



Search Results (1)



**Compliance & Equity New Employee Curriculum**

Due: 7/21/2017 Status: Registered

Open Curriculum ▾



4. Select **Launch** for the item “Compliance & Equity New Employee Welcome Letter.”

0%  
CURRICULUM PROGRESS

	<b>Compliance &amp; Equity New Employee Welcome Letter</b> Status: Registered	Launch
	<b>Code of Ethics</b> Status: Pending Prior Training	
	<b>Notice of Non-Discrimination</b> Status: Pending Prior Training	
	<b>Mandatory Reporting</b> Status: Pending Prior Training	
	<b>Whistleblower Policy</b> Status: Pending Prior Training	

5. When you have read the welcome letter, select **Mark Complete**.

0%  
CURRICULUM PROGRESS

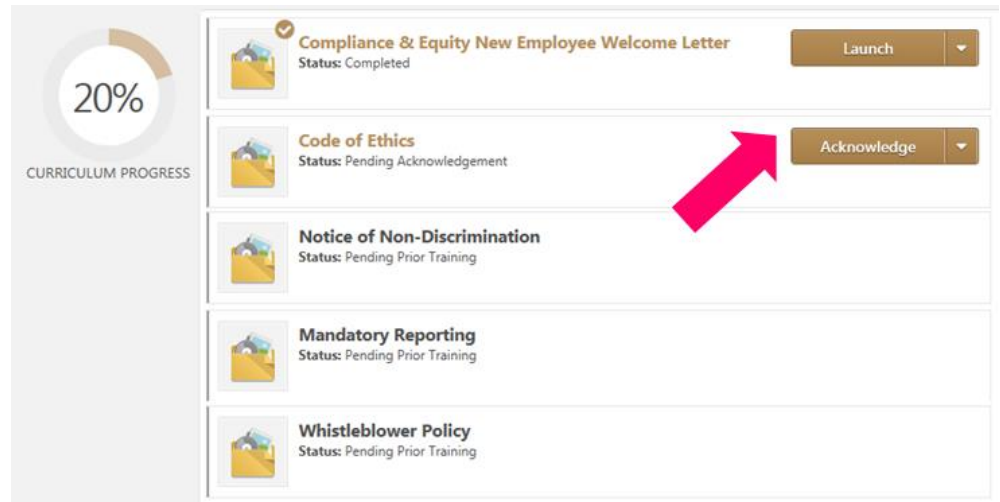
	<b>Compliance &amp; Equity New Employee Welcome Letter</b> Status: In Progress	Mark Complete
	<b>Code of Ethics</b> Status: Pending Prior Training	
	<b>Notice of Non-Discrimination</b> Status: Pending Prior Training	
	<b>Mandatory Reporting</b> Status: Pending Prior Training	
	<b>Whistleblower Policy</b> Status: Pending Prior Training	

6. Repeat the procedure to activate the “Code of Ethics” and successive items

20%  
CURRICULUM PROGRESS

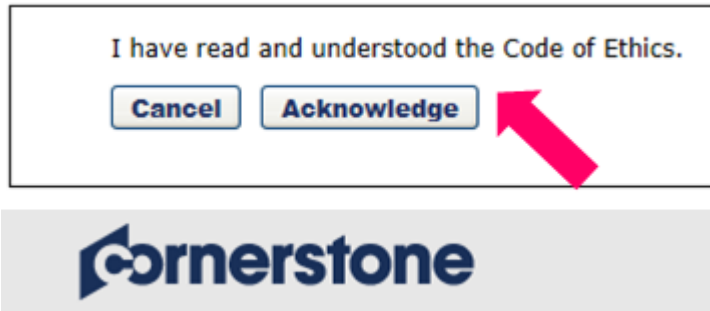
	<b>Compliance &amp; Equity New Employee Welcome Letter</b> Status: Completed	Launch
	<b>Code of Ethics</b> Status: Registered	Launch
	<b>Notice of Non-Discrimination</b> Status: Pending Prior Training	
	<b>Mandatory Reporting</b> Status: Pending Prior Training	
	<b>Whistleblower Policy</b> Status: Pending Prior Training	

7. Some items will require you to complete an acknowledgment statement before advancing.



The screenshot shows a curriculum progress dashboard. On the left, a circular progress indicator shows 20% completion, labeled 'CURRICULUM PROGRESS'. The main area lists five items:

- Compliance & Equity New Employee Welcome Letter** (Status: Completed) with a 'Launch' button.
- Code of Ethics** (Status: Pending Acknowledgement) with an 'Acknowledge' button. A red arrow points to this button.
- Notice of Non-Discrimination** (Status: Pending Prior Training)
- Mandatory Reporting** (Status: Pending Prior Training)
- Whistleblower Policy** (Status: Pending Prior Training)



The screenshot shows a dialog box with the text: "I have read and understood the Code of Ethics." Below the text are two buttons: "Cancel" and "Acknowledge". A red arrow points to the "Acknowledge" button.

**Cornerstone**

If you have any questions about this curriculum, or encounter any issues accessing the content, please contact:

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