

## JCOPE Online Ethics Orientation Access Guide

The online ethics orientation satisfies the mandatory ethics training requirement for Financial Disclosure Statements (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. Open a browser and enter the website: [www.suny.edu/hrportal](http://www.suny.edu/hrportal)
2. Select Buffalo State from the dropdown menu and select Login.
3. Enter your Buffalo State NT Username and Password and select Sign In.
4. Select the E-Business Services tab.
5. Select the link SLMS - Statewide Learning Management System.
6. Select the link Statewide Learning Management.
7. From the Main Menu, select the Quick Link for Find Learning.
8. In the search box, enter the class code: **62365**.
9. Select Enroll.



### ▼ JCOPE Online Ethics Orientation (OEO\_2014)

 ★★★★★ (72) [View Reviews](#)

[Plan for Later](#)

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. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
62365	*Online		03/15/2010	None	

[Enroll](#)

10. You may receive an e-mail from the system confirming your enrollment, but you may launch (start) the course at any time.

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](#)

11. 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		<a href="#">Launch</a>

Note, if the screen does not load. Check the upper right corner of the web browser to **allow pops ups**.

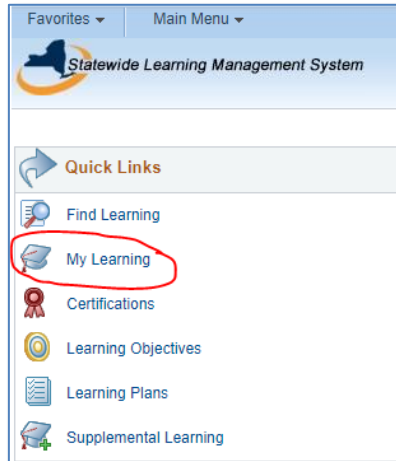
12. Read the instructions and follow the prompts on each screen to complete the course.
13. When the course is completed, you will receive an e-mail and you may print an optional certificate. To print the certificate, do not use the link in the automated e-mail. Go back to the Main Menu (**Learning Home** screen) and select My Learning.

The screenshot shows the 'Statewide Learning Management System' interface. At the top, there are 'Favorites' and 'Main Menu' dropdown menus. Below the header is a 'Quick Links' section with several options: 'Find Learning', 'My Learning' (circled in red), 'Certifications', 'Learning Objectives', 'Learning Plans', and 'Supplemental Learning'.

Title	Type	Status	Date	Launch	Action	My Ratings	Print Certificate
JCOPE Online Ethics Orientation	*Online	Completed	09/15/2017		Review	★★★★★	<a href="#">Print Certificate</a>

14. 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 by selecting My Learning from the Main Menu. You will be allowed to re-launch the course and begin from where you left off.



Class Progress

Progress In-Progress      Grade Not Graded

Passing Status **Pending**      Comments

Class Syllabus

To receive credit for this class you must complete all required tasks.

1	<a href="#">JCOPE Online Ethics Orientation</a>	<a href="#">Re-Launch</a>
	Required Web-based	
	Progress In-Progress	

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@its.ny.gov](mailto:SLMSHelpdesk@its.ny.gov) (7:30 am – 5 pm, M-F) OR the SUNY Help Desk at 518-320-1208 or [helpdesk@suny.edu](mailto:helpdesk@suny.edu).

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