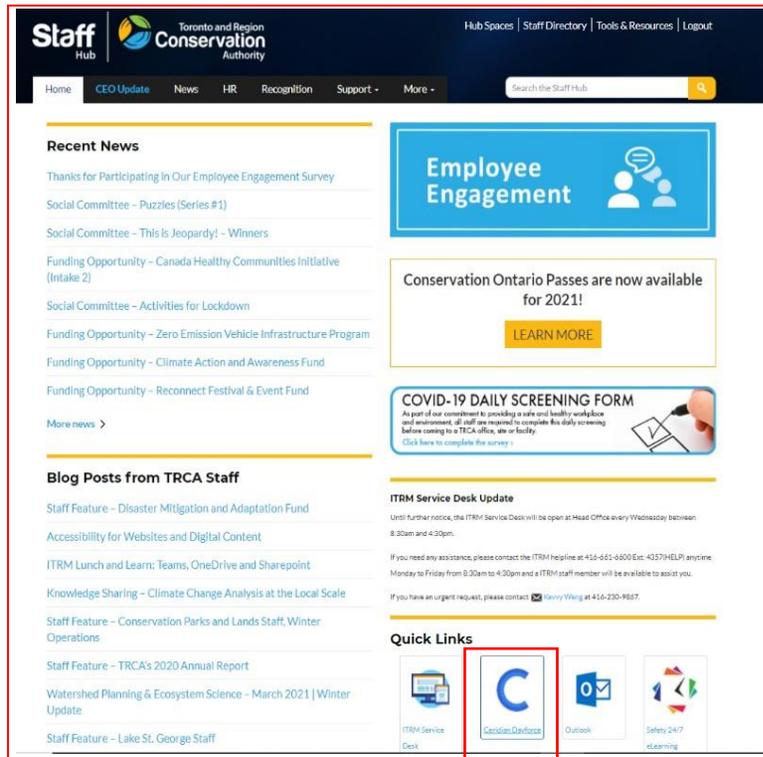


How to Complete TRCA Code of Conduct Affirmation Course

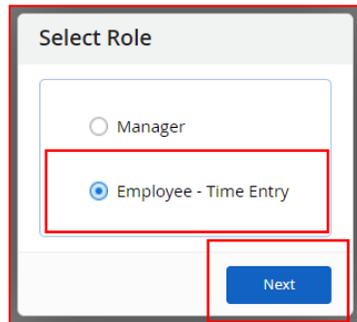
1) Access the Learning Module through Ceridian Dayforce:



