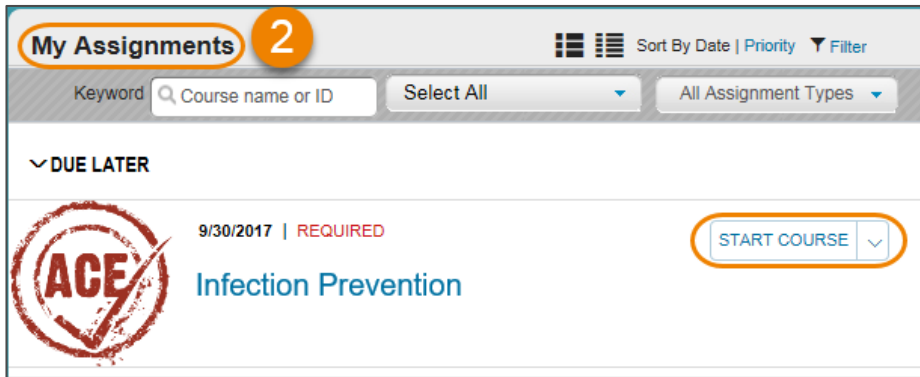


# Completing Annual Compliance Education (ACE)

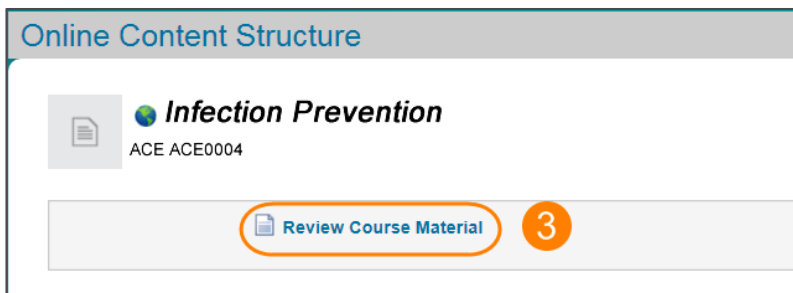
Use this job aid to access and complete assigned online learning with an exam (including ACE).

1. From the *PeopleLink* Home page, select **Learning** from the Home menu at the top of the screen.
2. The **My Learning Assignments** tile will display a list of courses for you to complete, including any assigned Annual Compliance Education (ACE) courses. Click **Start Course** to begin.



**Note:** ACE modules are identified by the red “ACE” stamp icon.

3. Click **Review Course Materials** if the course does not automatically launch. The course will open in a new window.



4. Click the **Prev** and **Next** buttons at the bottom of the course window to navigate and follow any on-screen instructions for interactive elements.



## Notes:

- You must complete and pass the course exam to receive credit for the course.
- To self-assign optional online learning from the catalog, see the *Browse Catalog* and *Self-Registering for Learning* job aids found in the *PeopleLink Learning Teammate Guide*.