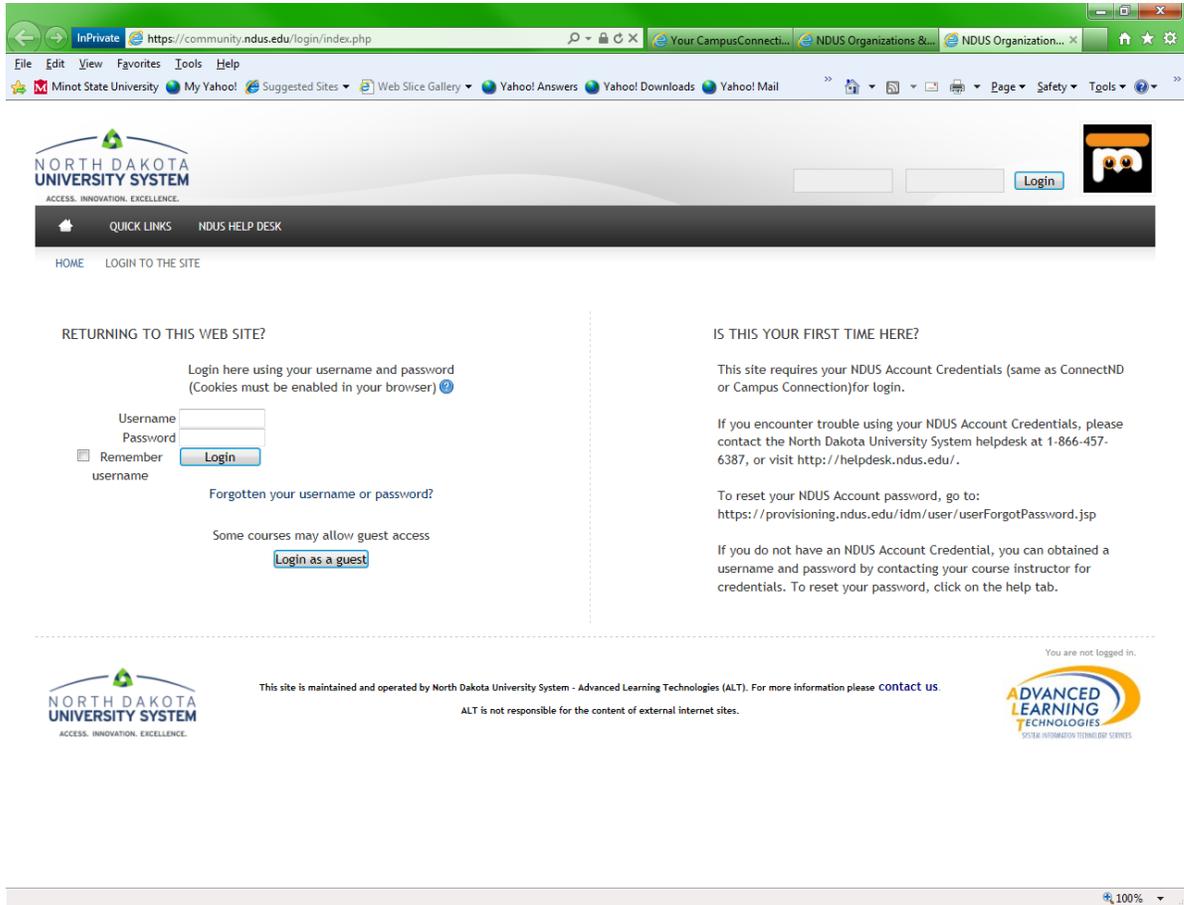


1. INTERNAL CONTROLS TUTORIAL WEBSITE: <https://community.ndus.edu/course/view.php?id=174>
2. Below is a set of instructions that briefly explain how to complete the Internal Control training.
3. Please have completed by June 21, 2013.
4. Log in to website with your employee username and password.



