



INDIANA
OFFICE OF INSPECTOR GENERAL
AND ETHICS COMMISSION

Ethics Training User Guide

Table of Contents

Purpose and Overview	3
PeopleSoft Terminology	3
A few things you should know	3
Accessing the OIG Training Website.....	4
Getting Started in PeopleSoft.....	5
Logging In to PeopleSoft.....	6
Taking the Ethics Training	7
Completing the Online Ethics Training	11
Checking Your Completion.....	13
Resuming the Activity	15
The Learning History Page.....	15
Troubleshooting	16

Purpose and Overview

Ethics training is mandatory for all state officers, employees and special state appointees. All persons who have a business relationship with an agency are also obligated to abide by the Code of Ethics. Ethics Training is required for all new employees and special state appointees within six weeks of the employee's date of hire and the special state appointee's appointment. Thereafter, all employees and special state appointees must participate in Ethics Training at least once every two years during their time of service with an agency.

Ethics training will now be delivered state-wide via a web-based system that is powered by PeopleSoft. This manual is intended to give you step-by-step instructions on how to access the online training course via the PeopleSoft ELM system.

PeopleSoft Terminology

The PeopleSoft ELM system uses specific terms to describe important PeopleSoft elements you will need to know to access the training. Below is a table which lists the PeopleSoft term against more familiar terms. Use this table to familiarize yourself with the PeopleSoft terminology.

PeopleSoft ELM Term	More familiar term
Catalog	directory, index of classes
Category	department conducting training, type of training available
Activity	class, course
Component	lesson, specific section of course

A few things you should know

Since the PeopleSoft ELM system is web based, links drive your navigation through the system. Therefore, you only need to click on a link once, not double click as if opening a folder on your desktop.

It is important to note that even though the system is web based, you should never click the back button on the browser menu. You should always use the menu to navigate to the previous page or click the **Home** link to return to the main page.

Current Learning - Mozilla Firefox

https://hr.gmis.in.gov/psp/paprd/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_TRANSFER_LP.GBL?PORTALP...

State Information Center | Current Learning

www.IN.gov

Menu | Home | Worklist | Add Link | Sign out

My Links | Select One:

NOTE

Use these links to return to a previous page. Use the "Home" link to return to the home page.

Return To Activity Progress

Accessing the OIG Training Website

To launch the ethics training course, state officers, employees, and special state appointees will have to log in through the Enterprise Learning Management (ELM) portal of PeopleSoft.

The OIG website has a link to the PeopleSoft ELM portal. The link is located on the OIG website under the "Training" link. The training can be reached at the following link: <http://www.in.gov/ig/training.html>.

INDIANA OFFICE OF INSPECTOR GENERAL

Training

Ethics training is mandatory for all state officers, employees and special state appointees. All persons who have a business relationship with an agency are also obligated to abide by the Code of Ethics. Ethics Training is required for all new employees and special state appointees within six weeks of the employee's date of hire and the special state appointee's appointment. Thereafter, all employees and special state appointees must participate in Ethics Training at least once every two years during their time of service with an agency.

The new online ethics training is being rolled out in phases. Please do not attempt to take the course until you have been notified that your agency has been enrolled for training.

NOTE

Clicking on the "Ethics Training Course" link will direct users to the ELM portal of PeopleSoft.

[Ethics Training Course](#)

[Ethics Training User Guide](#)

[Ethics Training User Guide, Shortened Version](#)

[Troubleshooting Training Issues](#)

Getting Started in PeopleSoft

After clicking the “Ethics Training Course” link on the OIG website, you will be directed to the PeopleSoft ELM portal.

There are three different PeopleSoft portals that state officers, employees, and special state appointees can log into: PeopleSoft Financials, PeopleSoft HR, and PeopleSoft ELM. The online ethics training course can only be accessed via the ELM portal. The “Ethics Training Course” link on the OIG website will link users directly to the ELM portal.

The PeopleSoft ELM login page has two different looks.

The top screenshot shows the personalized PeopleSoft ELM portal. It includes a header with 'www.IN.gov', 'Home', and 'Sign out'. Below the header is a 'Personalize' section with a 'Portal Menu' containing links for 'Public Search for Contracts' and 'Purchasing'. The 'EDS Information' section displays 'State of Indiana Active Contract Search' and provides links for 'Active contracts after 7/1/2006' and 'Active contracts before 7/1/2006'. A 'Signon' box is circled in red, containing 'User ID:' and 'Password:' input fields and a 'Sign In' button.

