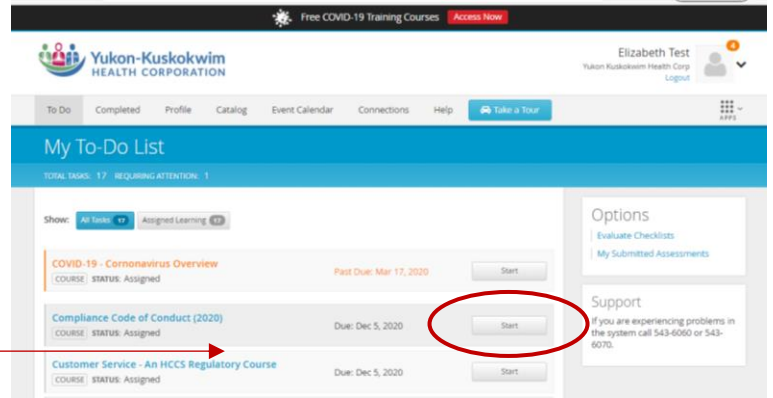# Compliance & Code of Conduct Course
How to complete

The "To Do" tab will list all courses
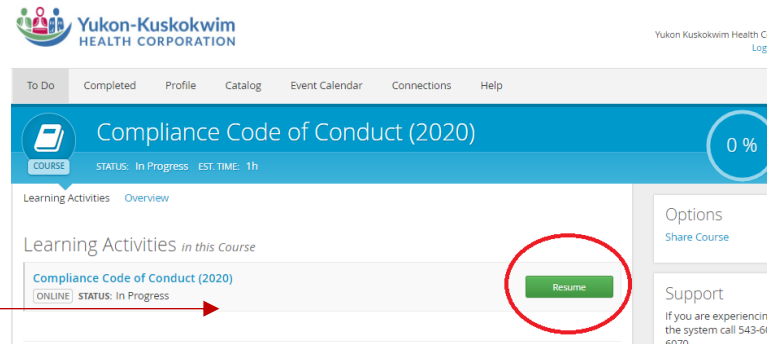
Overdue courses will be orange

Courses that are not yet due will be blue

Click **Start** or **Resume**

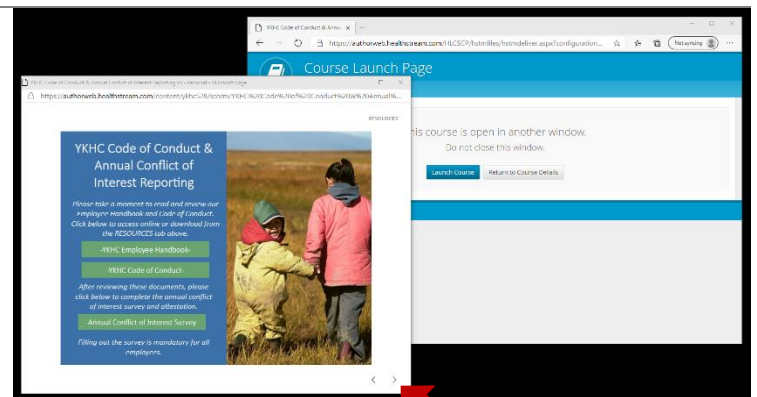After the course opens:

Click **Start** or **Resume** again

The course will open in a new window.

Each green rectangle is a hyperlink. Each link will open a new window:
- YKHC's Employee Handbook
- YKHC's Code of Conduct
- Annual Conflict of Interest Survey

After reading the code of conduct and employee handbook, please submit the conflict of interest survey (only once).

Close the survey window & return to the course.

Click the next arrow after reading the documents & submitting the survey

Clicking the next arrow will open the final page of the course: **You must click EXIT to close the course**.

The course is not complete unless the "Congratulations" message appears on the screen