The screenshot shows a web browser window with the URL <https://community.ndus.edu/login/index.php>. The page features the North Dakota University System logo and navigation links. The main content area is divided into two sections: "RETURNING TO THIS WEB SITE?" and "IS THIS YOUR FIRST TIME HERE?".

RETURNING TO THIS WEB SITE?

Login here using your username and password
(Cookies must be enabled in your browser)

Username
Password
 Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

IS THIS YOUR FIRST TIME HERE?

This site requires your NDUS Account Credentials (same as ConnectND or Campus Connection) for login.

If you encounter trouble using your NDUS Account Credentials, please contact the North Dakota University System helpdesk at 1-866-457-6387, or visit <http://helpdesk.ndus.edu/>.

To reset your NDUS Account password, go to:
<https://provisioning.ndus.edu/idm/user/userForgotPassword.jsp>

If you do not have an NDUS Account Credential, you can obtain a username and password by contacting your course instructor for credentials. To reset your password, click on the help tab.

You are not logged in.

This site is maintained and operated by North Dakota University System - Advanced Learning Technologies (ALT). For more information please [CONTACT US](#).
ALT is not responsible for the content of external internet sites.

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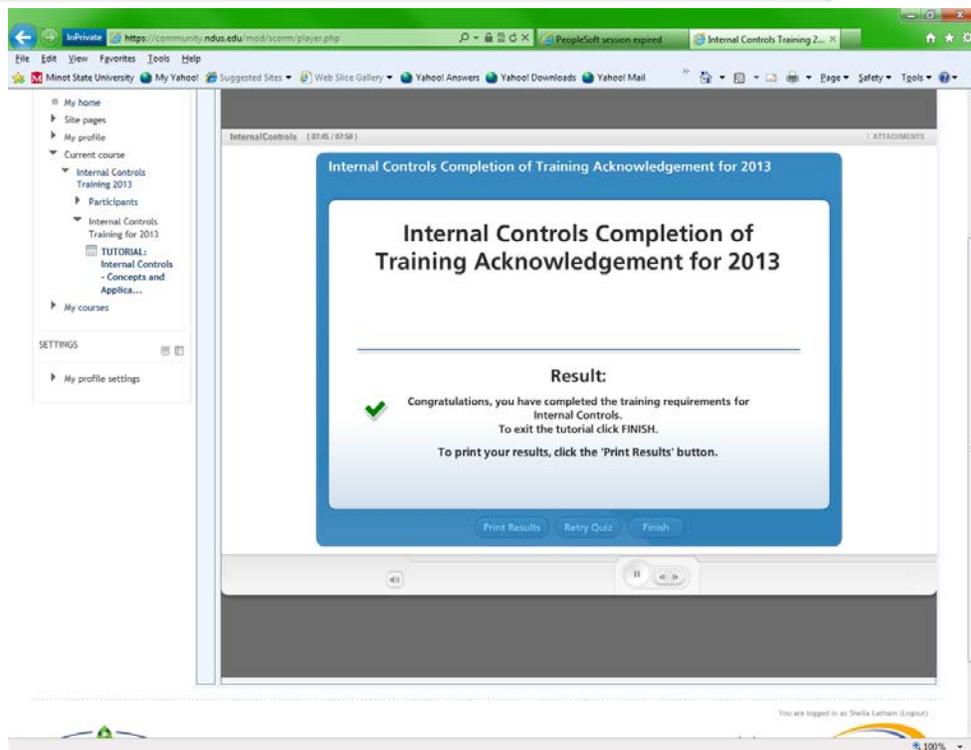
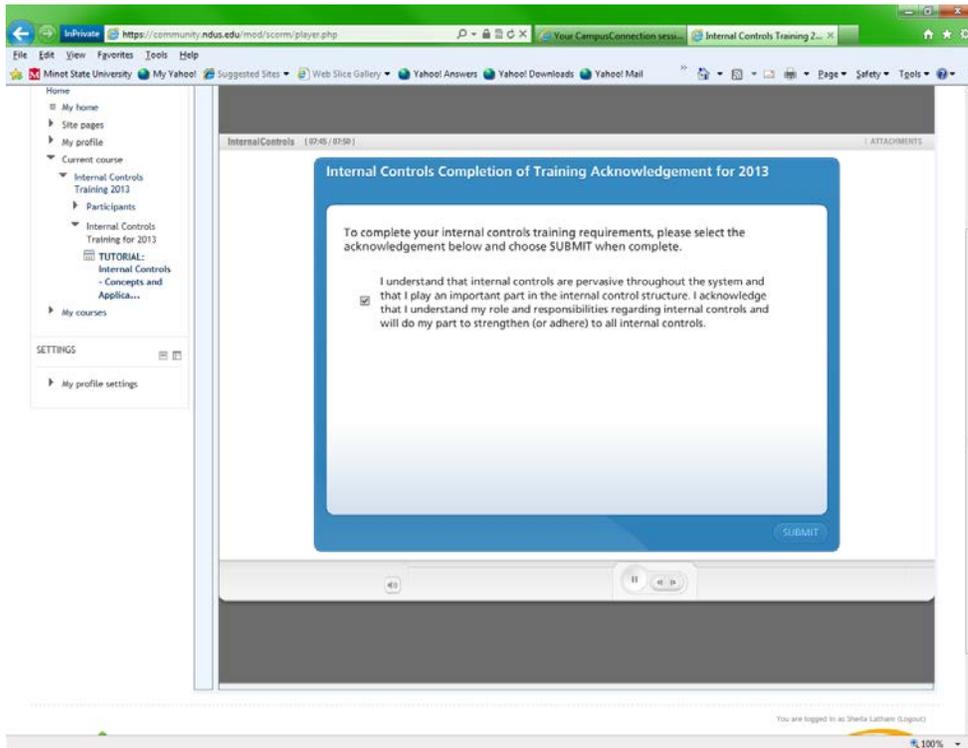
5. Please click on TUTORIAL: Internal Controls – Concepts and Applications.

