



OIG Ethics Quick-Step Guide

State employees are required to complete the Information Resource Use Agreement training course every two years.

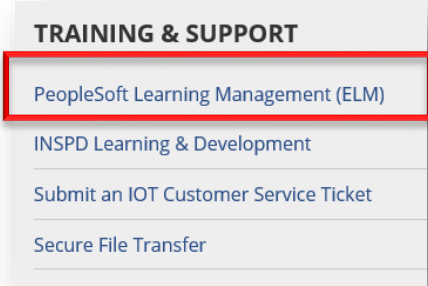
For additional information regarding the OIG Ethics Policy, please visit: info@ig.in.gov

To request a screen reader version of the online content, please email INSPD Learning & Development at SPDTraining@spd.in.gov

Logging into ELM:

Navigate to https://www.in.gov/core/info_employees.html & select PeopleSoft Learning Management (ELM)

To access the online training, it is important to turn off your pop-up blockers.



**** In order for your completion to properly record, it is recommended to complete this training in one sitting without interruptions. If you are interrupted you should close out the training window and resume at a later time.**

Enter your **User ID** and **Password** into the appropriate field.

- A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
- Learners may use their network password, also known as their computer login, as their PeopleSoft password.

If you do not know your PeopleSoft ID number, please contact your supervisor or HR staff for assistance.

If you do not know your account password, please contact the IOT Helpdesk: 1-800-382-1095

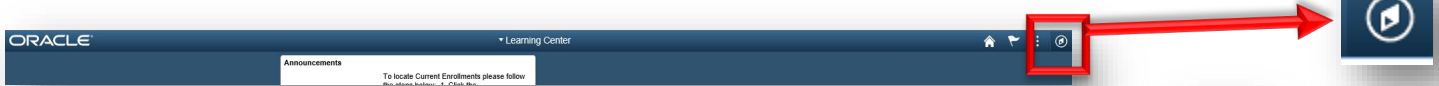


Locating & Completing the Ethics Training

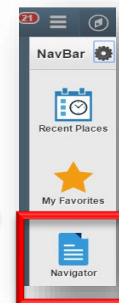
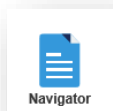
You have been automatically enrolled into the computer based training:

- **OIG Ethics Training 2019 (OIG_ET2019)**

1. Click on The **Nav-Bar** Icon located in the top right corner of the web-page

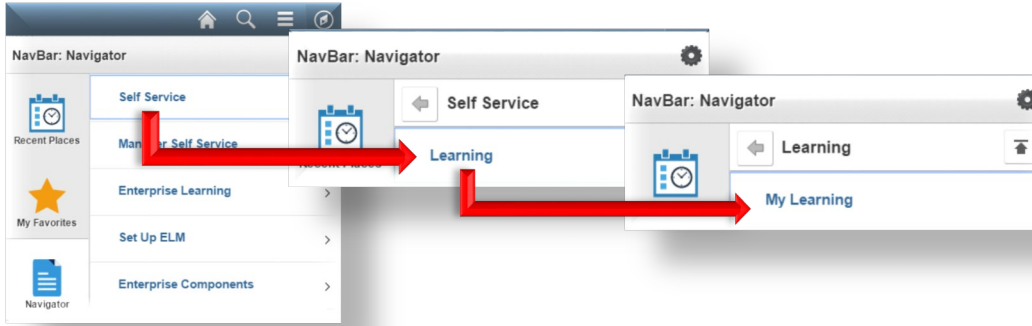


2. Select **Navigator**





3. Select Self Service → Learning → My Learning



From here, you can view all of your trainings. You can alphabetize the trainings by title, or arrange by type, status or date by clicking the links at the top of the training listing.

Double click on the DATE header to view your most recent enrollments!

OIG Ethics Training 2019

Title	Type	Status	Date	Launch	Action	Print
Orientation Agency Facilitated 2019	Computer-Based Training	Completed	09/12/2019			
OIG Ethics Training 2019	Computer-Based Training	Enrolled	09/10/2019		Drop	
Information Resource Use Agreement 2019	Computer-Based Training	Completed	09/04/2019			

4. Locate the class in the My Learning section and select the launch icon.

Title	Type	Status	Date	Launch	Action	Print
Orientation Agency Facilitated 2019	Computer-Based Training	Completed	09/12/2019			
OIG Ethics Training 2019	Computer-Based Training	Enrolled	09/10/2019		Drop	
Information Resource Use Agreement 2019	Computer-Based Training	Completed	09/04/2019			

