



Mandatory Ethics Training Guide 2016

By

The Office of Ethics and Accountability

Re: Online Mandatory Ethics Training
Registration and Navigation Process

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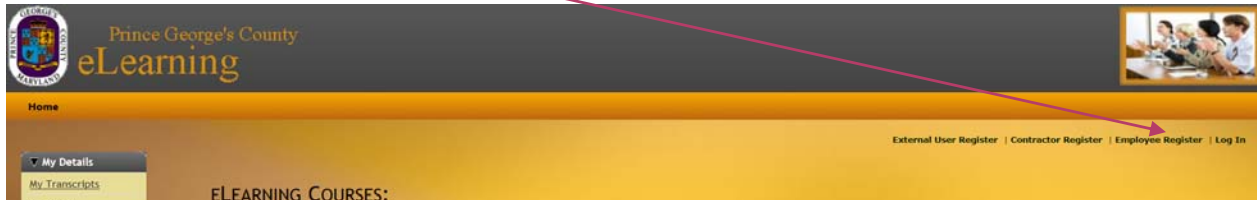
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GET STARTED RIGHT AWAY

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

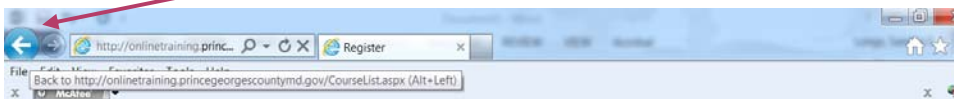
in the Registration form window then Select

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.

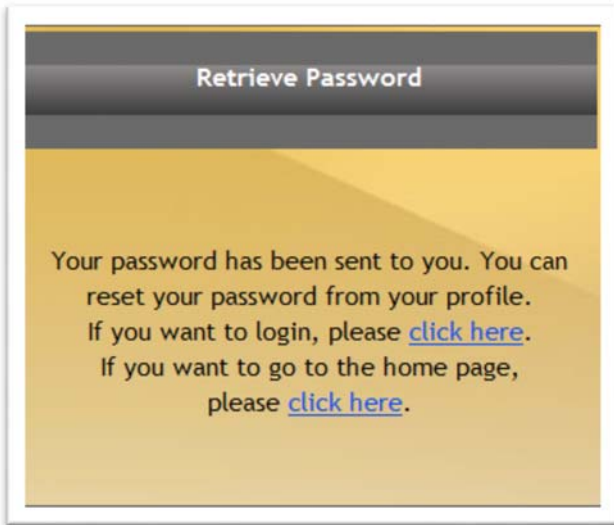


2. Click on Log In at the top right corner to request your password.



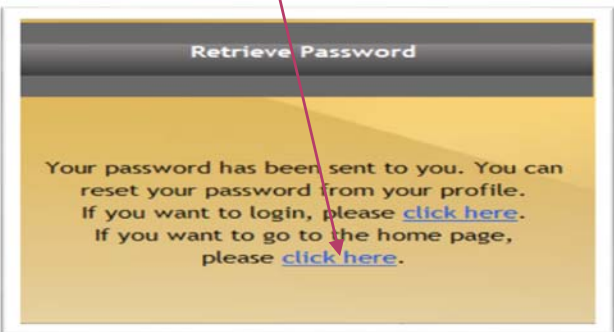
3. **Click** on the Forgot Your Password Link; **Enter** your Username;
Example (SELONGS) for the County and **Click** Retrieve.

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 Click Here to Login



5. **Enter** your Username and **Paste** the Password in the Password Box.
6. **Click** the Log In button on the bottom left of the screen to accept information.
This will log you in and return you to the home screen.

Login Window

Please enter your username and password.
[Register](#) if you don't have an account.
[Forgot your password?](#)