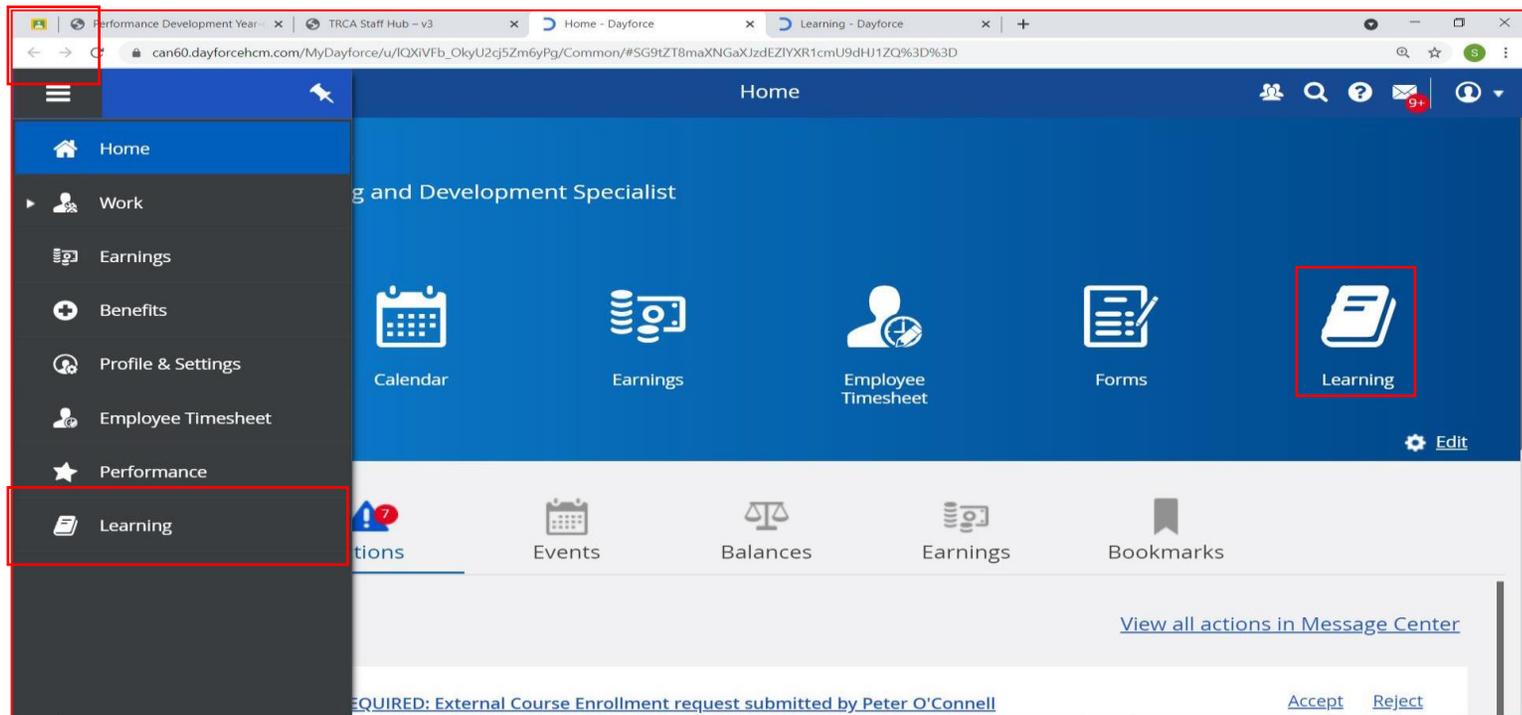
The screenshot shows the Staff Hub website interface. At the top, there is a navigation bar with the Staff Hub logo and the Toronto and Region Conservation Authority name. The main navigation menu includes Home, CEO Update, News, HR, Recognition, Support, and More. A search bar is also present. The page content is divided into several sections:

- Recent News:** A list of news items including "Thanks for Participating in Our Employee Engagement Survey", "Social Committee - Puzzles (Series #1)", "Social Committee - This is Jeopardy! - Winners", "Funding Opportunity - Canada Healthy Communities Initiative (Intake 2)", "Social Committee - Activities for Lockdown", "Funding Opportunity - Zero Emission Vehicle Infrastructure Program", "Funding Opportunity - Climate Action and Awareness Fund", and "Funding Opportunity - Reconnect Festival & Event Fund".
- Employee Engagement:** A blue banner with the text "Employee Engagement" and an icon of three people.
- Conservation Ontario Passes are now available for 2021!** A yellow banner with a "LEARN MORE" button.
- COVID-19 DAILY SCREENING FORM:** A blue banner with a checklist icon and text: "As part of our commitment to providing a safe and healthy workplace and environment, all staff are required to complete the daily screening before coming to a TRCA office, site or facility. Click here to complete the survey."
- ITRM Service Desk Update:** A blue banner with text: "Until further notice, the ITRM Service Desk will be open at Head Office every Wednesday between 8:30am and 4:30pm. If you need any assistance, please contact the ITRM helpline at 416-661-6200 Ext: 4357 (HELP) anytime Monday to Friday from 8:30am to 4:30pm and a ITRM staff member will be available to assist you. If you have an urgent request, please contact Henry Wang at 416-230-9857."
- Blog Posts from TRCA Staff:** A list of blog posts including "Staff Feature - Disaster Mitigation and Adaptation Fund", "Accessibility for Websites and Digital Content", "ITRM Lunch and Learn: Teams, OneDrive and Sharepoint", "Knowledge Sharing - Climate Change Analysis at the Local Scale", "Staff Feature - Conservation Parks and Lands Staff, Winter Operations", "Staff Feature - TRCA's 2020 Annual Report", "Watershed Planning & Ecosystem Science - March 2021 | Winter Update", and "Staff Feature - Lake St. George Staff".
- Quick Links:** A section with four icons: "ITRM Service Desk", "Ceridian Dayforce" (highlighted with a red box), "Outlook", and "Safety 24/7 Learning".

