



How to enroll and receive credit for viewing the On-Demand Ethics Training

1. Go to <https://public.ethics.ny.gov/SETI/OndemandEthicsTraining>
2. On the **employee self-enrollment screen**, the red asterisk indicates a required field. Depending on which agency you select, the Employee ID may be optional. Employees who are paid by the Office of the State Comptroller (OSC) are required to enter an **Employee 'N' or 'C' number followed by (8) numeric digits**.
 - Faculty and staff of SUNY campuses are also required to enter their employee 'N' number. Do **NOT** enter your SUNYID.

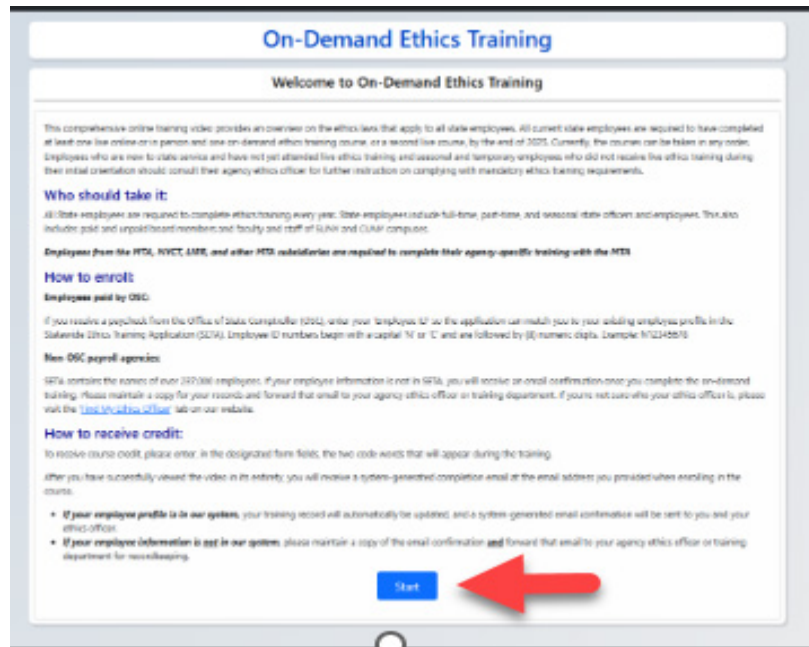
2a. To find your Employee Number on your paystub, see image below. Enter your employee number, first name and last name exactly as it appears on your paystub.

Do **NOT** enter a preferred name or nickname. This ensures that the information you enter will match with your existing employee profile maintained in our Statewide Ethics Training Application – the application used by the Commission to track ethics training for all state employees.

