

State Ethics Training – Using the System

How do I access the system?

If this is your first time accessing the system, you will first need to register.

To do so, go to massethicstraining.skillburst.com and click on the “First time logging in?” button.



STATE ETHICS COMMISSION

Conflict of Interest Law Online Training

Welcome to the State Ethics Commission
Conflict of Interest Law Training

SIGN IN

Log In

First time logging in?

Forgot your password?
Need help?

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How do I access the system?

Next, enter the following information:

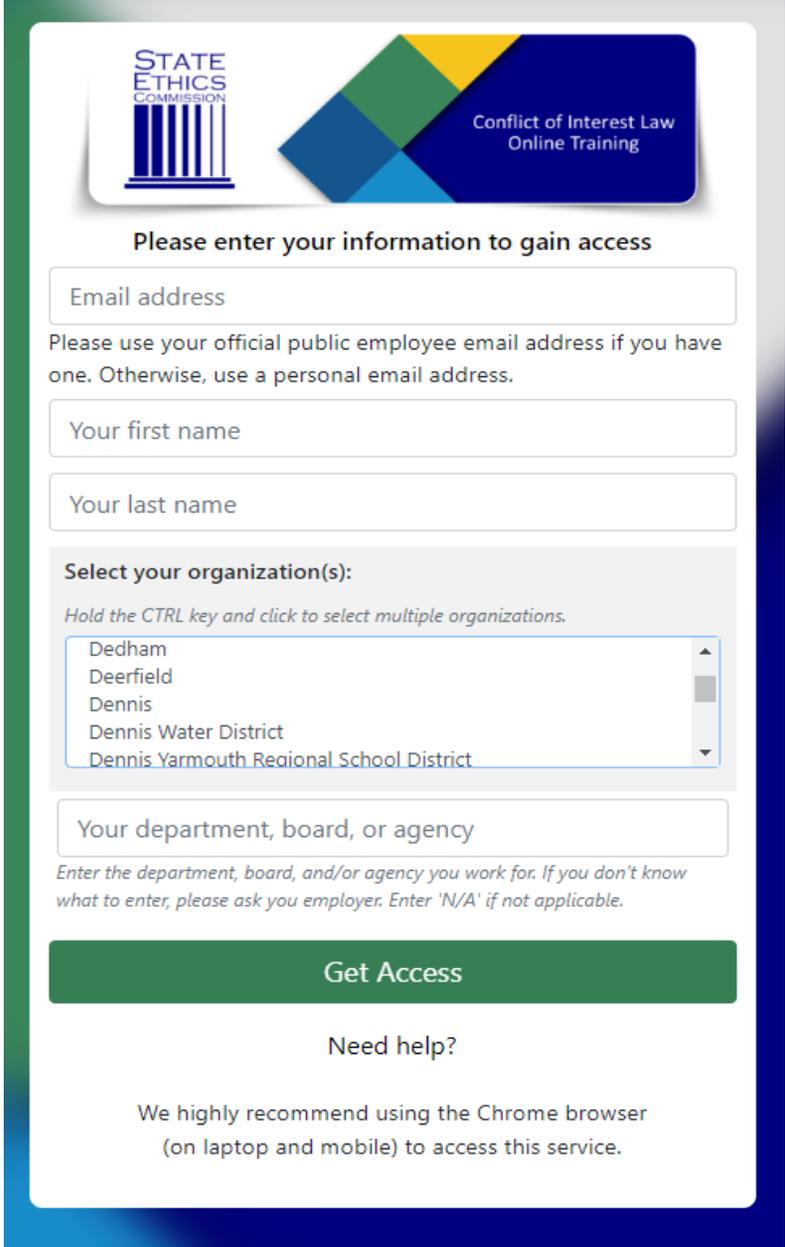
Email Address: use your official email

Address, if you have one. Otherwise, use a personal email address.

Name: Enter your first and last name in the appropriate fields.

Organization: Select your organization from the list. Hold down the CTRL key to select multiple organizations, if applicable.

