Mandatory Ethics Training Guide 2016

By

The Office of Ethics and Accountability

Re: Online Mandatory Ethics Training Registration and Navigation Process
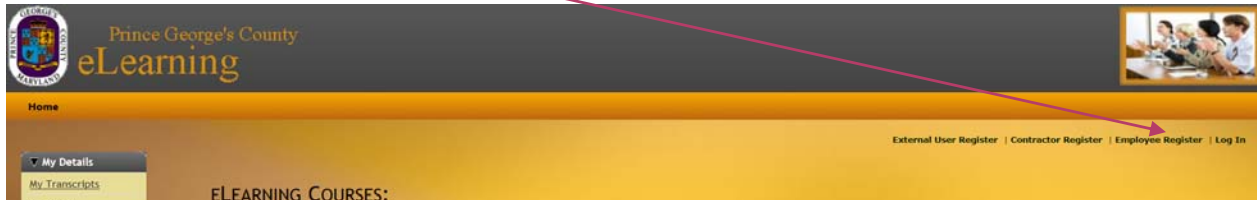
TABLE OF CONTENTS

GET STARTED RIGHT AWAY

1. Click on: http://eLearning.princegeorgescountymd.gov

REGISTRATION FOR NEW USERS

1. **Click** on Employee Registration at the top right corner to create a new user account.

2. **Search** information by entering your 10 digit employee number and click **Search.** Once your information is displayed, **Complete** all the fields listed in the Registration form window then **Select** [Create User]

IF PROMPTED WITH A MESSAGE WHILE REGISTERING

Note: If you are a registered user, you will be prompted with a message that says "Please enter a different username" DO NOT CREATE ANOTHER USER NAME. REQUEST YOUR PASSWORD by following the steps below:

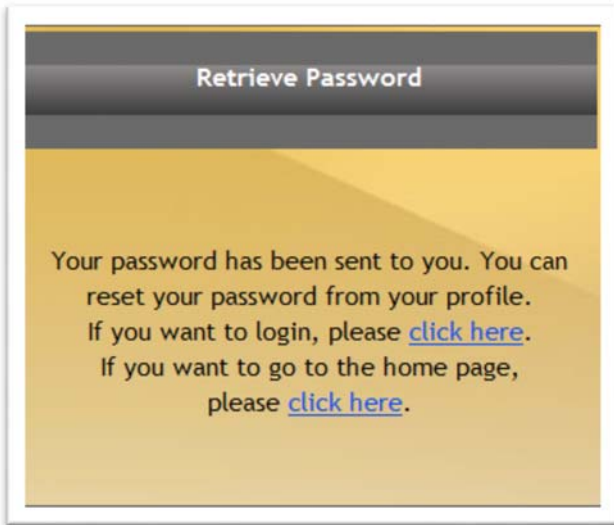1. **Click** the back button to return to the home screen.
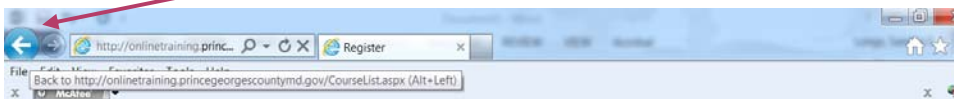
2. **Click** on Log In at the top right corner to request your password.
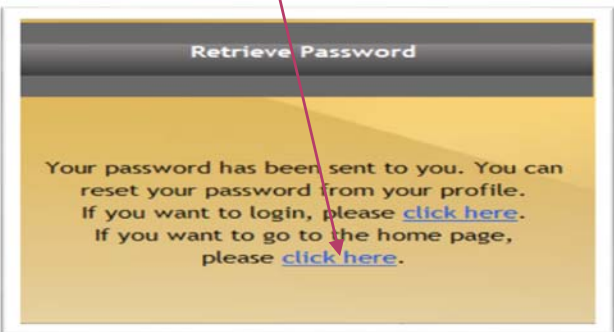
3. **Click** on the <u>Forgot Your Password</u> Link; **Enter** your <u>Username</u>; *Example (SELONGS)* for the County and **Click** <u>Retrieve</u>.

The following windows will appear informing you the password has been sent. Go to your email and copy the new password.

Return to the Mandatory Ethics Training Windows.

4. **Click** on <u>Click Here</u> to Login

5. **Enter** your <u>Username</u> and **Paste** the <u>Password</u> in the Password Box.

6. **Click** the <u>Log In</u> button on the bottom left of the screen to accept information. This will log you in and return you to the home screen.
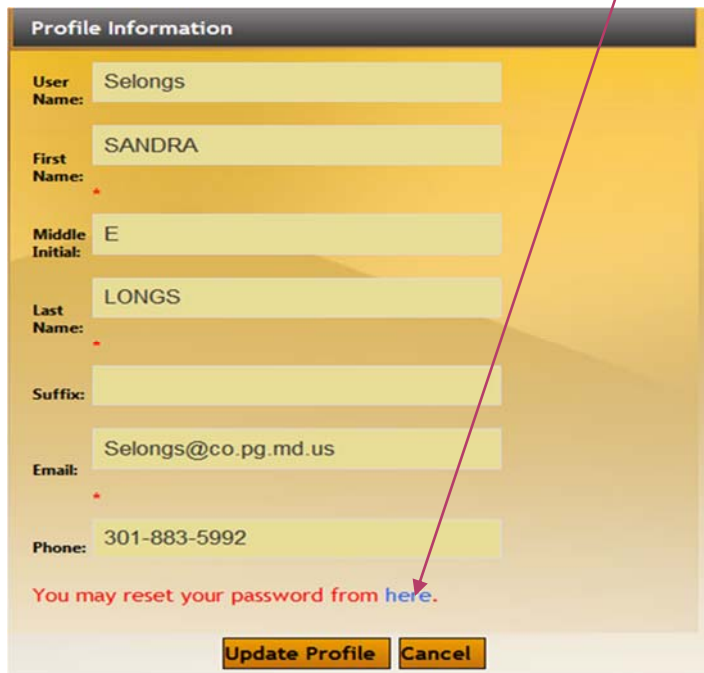
CHANGING YOUR PASSWORD & REGISTRATION