The screenshot shows a web browser window with the URL <https://community.ndus.edu/course/view.php?id=174>. The page is titled "INTERNAL CONTROLS TRAINING 2013" and features a navigation menu on the left. The main content area displays a group photo of people and the text "Department of Internal Audit Internal Controls: Concepts and Applications Employee Training 2013". Below this, there are "INSTRUCTIONS:" and a list of four steps: 1. Check that your computer's volume is set to a comfortable level. 2. Click the link below to watch the tutorial (about 8 minutes). 3. At the end of the tutorial, check the acknowledgement statement. This completes your training requirements. 4. Optional: For your personal records, you may print a copy of the training completion acknowledgement. A link for "TUTORIAL: Internal Controls - Concepts and Applications" is provided at the bottom of the instructions. The footer includes the North Dakota University System logo and the Advanced Learning Technologies logo.

6. Click the Enter button.

The screenshot shows a web browser window with the URL <https://community.ndus.edu/mod/scorm/view.php?id=1888>. The page is titled "TUTORIAL: INTERNAL CONTROLS - CONCEPTS AND APPLICATIONS" and features a navigation menu on the left. The main content area displays the text "Select the ENTER BUTTON below to begin the tutorial." and a list of statistics: "Number of attempts allowed: Unlimited", "Number of attempts you have made: 0", "Grading method: Highest attempt", and "Grade reported: None". A button labeled "Enter" is centered below the statistics. The footer includes the North Dakota University System logo and the Advanced Learning Technologies logo.

7. Watch the Internal Control video.
8. Click in the acknowledgment box and then press SUBMIT (lower right corner).



9. Click FINISH.
10. Exit activity (in upper right corner) and close website. Click on arrow near your name at the top of the screen to bring down a drop box with the logout icon. Click on Logout.