- 2) If you are assigned multiple roles in Ceridian Dayforce (i.e., Manager or Director role) – ensure that you access through the **Employee-Time Entry** role and click **Next**:



- 3) The **Learning Module** can be accessed through the Ceridian Dayforce dashboard or through the menu icon:



- 4) Access **My Courses and Learning Plans** and find the assigned Code of Conduct e-learning course.
Click on the course to access it:

My Courses and Learning Plans

 FILTERS Search... 

18 items

 <p>Not Started</p> <p>TRCA 2022 Code of Conduct Expiring on 01/31/2022</p> <p>EN 20m 00s</p> <p> E-Learning </p>	 <p>Completed</p> <p>TRCA Worker Health and Safety Awareness Training</p> <p>EN 1h 10m</p> <p> E-Learning </p>
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5) This will open the **Course**. Select either of the **“Start Learning Now”** buttons to begin.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans

START LEARNING NOW

TRCA 2022 Code of Conduct
ID: E-POVJE0

0 / 2 lessons completed

START LEARNING NOW

TRCA 2022 Code of Conduct
File download

Affirmation Test
Test

6) Click the **Download Now** button in the middle of course module to download the PDF Code of Conduct.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans

DOWNLOAD NOW

TRCA Code of Conduct 2022.pdf
3.63 MB

TRCA 2022 Code of Conduct
ID: E-POVJE0

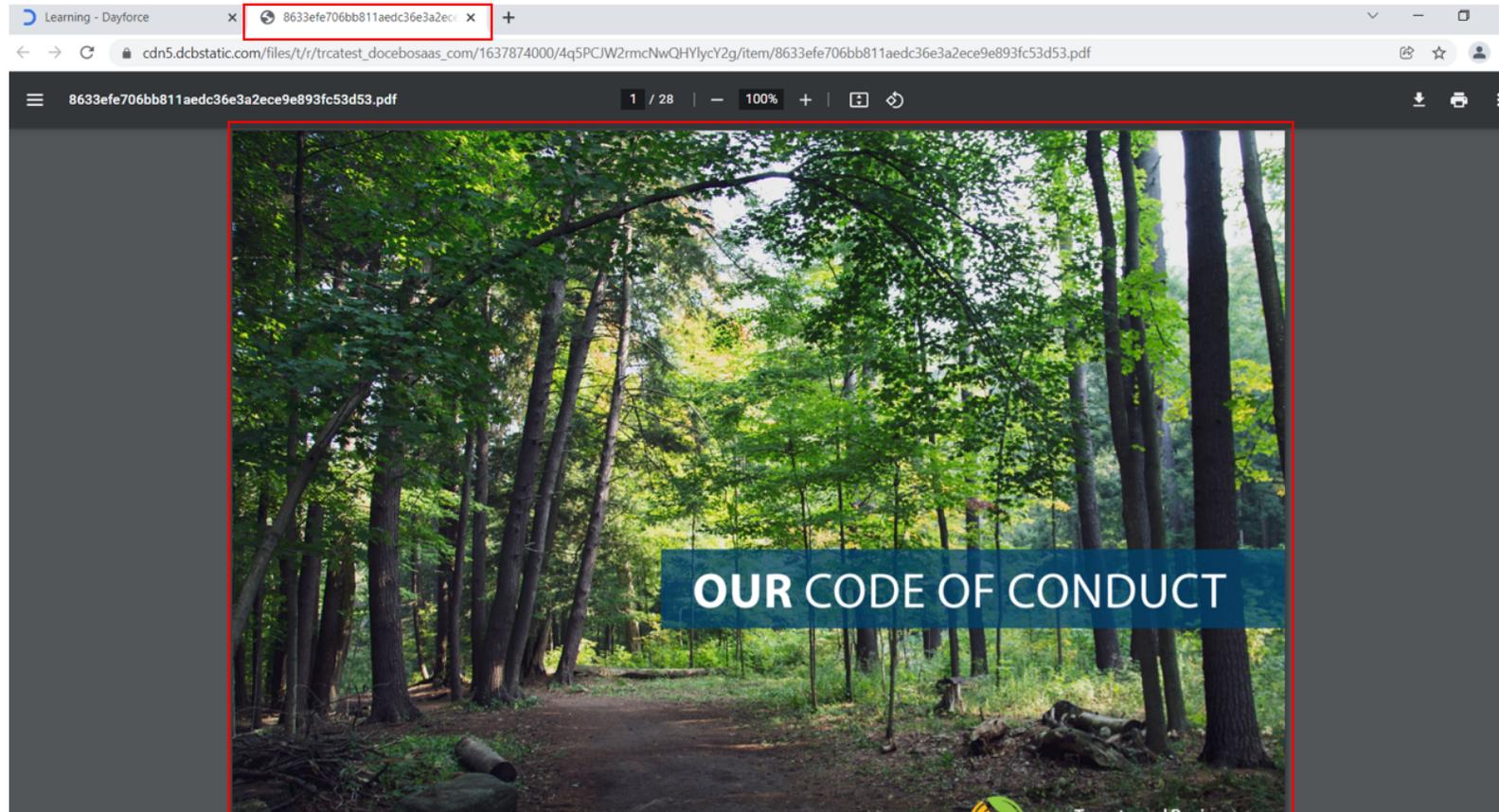
0 / 2 lessons completed

PREVIOUS NEXT

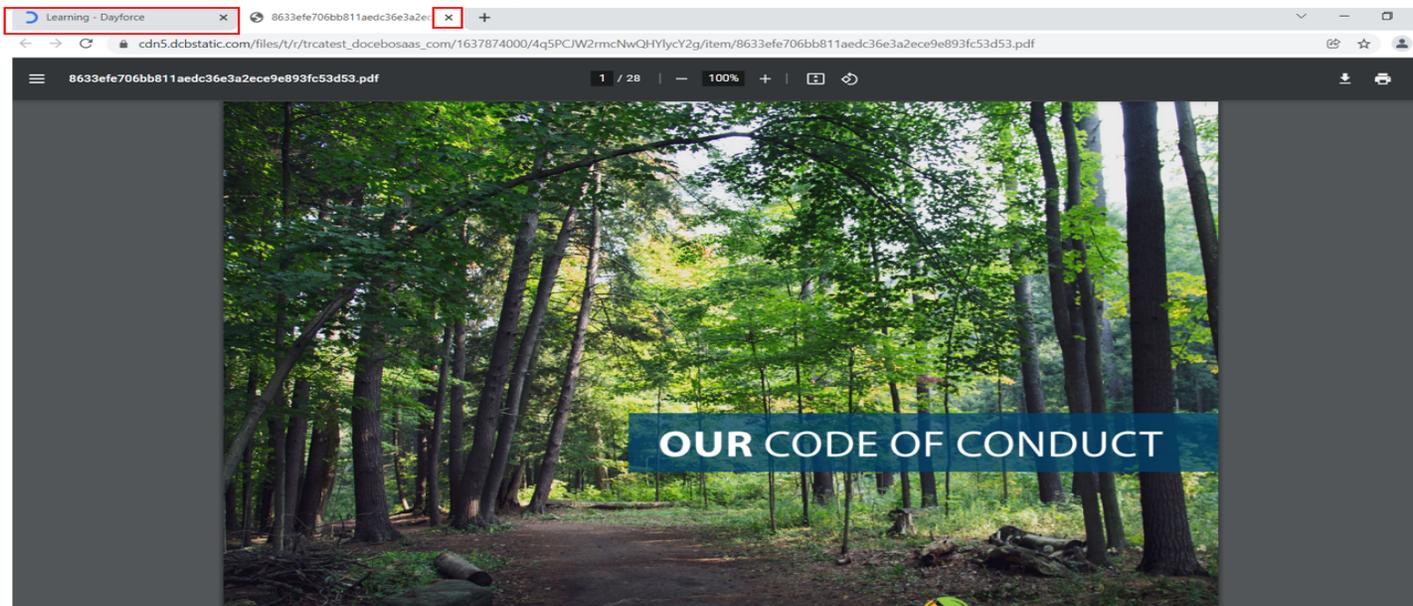
TRCA 2022 Code of Conduct
File download

Affirmation Test
Test

- 9) After clicking the **Download Now** button, a PDF file of the Code of Conduct will open in a new tab in your internet browser. Review the full content of the file (28 pages).