5. On the next page, click the Launch link.

Component Name: OIG Ethics Training 2019 Type: Web-based
 Class: OIG Ethics Training 2019 Duration: --

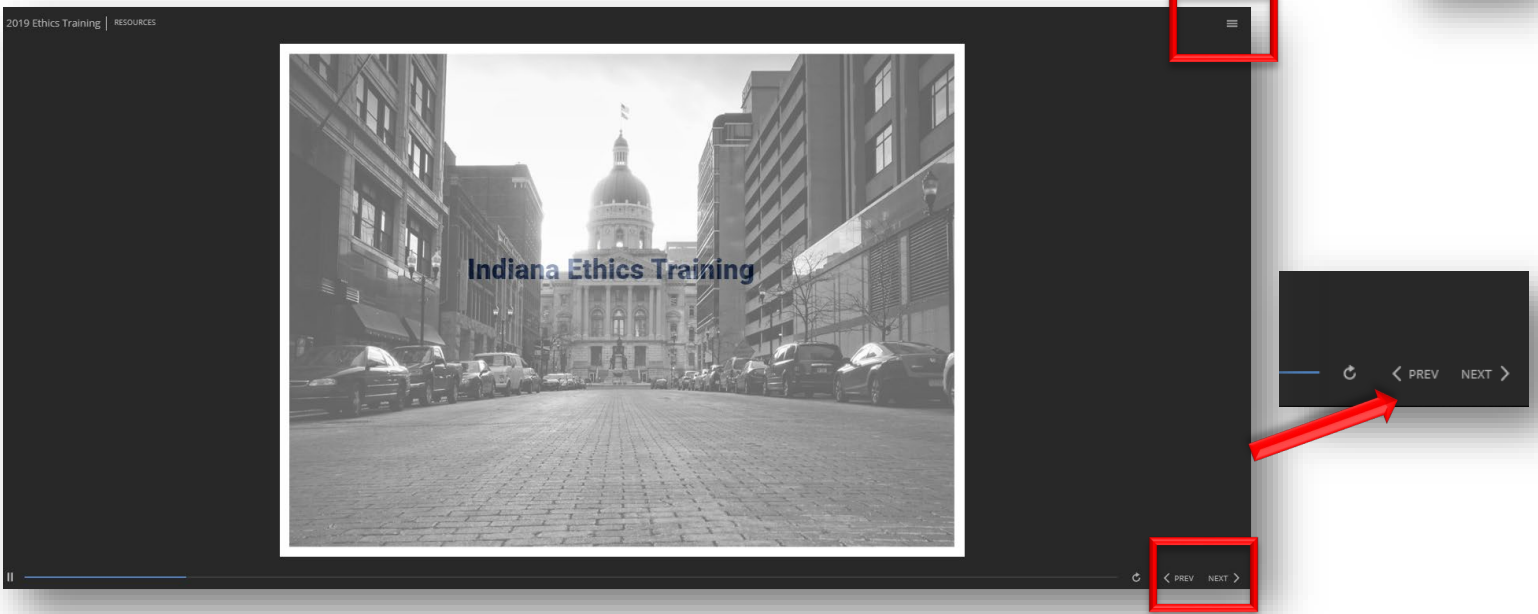
Table Of Contents			
Title	Status	Score	
2019 Ethics Training	Not Attempted		Launch

[Return To Class Progress](#)

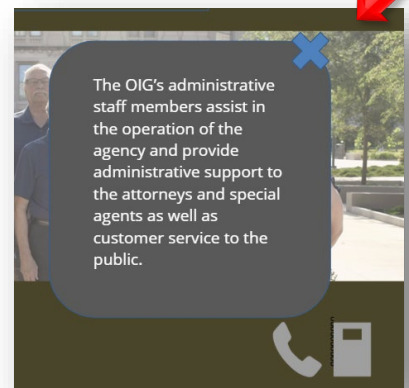
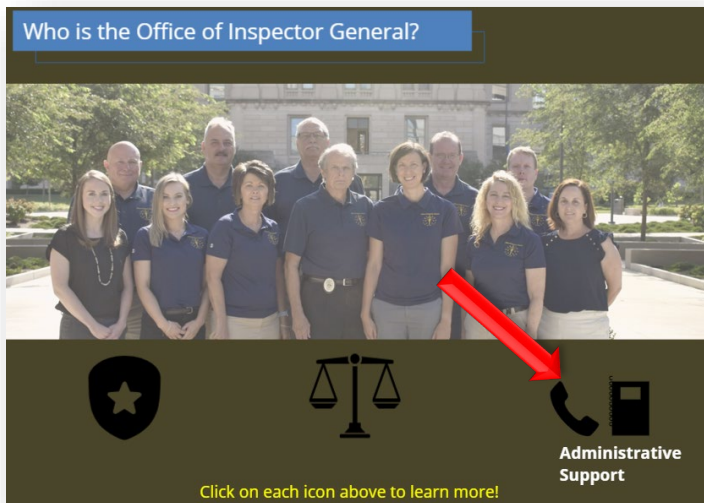
****Audio is not available in this training and is not required to complete the course. You should be able to read through all the training content. If a screen reader version is required please contact INSPD Learning & Development at SPDTraining@spd.IN.gov**