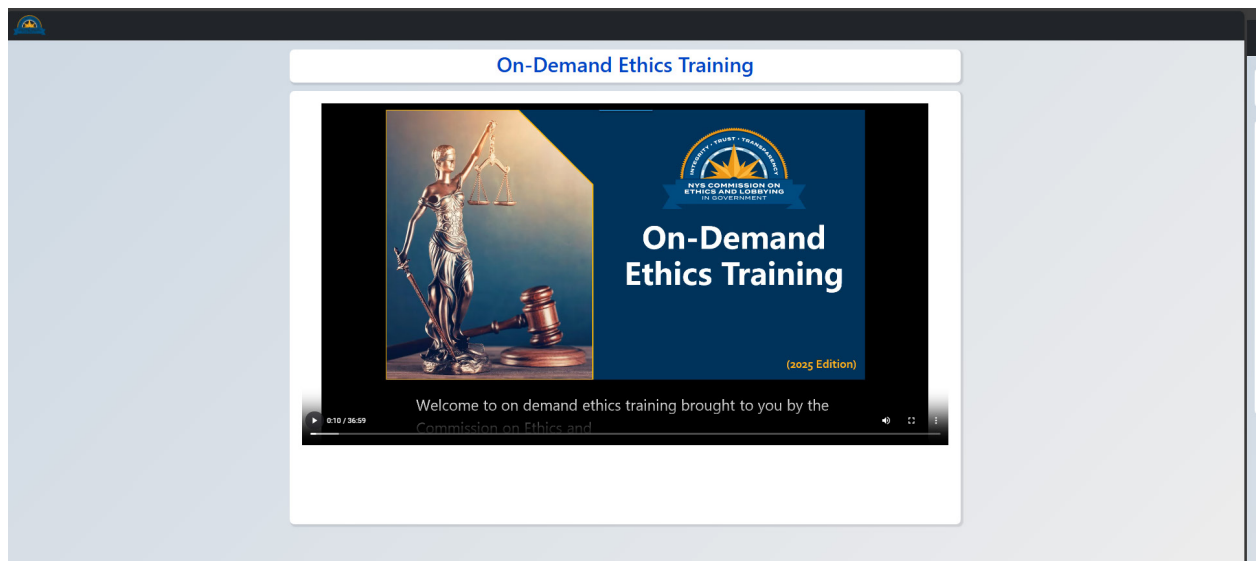
Thomas P. DiNapoli State Comptroller		John Doe 123 Street Albany, NY 12207		Pay Group: Pay Begin Date: Pay End Date: Negotiating Unit: Retirement System:		Advice #: Advice Date:	
Employee ID: N01234567		TAX DATA:		Federal	NY State	NYC	Yonkers
Department:		Tax Status:		S	S		
Location:		Allowances:		2	2		
Job Title:		Addl. Percent:		N/A			
Pay Rate:		Addl. Amount:					

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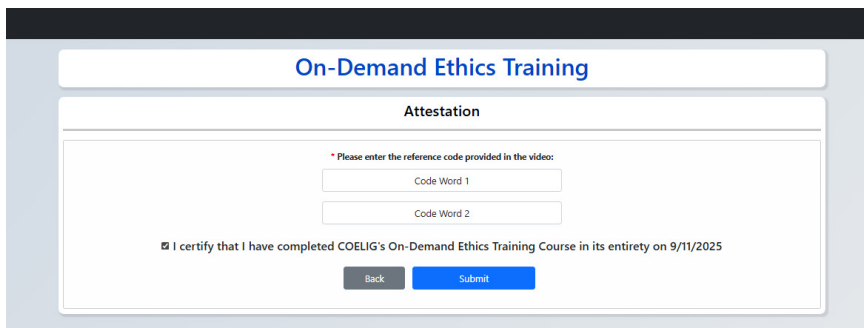
3. If during the enrollment process, you **receive an error message or pop-up message**, please refer to the last page of this document for common error messages and information on what they mean.
4. From the homepage – click **‘Start’**



5. The video takes approximately 32 minutes to complete – we recommend you watch it in its entirety, to avoid any browser time out issues.



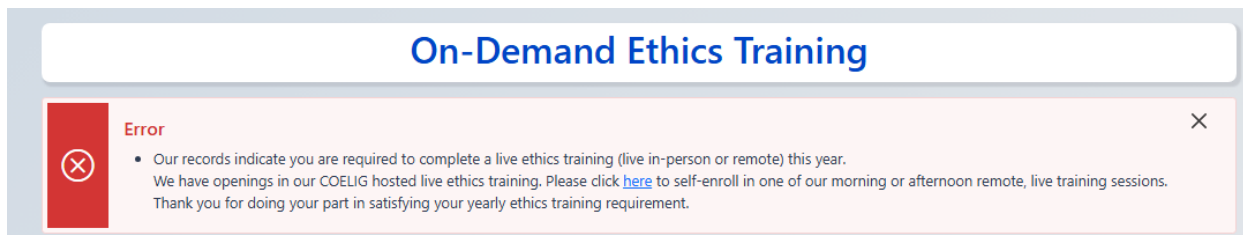
6. **To receive credit** – you'll need to enter **the code words** embedded in the video. These code words are displayed on the screen and narrated in a voice over. If you missed the code words, click the **'Back'** button to return to the video.
7. Click the **'check box'** and the **'Submit'** button.



