

Ethics Training User Guide: Short Version

How to Access the Ethics Training

1. Go to this link for the Training page of the Inspector General website:
<http://www.in.gov/ig/2333.htm>.
2. Click on the link for the Ethics Training Course. *It is important to enter the training from this link to be sure you are using the correct PeopleSoft portal: ELM. This is different from PeopleSoft HR and Financials.*
3. Enter your PeopleSoft ID. This should be the first initial of your first name followed by the last six digits of your ID number, e.g. A123456.
4. Enter your state network password.
5. After you have successfully logged into PeopleSoft ELM, find the menu on the left side of the screen and select Self Service.
6. Select Learning.
7. Select My Learning.
8. Click the Launch button next to the OIG Ethics Training activity that shows a date of 2010.
9. From the Table of Contents page, again select Launch.
10. Once the module opens, navigate through the course using the play button at the bottom of the screen and the prompts on each slide.
11. At the end of the training, select the radio button that says you acknowledge that you have read and understood the training. Click Submit, then click Finish.
12. Once the training closes, select Return to Activity Progress in PeopleSoft to verify you completed the training.
13. Your training is now complete you and you can sign out of PeopleSoft.