6. Once you click launch from the class syllabus page, the training will launch full screen. You will see the menu populate by clicking the three bars in the upper right hand corner.



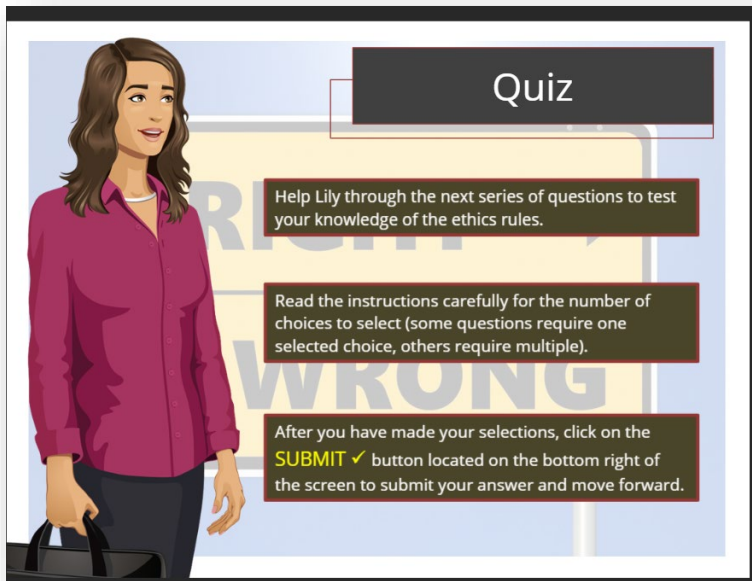
- 7. Once you have reviewed the content on the slide you may move forward using the **Next** button in the lower right hand corner of the screen or the **Previous** button to review any content.
- 8. *Some slides will require you to click through the entire content before you can advance to the Next slide. Once you have viewed the content click the X in the upper right hand corner to move to the next topic.*



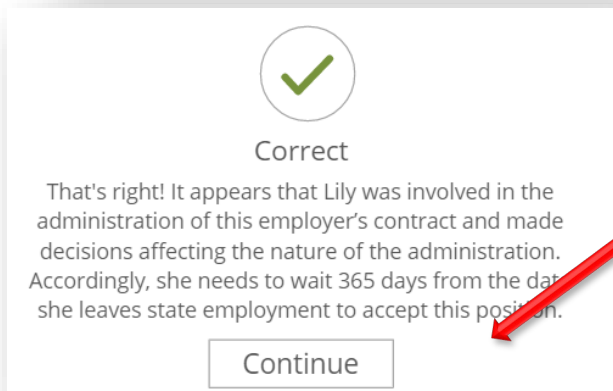
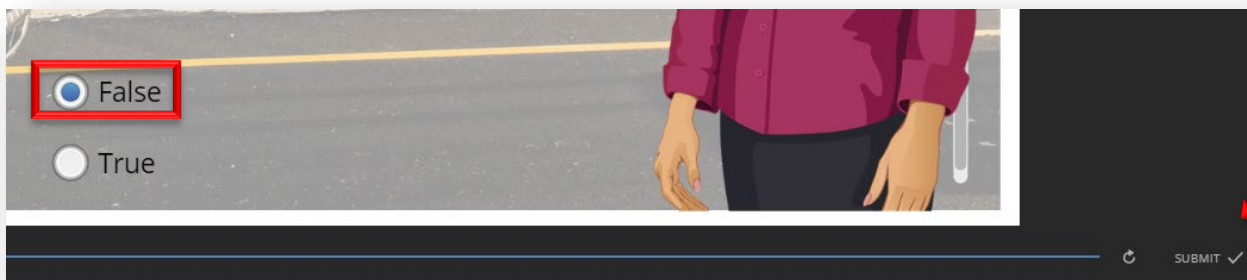
**** It is recommended to complete this training in one sitting without interruptions. If you are interrupted you should close out the training window and resume at a later time. There is a possibility you have already timed out of the training and your completion will not be recorded properly if the training window stays open for a prolonged period of time.**