The screenshot shows a web form titled "On-Demand Ethics Training" with a sub-header "Attestation". Below the header, there is a red asterisk and the text "Please enter the reference code provided in the video:". There are two input fields labeled "Code Word 1" and "Code Word 2". Below these fields is a checkbox with the text "I certify that I have completed COELIG's On-Demand Ethics Training Course in its entirety on 9/11/2025". At the bottom of the form are two buttons: "Back" and "Submit".

Error messages:

1. **You are required to complete live training:** This message will display if you are required to complete a live Comprehensive Ethics Training this year or your agency has not recorded your live CETC training from the prior year. If you believe this is an error, contact your [agency Ethics Officer](#).



The screenshot shows a web page titled "On-Demand Ethics Training" with a red error message box. The error message box has a red "X" icon and the word "Error" in red. The message text reads: "Our records indicate you are required to complete a live ethics training (live in-person or remote) this year. We have openings in our COELIG hosted live ethics training. Please click [here](#) to self-enroll in one of our morning or afternoon remote, live training sessions. Thank you for doing your part in satisfying your yearly ethics training requirement." There is a close button (X) in the top right corner of the error message box.

2. **You are identified as a new hire:** As an interim measure, employees identified as a new hire can take the On-Demand Ethics Training to ensure you have an understanding of the ethics laws as they apply to you; however, you are still required to complete a live Comprehensive Ethics Training by 12/31/25 – we recommend you enroll in one of our live CETC trainings and avoid taking two trainings before the end of 2025.

The screenshot shows a web interface titled "On-Demand Ethics Training". Below the title is a section labeled "Please enter in your information". This section contains a form with fields for "Agency", "Employee ID", "First Name", and "Business Email". A red asterisk is next to the "First Name" and "Business Email" labels. A modal dialog box is open over the form, titled "Not Found" with a close button (X). The dialog contains the following text: "You have been identified as a New Hire/Employee, you may continue to watch the on-demand ethics training; however, you are still required to complete live CETC training by 12/31/2025." Below this, it says "To continue with On-Demand training, click continue." and "To enroll in a live CETC, click Cancel to be directed to our enrollment page. COELIG strongly recommends you enroll in live training to avoid having to take two training classes before the end of the year." At the bottom of the dialog are "Cancel" and "Continue" buttons.

3. The information you entered does not match our records:

- **If your agency payroll is provided by the Office of the State Comptroller ('OSC'),** review your Employee ID number (if applicable) and ensure you have not entered a preferred name or nickname. A red asterisk will appear in the Employee ID field if your agency uses OSC as their payroll provider. Your information should be entered exactly as it appears on your employee paystub.
- **Your information is not yet in our application due to the OSC payroll lag –** new hires will not have their information in SETA for up to eight weeks. Click 'OK' to proceed and email your confirmation to your [agency ethics officer](#) for proof of attendance.
- **Your agency does not have employee information in SETA –** please click 'OK' and proceed to take the training. Email your confirmation to your [agency ethics officer](#) for proof of attendance.

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The screenshot shows a web form titled "On-Demand Ethics Training" with the instruction "Please enter in your information". Below this, a note states: "When entering your 'First Name' please enter your full first name, do not abbreviate, shorten or include your preferred name (e.g. Tom instead of Thomas). Please include the name on your Government Issued ID and/or employee paystub." The form contains four input fields: "Agency" (with a green checkmark and a "Clear Agency" button), "Employee ID" (with a placeholder "N##### or C#####"), "First Name", and "Business Email". A modal dialog box titled "Not Found" is overlaid on the form, containing the text: "It appears we cannot find your employee information in our system. Upon completing this online course, please maintain a copy of the email that confirms your completion of this training and forward that information to your Ethics Officer, training department or human resources unit to receive credit. Thank you for participating in your yearly ethics training requirement!". The dialog has a close button (X) and an "OK" button.

Questions?

Email us at COELIGEducation@ethics.ny.gov and provide us with any relevant screenshots to help us resolve your issue.