Your Department or Agency: Enter your municipal department, agency, or committee/board in this field. If you are part of multiple boards, please note each one (i.e. “Beach Committee; Community Preservation Committee”)



The screenshot shows a registration form for the State Ethics Commission's Conflict of Interest Law Online Training. At the top left is the State Ethics Commission logo, and at the top right is a graphic with the text "Conflict of Interest Law Online Training". Below the header, the instruction "Please enter your information to gain access" is displayed. The form contains several input fields: "Email address" (with a note to use official public employee email), "Your first name", and "Your last name". A section titled "Select your organization(s):" includes a note to hold the CTRL key for multiple selections and a dropdown menu listing "Dedham", "Deerfield", "Dennis", "Dennis Water District", and "Dennis Yarmouth Regional School District". Below this is a field for "Your department, board, or agency" with a note to enter 'N/A' if not applicable. A green "Get Access" button is positioned below the department field. At the bottom, there is a "Need help?" link and a recommendation to use the Chrome browser on laptops and mobile devices.

STATE ETHICS COMMISSION

Conflict of Interest Law Online Training

Please enter your information to gain access

Email address

Please use your official public employee email address if you have one. Otherwise, use a personal email address.

Your first name

Your last name

Select your organization(s):

Hold the CTRL key and click to select multiple organizations.

Dedham
Deerfield
Dennis
Dennis Water District
Dennis Yarmouth Regional School District

Your department, board, or agency

Enter the department, board, and/or agency you work for. If you don't know what to enter, please ask your employer. Enter 'N/A' if not applicable.

Get Access

Need help?

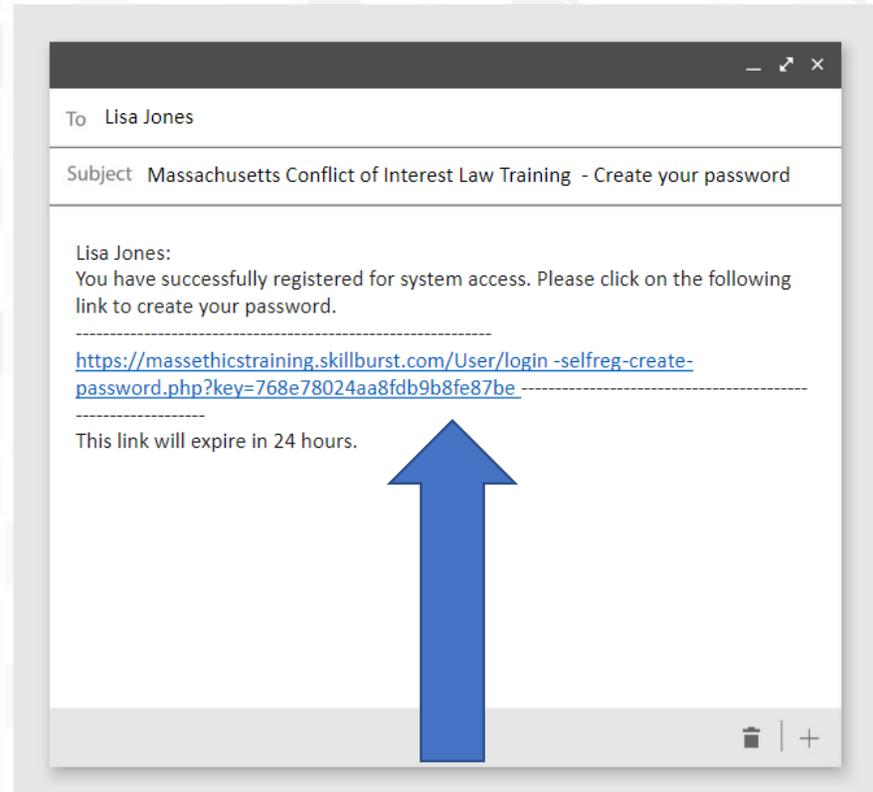
We highly recommend using the Chrome browser (on laptop and mobile) to access this service.

How do I access the system?

Once all information is entered, click on the “Get Access” button.

An email message will then be sent to the email address you specified with instructions for creating your password.

Once received, simply click on the link to create your password.