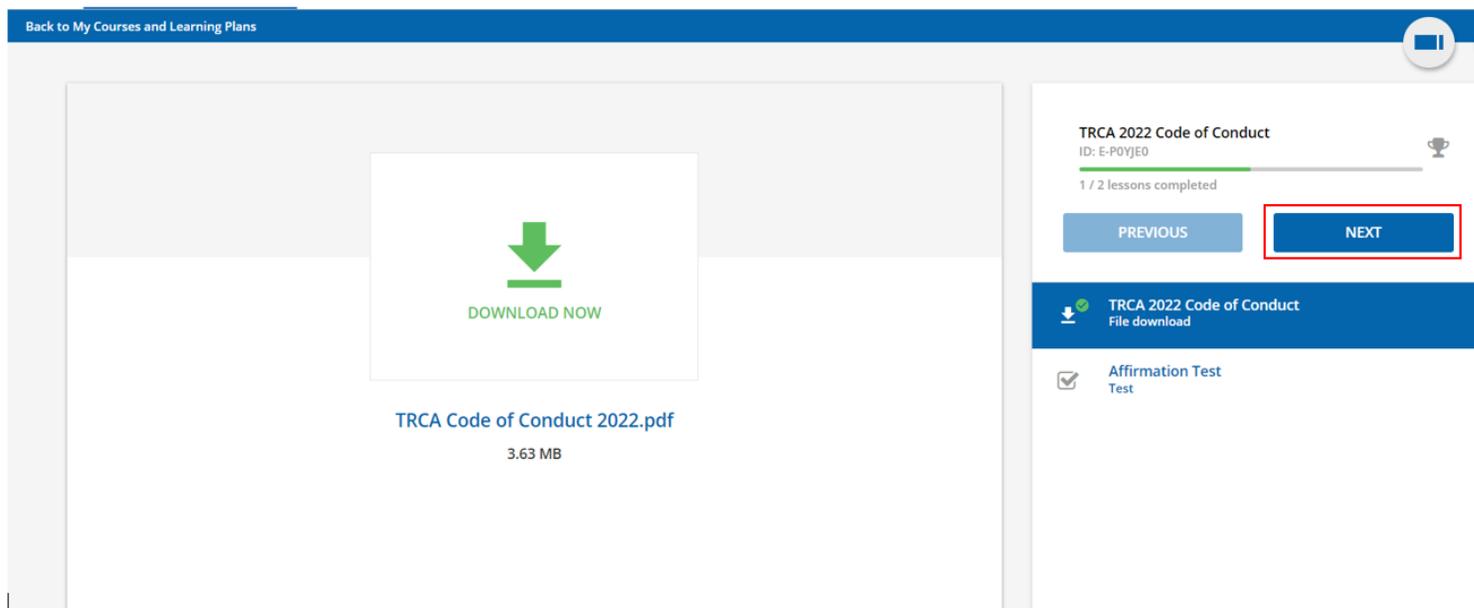


- 10) After reviewing the content in the PDF file, exit the PDF file tab and navigate back to the course in the tab titled **“Learning-Dayforce.”**