Account Information

Username:
Selongs1

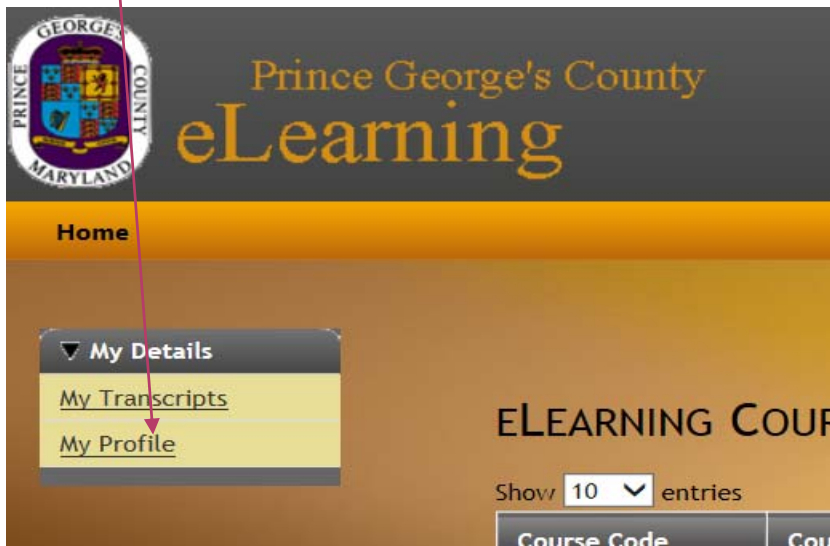
Password:
●●●●●●●●

Keep me logged in

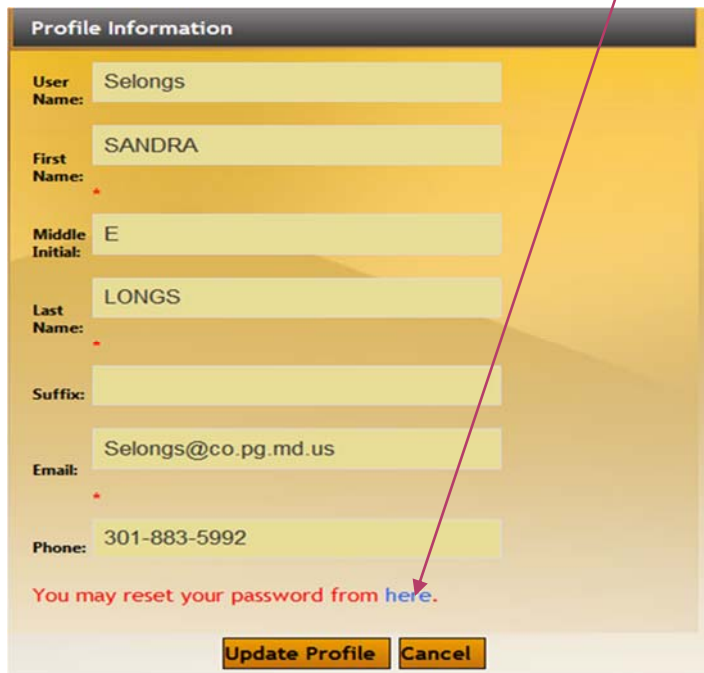
Log In

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.)

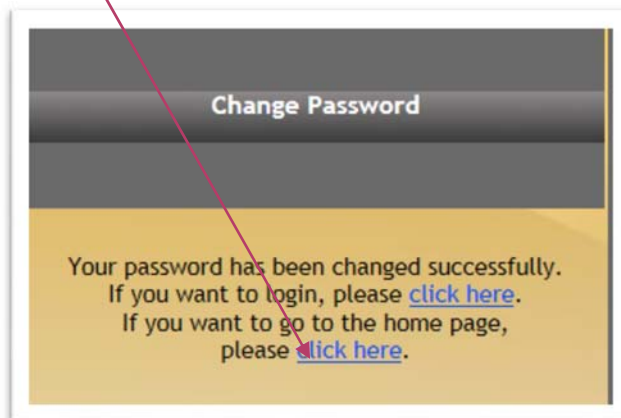


The screenshot shows a 'Profile Information' window with the following fields:

- User Name: Selongs
- First Name: SANDRA
- Middle Initial: E
- Last Name: LONGS
- Suffix: (empty)
- Email: Selongs@co.pg.md.us
- Phone: 301-883-5992

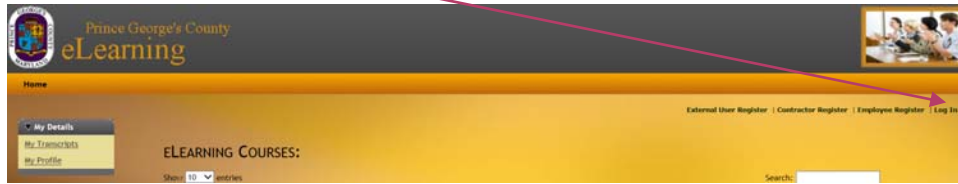
At the bottom of the form, there is a red text link: "You may reset your password from [here](#)." Below this link are two buttons: "Update Profile" and "Cancel". A red arrow points from the word "here" in the text to the word "here" in the instruction above.

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.



EXISTING USERS – LOGGING IN USING YOUR PASSWORD

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).

A screenshot of a 'Login Window' form. The form has a dark header with the text 'Login Window'. Below the header, there is a message: 'Please enter your username and password. [Register](#) if you don't have an account. [Forgot your password?](#)'. Underneath, there is a section titled 'Account Information' with two input fields: 'Username:' containing the text 'Selongs' and 'Password:' containing a series of black dots. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a 'Log In' button.

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.



Prince George's County eLearning

Home

External User Register | Contractor Register | Employee R

My Details
My Transcripts
My Profile

ELEARNING COURSES:

Show 10 entries Search:

Course Code	Course Title	Media Type	Expiry Date	Course Type	Agency	Course Info	Subscribe	Course Exam
OEA01-2016	On-line Mandatory Ethics Training	Slides	7/29/2016	County Wide Training				

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.