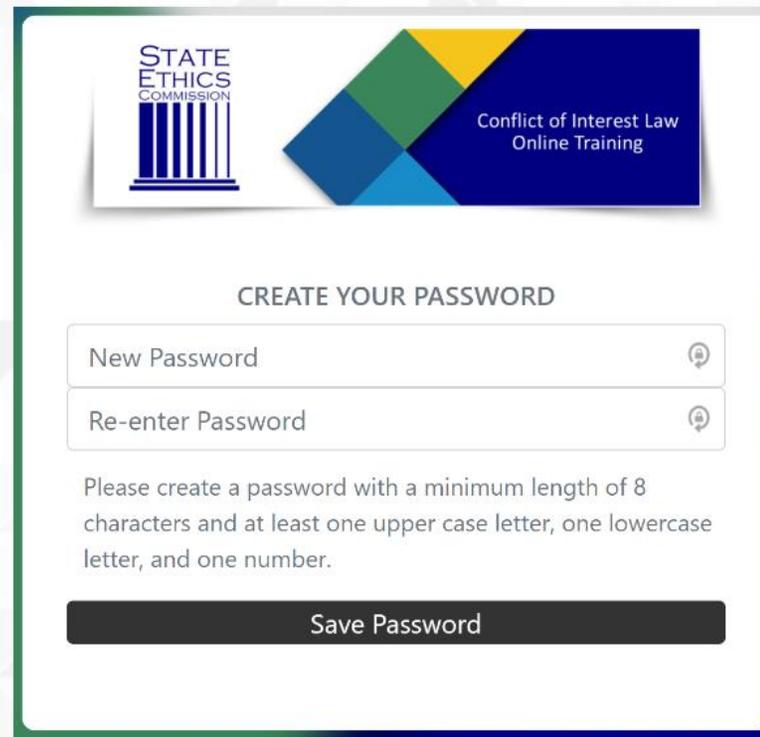
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How do I access the system?

Your password must be a minimum length of 8 characters and include at least one upper case letter, one lowercase letter, and one number.

Once entered, click the “Save Password” button. You will then be prompted to log into the system.



The screenshot shows the 'CREATE YOUR PASSWORD' page. At the top left is the State Ethics Commission logo, and at the top right is the text 'Conflict of Interest Law Online Training'. Below the header are two input fields: 'New Password' and 'Re-enter Password', each with a password icon on the right. Below the fields is a paragraph of instructions: 'Please create a password with a minimum length of 8 characters and at least one upper case letter, one lowercase letter, and one number.' At the bottom is a dark grey button labeled 'Save Password'.

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If you are having trouble logging in with the username and password you created, try selecting “Forgot My Password” then “Reset Password”. You will receive an email containing a link to create a new password. Please note that you may need to omit any special characters (!, *, \$, etc.) for the system to correctly accept your password.

How do I launch the course?

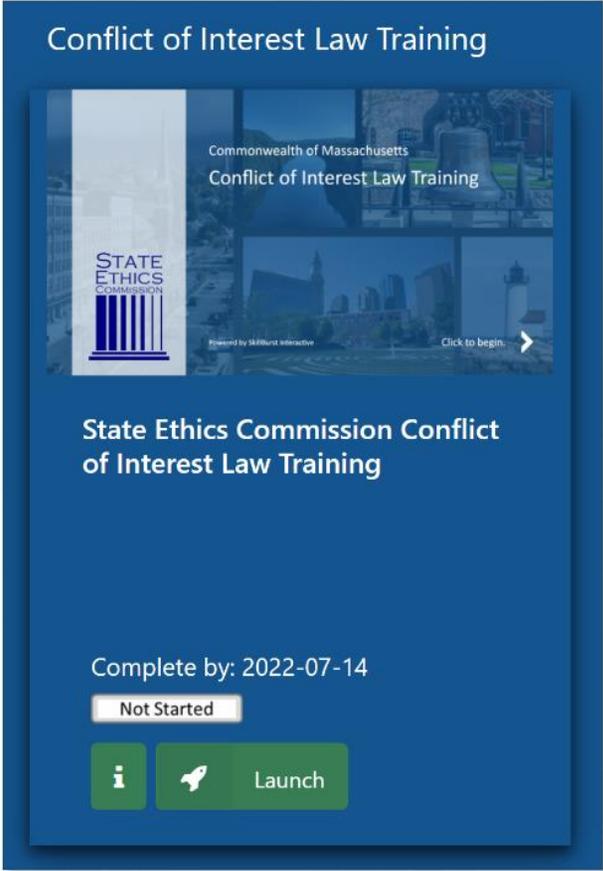
Once you've accessed the system, you'll see a box with the course title and a thumbnail image.