The bottom screenshot shows the standard PeopleSoft login page. It features the 'PeopleSoft.' logo and a 'Sign in' button circled in red. A 'Select a Language:' section lists various languages including English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Suomi, Svenska, Čeština, 日本語, 한국어, Русский, 繁體中文, 简体中文, and العربية.

NOTE
 Signing on to either page will direct users to the online ethics training course.

Logging In to PeopleSoft

Enter your PeopleSoft User ID and Password in the fields shown on the previous page.

User ID:

Your user ID is the first letter of your first name (use a capital letter) plus the last six digits of your PeopleSoft employee ID number. The PeopleSoft employee number may be found on the back of your Indiana Government Center Access control badge below the barcode. If you do not work on the IGC campus, please see your HR representative to obtain your employee ID.



Password:

Enter your PeopleSoft HR password. This will most likely be the same password you use to log in to your state computer. If you have not accessed PeopleSoft HR in more than 60 days, your password has been reset. The reset password is the first initial of your first name **plus** the last four digits of your Social Security number **plus** the first initial of your last name. Make sure that the CAPS Lock is on at all times.

EXAMPLE:

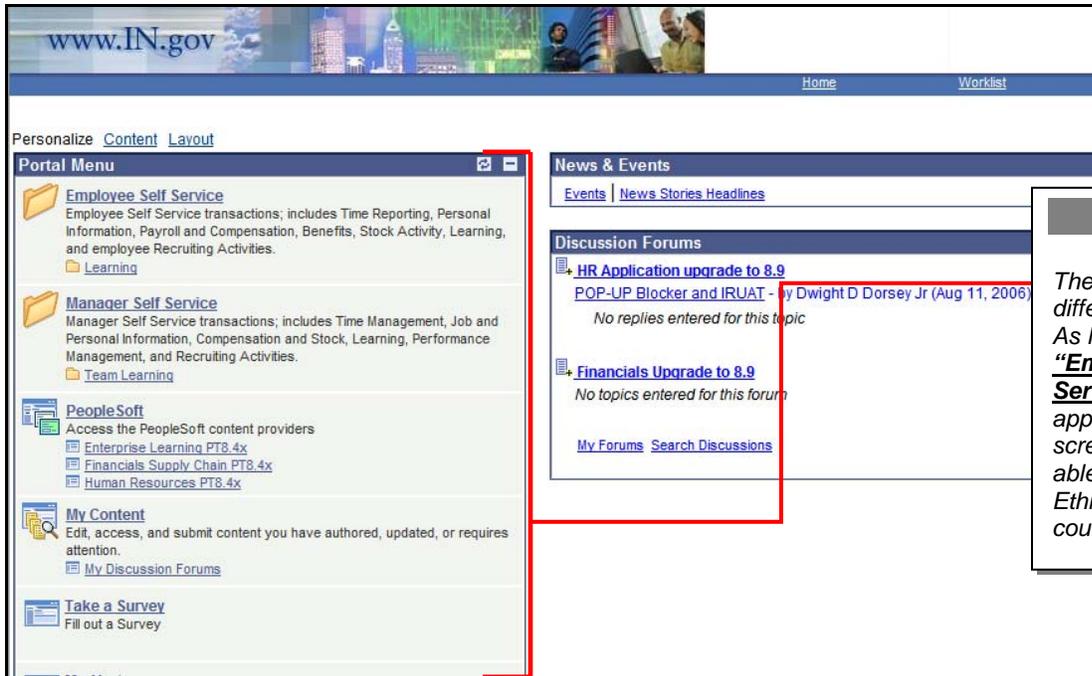
Employee: John Smith

SS#: 123-45-6789

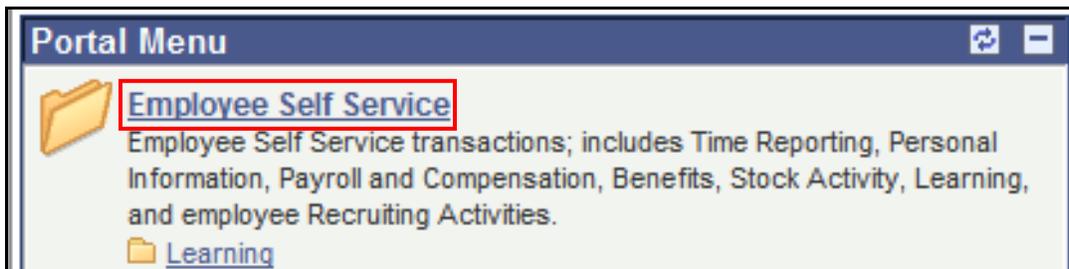
PeopleSoft HR Reset Password:
J6789S

Taking the Ethics Training

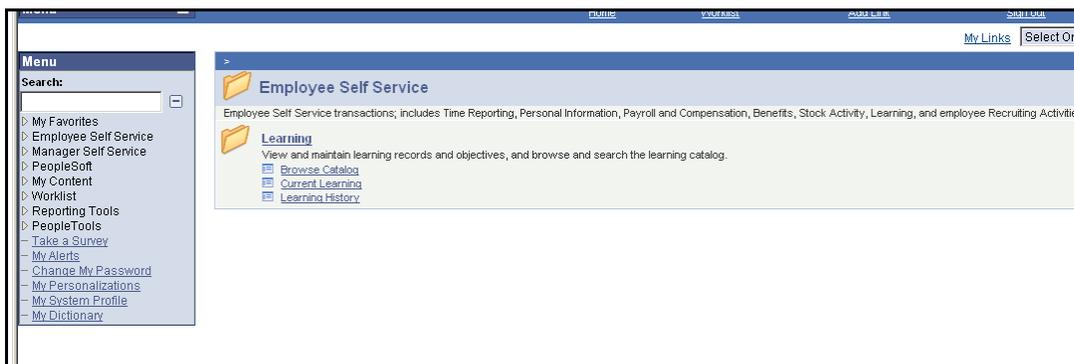
After logging in to PeopleSoft the following screen should appear:



Click the “Employee Self Service” Link.



This is the next screen that will appear.

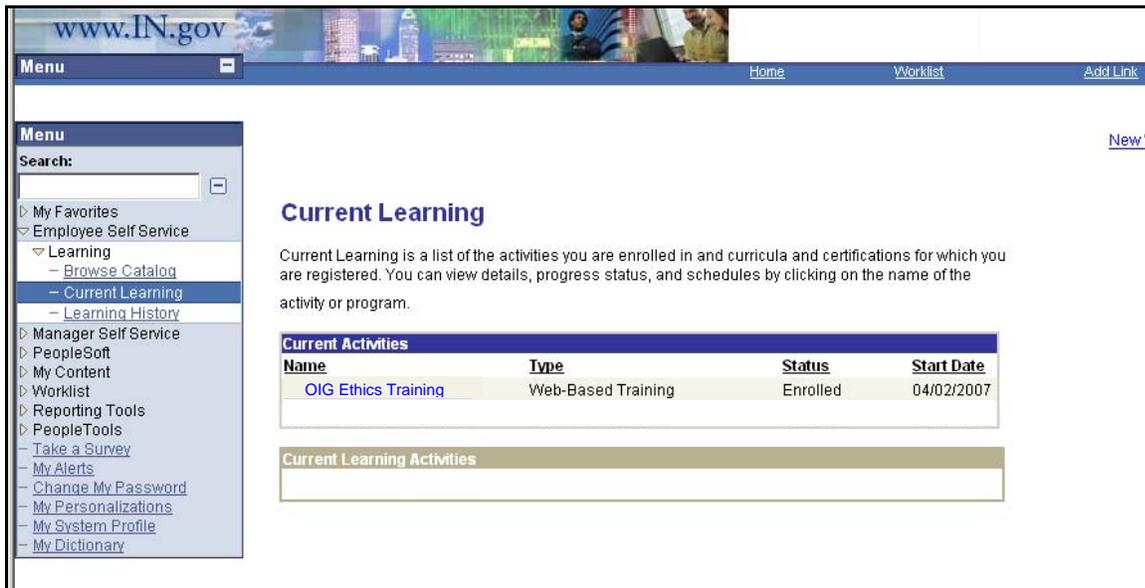


Taking the Ethics Training – (continued)

Click on “Current Learning” to show learning events currently scheduled for you.



This is an example of the “Current Learning” list available to the user.



Taking the Ethics Training – (continued)

Click on the “IG – Indiana Code of Ethics” activity.

Current Learning

Current Learning is a list of the activities you are enrolled in and curricula and certifications for which you are registered. You can view details, progress status, and schedules by clicking on the name of the activity or program.

Current Activities			
Name	Type	Status	Start Date
OIG Ethics Training	Web-Based Training	Enrolled	04/02/2007

Current Learning Activities

A screen with the course detail and other information appears.