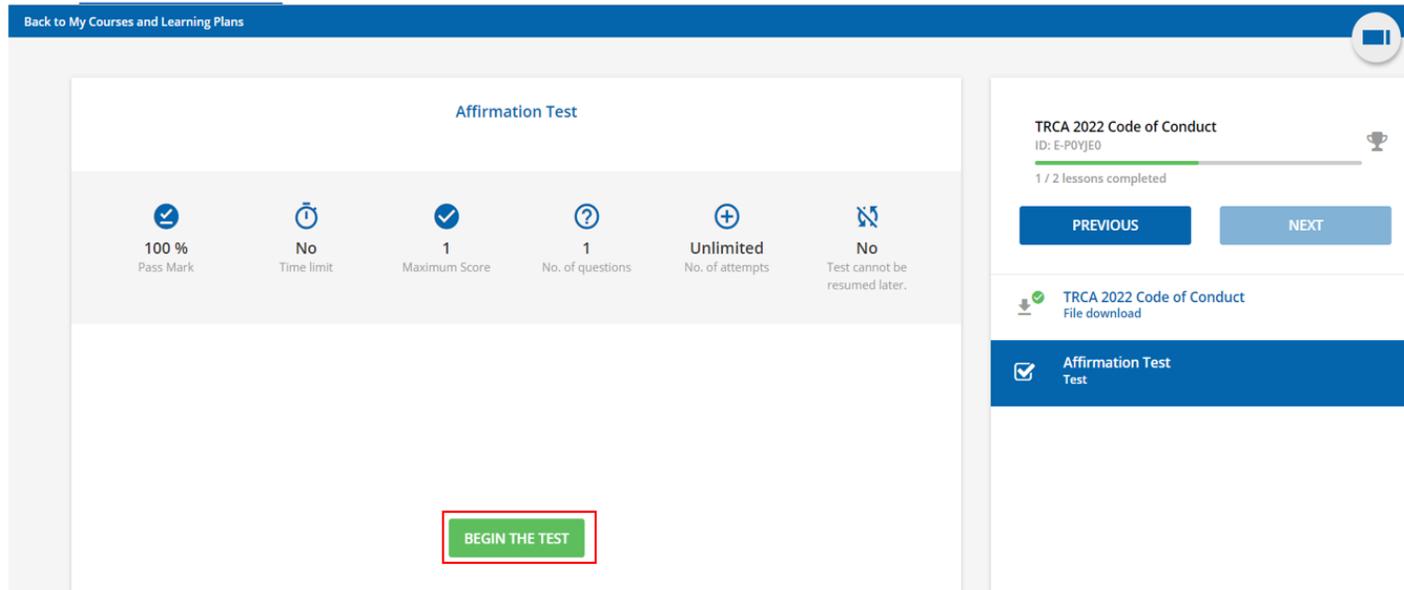
- 11) You can proceed to the **“Affirmation Test.”** Click the **Next** button to proceed. Note: By completing the “Affirmation Test” you are acknowledging you have read, understand and agree to comply with the code of conduct, and you acknowledge you are not aware of any violation(s) of the Code of Conduct.

[Overview](#) [Courses and Learning Plans](#) [Courses Catalog](#) [Learning Activities](#)

A screenshot of a course completion page. The page has a blue header with a "Back to My Courses and Learning Plans" link. The main content area is split into two columns. The left column features a large green download icon and the text "TRCA Code of Conduct 2022.pdf" with a size of "3.63 MB". The right column shows the course title "TRCA 2022 Code of Conduct" with ID "E-POVJE0" and a progress bar indicating "1 / 2 lessons completed". Below the progress bar are "PREVIOUS" and "NEXT" buttons, with the "NEXT" button highlighted with a red box. At the bottom right, there is a list of completed items, including "TRCA 2022 Code of Conduct File download" and "Affirmation Test Test".