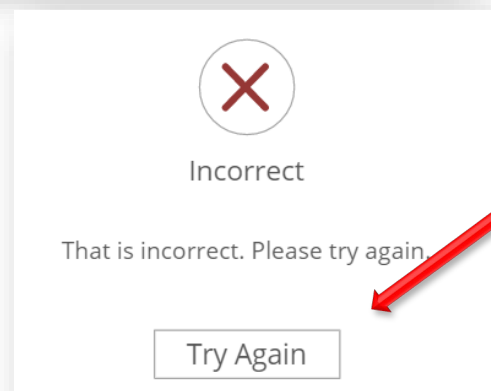
9. You will be asked to complete a quiz as part of the training course.



10. Once you read through the question, select your answer and hit SUBMIT. If your answer is correct you will be able to move to the next question, if it is incorrect you will be asked to try again.



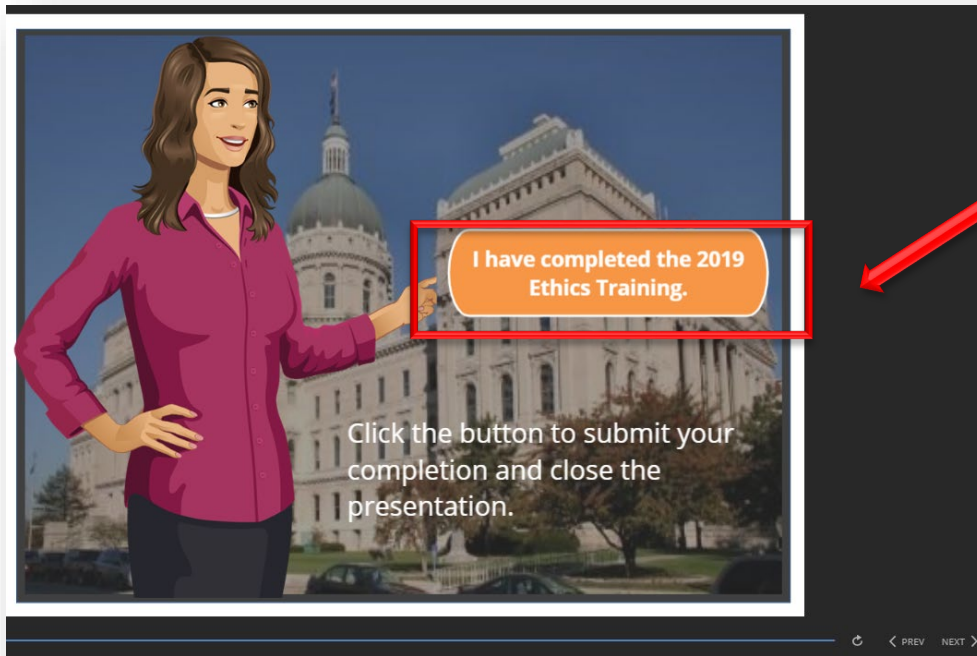
OR





11. Once you have passed the Quiz, You be asked to review additional content and will then see this screen. Please click the “I have completed the 2019 Ethics Training” button.

**** If the button below does not close the training window or allow you to move forward, you have already been timed out of the training and your completion will not record. You will need to close out the course, re-launch and complete for the course to record as complete.**



12. Once the module closes, the training will show **Not Attempted**.

Component Name:	OIG Ethics Training 2019	Type:	Web-based
Class:	OIG Ethics Training 2019	Duration:	--
Table Of Contents			
Title	Status	Score	
2019 Ethics Training	Incomplete		Re-Launch
Return To Class Progress			

13. Click **Return to Class Progress Page** and it will then show **Complete** and you may close out of ELM.

Class Syllabus			
To receive credit for this class you must complete all required tasks.			
1	OIG Ethics Training 2019		Re-Launch
	Required	Web-based	
	Progress	Completed	
Drop		Recommend Learning	