1. **Click** on My Profile at the top left corner.
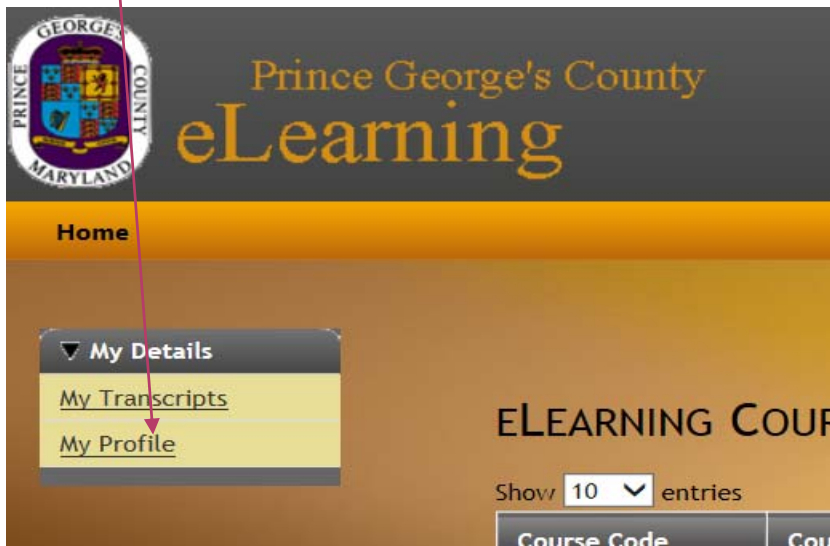
2. At the bottom of the Profile Window, **Click** on the word *here* at the bottom of the screen. (You may reset your password from 'here' link.)
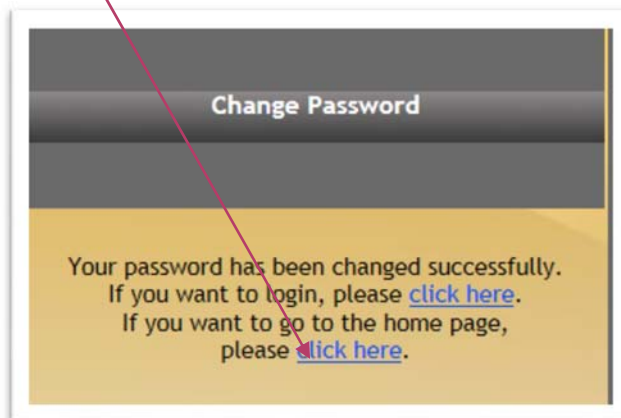

3. **Paste** the old password in the field, **Type** the new password and **Select** Change password. The following dialog box will appear confirming your password has been changed.

4. **Click** the Click here link to return to the *Home* page to begin your training.

1. **Click** on Log In at the top right corner.
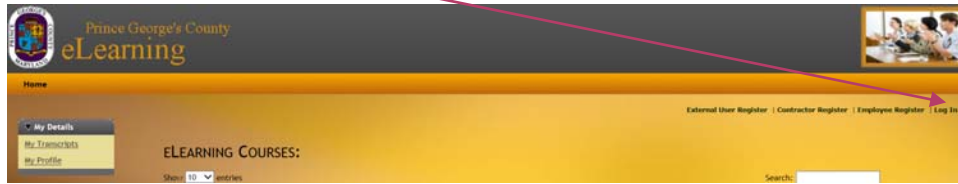
2. **Enter** your Username and Password, then **Select** Log In at the bottom left.

If you forgot your password please follow from step 3 (on page 3) through step 6 (on page 4).

This will return you to the Home screen to subscribe for the test.

From the home screen you now need to subscribe to the program for access to the presentation and test.

SUBSCRIBE TO THE PROGRAM

1. In the Table, identify the Mandatory Ethics Training Course Title, then **Click** on the

   Subscribe icon under the Subscribe Column within the same row.

OPENING THE ON-LINE MANDATORY ETHICS TRAINING PRESENTATION

1. In the Table, **Click** on the On-line Mandatory Ethics Training link under the Course Title Column. This will open a PowerPoint Presentation.

To move to the next slide or return to the previous slide, use the navigation buttons at the bottom of each slide.

To move to the next lecture, use the navigation arrows on the top right of screen.

 moves to next lecture while jumps to the last Lecture.

Once you complete the Presentation, you can minimize the screen to refer back or close the window to begin testing.

COURSE EXAM - TEST

1. In the Table, **Click** on the Course Exam icon under the Course Exam Column.

The Course Information Screen will appear, **Click** the Begin Test button at the bottom of the window.

2. Read each question and **Click** in the radio button to select an answer for each question.

Everyone must pass the assessment with a minimum score of 80% or 8 out of 10 correct. Upon passing, a Certificate of Completion will be generated for each tester. For County employees, a copy of the certificate will be placed into your employee file for monitoring compliance with this training requirement.