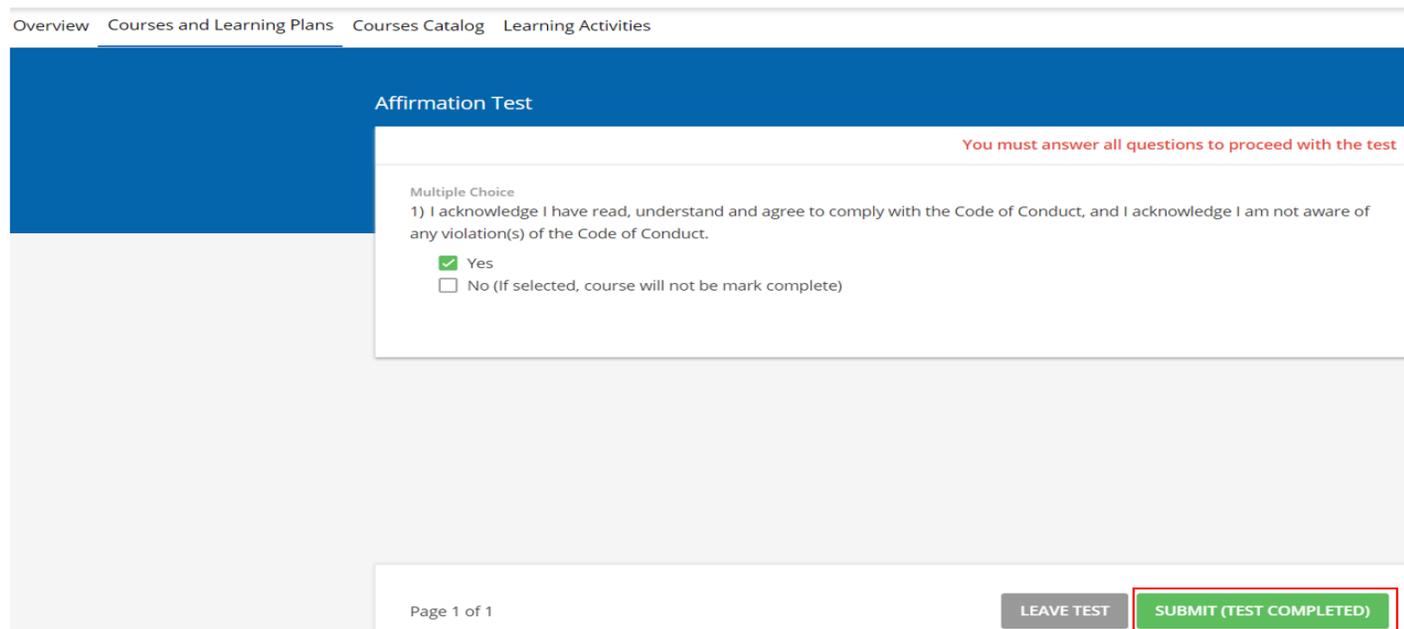
12) To begin the “**Affirmation Test**” click **Begin The Test**.

Overview Courses and Learning Plans Courses Catalog Learning Activities



The screenshot shows the 'Affirmation Test' interface. At the top, there is a blue header with 'Back to My Courses and Learning Plans' and a user profile icon. The main content area is divided into two columns. The left column displays test details: 'Affirmation Test' title, a progress bar, and six icons representing test parameters: 100% Pass Mark, No Time limit, 1 Maximum Score, 1 No. of questions, Unlimited No. of attempts, and No Test cannot be resumed later. A green 'BEGIN THE TEST' button is highlighted with a red box at the bottom center. The right column shows course information: 'TRCA 2022 Code of Conduct' (ID: E-POYJEO), a progress bar for '1 / 2 lessons completed', and 'PREVIOUS' and 'NEXT' buttons. Below this, there is a 'TRCA 2022 Code of Conduct' file download link and a blue bar for the 'Affirmation Test' with a checkmark icon.

13) After answering all questions click **Submit (Test Completed)**.



The screenshot shows the 'Affirmation Test' interface during the test. At the top, there is a blue header with 'Affirmation Test' and a red warning message: 'You must answer all questions to proceed with the test'. Below this, there is a question: 'Multiple Choice 1) I acknowledge I have read, understand and agree to comply with the Code of Conduct, and I acknowledge I am not aware of any violation(s) of the Code of Conduct.' The question has two radio button options: 'Yes' (which is selected) and 'No (If selected, course will not be mark complete)'. At the bottom, there is a 'Page 1 of 1' indicator and two buttons: 'LEAVE TEST' and 'SUBMIT (TEST COMPLETED)', with the latter highlighted by a red box.

- 14) After submitting, your results will appear. If passed, click **Back to Course**. If you have not passed the test, you must retake by clicking **Retake The Test**.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Affirmation Test

 **Passed!**
Total score: 100 %

[SHOW YOUR ANSWERS](#) [RETAKE THE TEST](#)

[BACK TO COURSE](#)

- 15) Once back, a green message box will appear at the bottom indicating you have completed the course.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans

Passed!

Total score: 100 %

[SHOW YOUR ANSWERS](#) [RETAKE THE TEST](#)



You have completed the course.

TRCA 2022 Code of Conduct
ID: E-POYJEO 

2 / 2 lessons completed

[PREVIOUS](#) [NEXT](#)

 TRCA 2022 Code of Conduct
File download

 Affirmation Test
Test