[Home](#) [Feedback](#) [About Eths](#) [Help Page](#)

[My Links](#)

John Smith, Broad Band Executive

Activity Name:	OIG Ethics Training	Type:	Web-Based Training
Activity Code:	OIG_ET_OIG	Contact:	Lisa Tabor
Enrollment Status:	Enrolled	Confirmation Number:	63314
Start Date:	04/02/2007	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

Progress [Grades and Attendance](#) [Notes and Attachments](#)

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Graded
Passing Status:	Pending	Comments:	

Activity Syllabus

You must complete this activity by 06/02/2007.
 To receive credit for this activity you must complete all required tasks.

- 1 [Ethics Course Content](#) [Launch](#)
 Required Web-based
Progress: Not Attempted (duration:60 Mins)

[Return to Previous Page](#)

Taking the Ethics Training – (continued)

Click the “Launch” link to initiate the training.

Progress [Grades and Attendance](#) [Notes and Attachments](#)

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Graded
Passing Status:	Pending	Comments:	

Activity Syllabus

You must complete this activity by 06/02/2007.
To receive credit for this activity you must complete all required tasks.

1	Ethics Course Content	Launch
	Required Web-based	
	Progress: Not Attempted	(duration:60 Mins)

This warning may appear, if so, click “Yes” to continue the session.

Security Information ✕

This page contains both secure and nonsecure items.
Do you want to display the nonsecure items?

[Yes](#) [No](#) [More Info](#)

Completing the Online Ethics Training

Once you click on “Launch” the Ethics Training module will begin. The first screen that will be displayed will be an introductory screen.



Clicking the *Play* (▶) button will allow the course to begin. At this point simply follow along with the course, reading each page and using the navigation (◀▶) buttons at the bottom of the screen to control your progress through the course.

Click the *Play* button and begin the training.

Completing the Online Ethics Training – (continued)

After clicking the *Play* button the actual training will commence. The following is the next page that will be displayed.

NOTE

This screen will tell you how to navigate through the system. Use the arrows to move between screens. The “x” on the bottom-right will give you a full screen.

Training for the Indiana Code of Ethics

This training is in three parts:

PART ONE
Frequently asked questions

PART TWO
The ethics rules with questions

PART THREE
Finishing the training and where to find additional resources

- To move forward or backward through the presentation use the navigation links at the bottom of the screen. Click the Next link to advance or the Back link to go to the previous screen.
- If you need to quit the training temporarily, you will have the option to restart at the location in the training where you exited.

Upon completing the training a screen like this will appear.

Question 1 of 1:

The rules are found on the Office of Inspector General website and are defined in the administrative rule at 42 IAC 1-5.

If you have further questions about any of the ethics rules, you may contact the ethics officer within your agency, seek an information advisory opinion from the staff of the Office of Inspector General, or seek an advisory opinion from the Ethics Commission.

Thank you for completing this course. Please select the acknowledgement radio button and click the Submit button below to finish your training.

I acknowledge that I have read and fully understand this training.

Submit

Completing the Online Ethics Training – (continued)

Click the radio button next to the acknowledgement statement and then click “Submit.”

Submit button below to finish your training.

I acknowledge that I have read and fully understand this training.

NOTE
Radio button

I acknowledge that I have read and fully understand this training.

Submit

NOTE
Submit button

After an acknowledgement screen appears that says the user has finished the training, the learner is provided with a button. Clicking **Finish** returns the learner to the PeopleSoft *View Progress* page.

Checking Your Completion

Once the training is complete the PeopleSoft window should be visible. To check the status of the course and ensure it was documented as being completed, click on “Return to Activity Progress”.

The screenshot shows a web application interface for 'www.IN.gov'. The main content area is titled 'View Progress Page' and 'Table Of Contents'. It displays details for 'John Smith, Broad Band Executive' regarding 'OIG Ethics Training'. The component name is 'OIG Ethics Training', the activity is 'OIG_ET_OIG', the type is 'Web-based', and the duration is '60 Minutes'. A table of contents shows the title 'OIG Ethics Training' with a status of 'Incomplete' and a 'Re-Launch' link. A red box highlights a 'Return To Activity Progress' link.

The next screen will display the details for the recently completed training. After you have completed the training, the system will change your enrollment status to **Completed**.