This will also include the course due date, a course progress indicator, and two buttons.

The progress indicator will read "Not Started", "In Progress" or "Complete" depending on how much of the course you have reviewed.

Click on one of the two buttons to either read a brief description of the course (the "i" button) or begin taking the course (the "Launch" button).

Upon launch, the course will open in a new window.



The screenshot shows a course card for "Conflict of Interest Law Training". At the top, the title "Conflict of Interest Law Training" is displayed. Below the title is a thumbnail image featuring the State Ethics Commission logo on the left and a cityscape on the right. The text "Commonwealth of Massachusetts Conflict of Interest Law Training" is overlaid on the image. Below the image, the text "Powered by SkillCloud Interactive" and "Click to begin" with a right-pointing arrow are visible. Underneath the image, the course title "State Ethics Commission Conflict of Interest Law Training" is repeated. Below this, the due date "Complete by: 2022-07-14" is shown. A progress indicator box contains the text "Not Started". At the bottom, there are two buttons: a green button with an information icon "i" and a green button with a rocket icon and the text "Launch".

You can stop and subsequently resume the course once started, as long as you select the "Resume" option rather than the "Restart" option. Please note that when resuming, you will begin at the start of the Chapter you left off on, rather than the exact section within the Chapter.

How do I launch an Annual Acknowledgment?

Similar to [launching the course](#), click on the appropriate “Launch” button to access an Annual Acknowledgement.

Note that you may need to access and complete more than one Annual Acknowledgement (state, county, and/or municipal) based on your specific role.

Instructions: Please review one or more of the following Acknowledgments as appropriate based on your role.

Employee Edition	Length	Status	Action
Annual Acknowledgment - Municipal Employee Edition	Length: 10 minutes Please complete if applicable	Not Started	Launch
Annual Acknowledgment - County Employee Edition	Length: 10 minutes Please complete if applicable	Not Started	Launch
Annual Acknowledgment - State Employee Edition	Length: 10 minutes Please complete if applicable	Not Started	Launch

I'm having trouble launching the course.

The course and Annual Acknowledgements are designed to open in a new browser window. If you're not seeing your course after clicking the "Launch" button, it is possible that your browser may be blocking this new tab or window from opening. Check your browser to see if there is an indication that it is blocking the course from opening in a new window.

The course and Annual Acknowledgements should launch on any current browser and do not require plug-ins of any kind. Make sure you are accessing the courses from a recent version of any of these browsers: Google Chrome, Microsoft Edge, Mozilla Firefox or Apple Safari, either on a desktop/laptop or mobile device. (If you are using Internet Explorer, please try another browser.) If a course does not play on any of those browsers, please shut down your device and then restart before trying again. You may also want to be sure you have sufficient internet bandwidth.

If you see an icon like this in your browser, then it is most likely blocking a new tab or window from opening to launch your course.



***Example: For those using an Apple product (iPhone, iPad, etc). Navigate to "Settings", then "Safari" on the left, then in the "General" section, turn off "Block Pop-Ups". You should now be able to go back and launch the course. Please note that pop-ups will now be allowed on all sites until you go back and disable this feature.**

How do I let my organization know I've completed the course?

Once you have successfully completed the course (or one of the Annual Acknowledgements) the system will generate a Certificate of Completion which will be emailed to you immediately - and will be available under the "Your Certificates" button in the system as well.

The certificate and associated completion information is automatically recorded in the system and made available to your organization.

Unless directed otherwise, there is nothing more you need to do.

