

## JCOPE Online Ethics Orientation Access Guide

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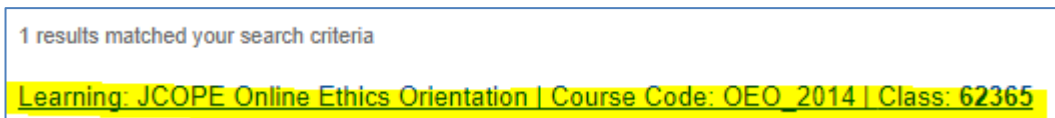
The online ethics orientation satisfies the mandatory ethics training requirement for FDS Filers set forth in Executive Law §94(10)(b). Topics include an overview on Public Officers Law §73, §73-a, §74, Civil Service Law §107 and Executive Law §94.

To enroll and complete the course, please follow the instructions below. The course may be taken at any time and can be bookmarked in your Planned Learning page by selecting Add to Plan.

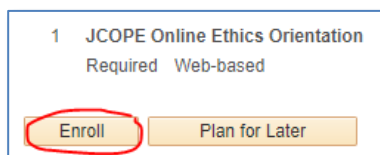
1. Use **Google Chrome** to access the website: [www.system.suny.edu](http://www.system.suny.edu) (case sensitive)
2. Under Employee Resources, select SUNY Portal.
3. Select Buffalo State from the dropdown menu and select Login.
4. Enter your Buffalo State NT Username and Password and select Sign In.
5. Select the E-Business Services tab.
6. Select the link SLMS - Statewide Learning Management System.
7. Select the link Click here for NY.gov ID Portal.
8. Select the link Statewide Learning Management.
9. From the Main Menu, select the Quick Link for Find Learning.



10. In the search box, enter the class code: 62365.
11. Select the link for the course:



12. Select Enroll.



13. You may receive an e-mail from [donotreply@goer.ny.gov](mailto:donotreply@goer.ny.gov) confirming your enrollment but you may start the course at any time.
14. Select Submit Enrollment and then Launch.

Enroll In Class

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### Enrollment Confirmation

your name, title, campus

✓ You have successfully enrolled in JCOPE Online Ethics Orientation. This change in status will be updated on the My Learning page.

Class Name	JCOPE Online Ethics Orientation	Type	*Online
Class Code	62365	Contact	--
Price Per Seat	0.00 USD	Drop Charge	0.00 USD
Enrollment Status	Enrolled	Confirmation Number	7893912
Start Date	03/15/2010	End Date	--
Last Enrollment Date	--	Last Drop Date	--

**Launch**

[Find Learning](#)
[My Learning](#)
[Request New Learning](#)

15. Select Launch again at the window displayed below.

Component Name:	JCOPE Online Ethics Orientation	Type:	Web-based
Class:	JCOPE Online Ethics Orientation	Duration:	--

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Title	Status	Score	
A001	Not Attempted		<b>Launch</b>

If the screen does not load. Check the upper right corner of the web browser to allow pops ups from ' https://nylearn.ny.gov' then select Done.

The following pop-ups were blocked on this page:

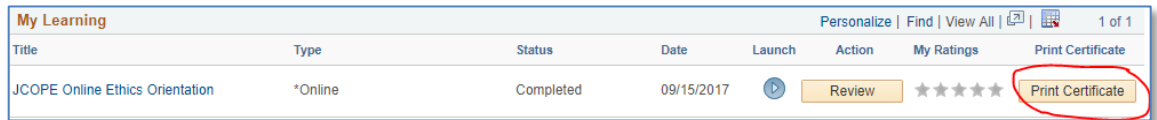
- <http://www.popuptest.com/popup9.html>
- <http://www.popuptest.com/popup10.html>

Always allow pop-ups from http://

Continue blocking pop-ups

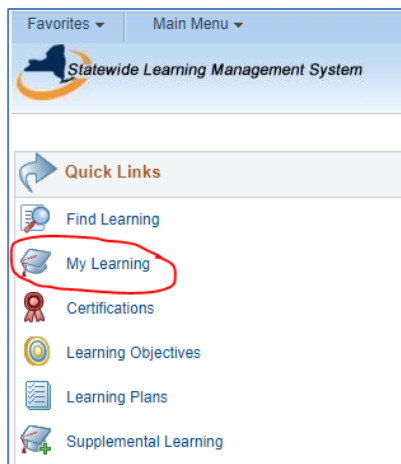
16. Read the instructions and follow the prompts on each screen to complete the course.
17. When the course is completed, you will receive an e-mail and you may print an optional certificate.

To print the certificate, do not use the link in the automated email. Go back to the Main Menu (**Learning Home** screen) from Step 9 and click the link for My Learning.



18. Select Sign Out (upper right hand corner) to exit the system.

If you are unable to finish the course in one sitting, you may exit the course and re-launch it at another time. You may log back in by following the steps on page 1 but select My Learning from the Main Menu.



Then select the link for the course then a screen will allow you to Re-Launch the course and pick up where you left off.

The screenshot displays a 'Class Progress' window. At the top, it shows 'Progress In-Progress' and 'Grade Not Graded'. Below this, 'Passing Status Pending' is highlighted with a red circle. To the right, there is a 'Comments' section with a speech bubble icon. The main section is titled 'Class Syllabus' and contains the text: 'To receive credit for this class you must complete all required tasks.' Below this, a list item '1 JCOPE Online Ethics Orientation' is shown, with 'Required Web-based' and 'Progress In-Progress' listed underneath. A 'Re-Launch' button is circled in red on the right side of the list item.

If you are experiencing issues with accessing the SLMS Statewide Learning Management System, please contact the SLMS Help Desk at 518-473-8087 or [slmshelpdesk@goer.ny.gov](mailto:slmshelpdesk@goer.ny.gov) (8:30 am – 5:00 pm, M-F).

Please contact Human Resource Management with any other questions at 878-4822.

Last revised 9/2017