The screenshot shows the 'IG - Indiana Code of Ethics' activity page for 'John Smith, Broad Band Executive'. The activity name is 'OIG Ethics Training' and the code is 'OIG_ET_OIG'. The enrollment status is 'Completed', the start date is '04/02/2007', and the confirmation number is '63314'. A red circle highlights the 'Activity Progress Summary' section, which shows 'Progress: Completed', 'Grade: Not Graded', and 'Passing Status: Pass'. A red arrow points from a 'NOTE' box to the 'Completed' status. The note states: 'The progress for the training is indicated here.' Below the summary, there is an 'Activity Syllabus' section with a table listing 'Ethics Course Content' as a required web-based activity with a duration of 60 minutes and a 'Completed' progress status. A 'Return to Previous Page' link is at the bottom.

Resuming the Activity

You are allowed to re-launch the training at any time, given that your enrollment period has not expired. (If your enrollment period has expired, you must contact your agency Ethics Officer or HR representative.) The system will remember where you were in the lesson once it is re-launched.

NOTE

The enrollment period for this user ends on 6/20/2007. Click the re-launch link to start the training where you left off.

Progress: Completed **Grade:** Not Graded
Passing Status: Pass **Comments:** [icon]

Activity Syllabus
 You must complete this activity by 06/02/2007.
 To receive credit for this activity you must complete all required tasks.

1 [Ethics Course Content](#)
 Required Web-based
Progress: Completed (duration:60 Mins)

[Return to Previous Page](#)

[Re-Launch](#)

The Learning History Page

The Learning History page can be accessed through the menu or by clicking the option on the Learning Home page.

This page provides a history of all of your completed learning activities.

Learning History

Learning History is a complete list of all the learning you have completed. You can view completion details by clicking on the name of the activity or program. Filter the activities or programs displayed by using the View pull-down and Date filters within each table and clicking the Refresh link or icon.

Completed Activities					
View:	Completed [v]				
Completed Between:	10/31/2007 [calendar]	And:	11/02/2007 [calendar]	[refresh icon]	Refresh Table
Activities					
Name	Type	Status	Completed	Passing Status	Grade
OIG Ethics Training	Computer-Based Training	Completed	11/01/2007	Pass	System

Troubleshooting

If you have this problem:	Try this:
You cannot get to the web page to log in to ELM.	Make sure you have the correct information in the address line of your web browser. Refer to the section of this manual that provides that information (page 4).
You cannot log in – you get a message telling you that your USERID or Password is incorrect.	<p>Try entering the information again.</p> <p>Consider the following tips:</p> <p>Be sure your USERID and/or Password are in the correct case (caps versus lower case).</p> <ul style="list-style-type: none"> • If this doesn't work, contact the IOT helpdesk and validate that your USERID and/or Password are correct. They may need to re-set your password for you if it has expired. • Remember that three failed attempts to log in will lock you out of the system. If this happens, you will <u>have</u> to call the IOT helpdesk. <p>IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095. State employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.</p>
You can log in to ELM, but you cannot see the online training catalog, and you get a message that reads something like “you are not authorized to view this page.”	Contact the IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095, or state employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.
You cannot see the online training catalog, but you are not getting the error message above. The problem is that you cannot see the links to click on to find the training, as illustrated in the steps to enroll in this manual.	Contact the IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095, or state employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.
You can see the online learning catalog links you need, and can find the course, but cannot complete your online enrollment for some reason.	Contact the IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095, or state employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.
If you cannot start the training within PeopleSoft – when you click the “launch” link (as illustrated in this manual), the new window doesn't open to start the training.	It is possible that the pop-up blocker is enabled on your computer. Disable the pop-up blocker, and try again. The Helpdesk can walk you through this, if necessary.
You can launch the training and start it but you are experiencing a problem within the training once you get it started.	Contact the IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095, or state employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.

<p>You are a new employee or special state appointee and you aren't in the PeopleSoft system.</p>	<p>Contact your agency HR representative, and if necessary, contact the IOT Helpdesk: (317) 234-HELP(4357) or Toll-Free at 1-800-382-1095, or state employees may also access the helpdesk via the Helpdesk Assistant located on their computer desktop.</p>
<p>You have questions regarding the information you read/learned in the training.</p>	<p>Contact your agency Ethics Officer. If you would like your information to remain confidential, you may request an informal advisory opinion from the staff of the Office of Inspector General. You may submit your information via the Office of Inspector General website at http://www.in.gov/ig/advice.html. Various examples of the ethics rules are also available via the Office of Inspector General website at http://www.in.gov/ig/codecomplete.html. Examples of the rule applied in real-life situations are listed under every rule.</p>
<p>You experience an issue that is not listed in this table.</p>	<p>First consult your agency HR representative or Ethics Officer, and if you are still having issues, complete an IOT Helpdesk ticket.</p>