

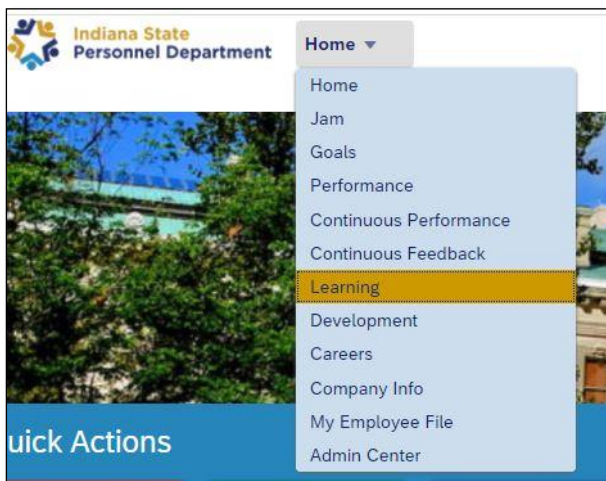


For additional information regarding the OIG Ethics Policy, please visit: www.ig.in.gov

Special State Appointees unable to access the Ethics training through SuccessFactors may be directed to complete the course posted at www.ig.in.gov. Agency Ethics Officers will be provided information on how to track and eventually certify completion of the required ethics training by special state appointees completing the course outside of SuccessFactors. If there are any questions about that process, they may contact the Inspector General's office at info@ig.in.gov.

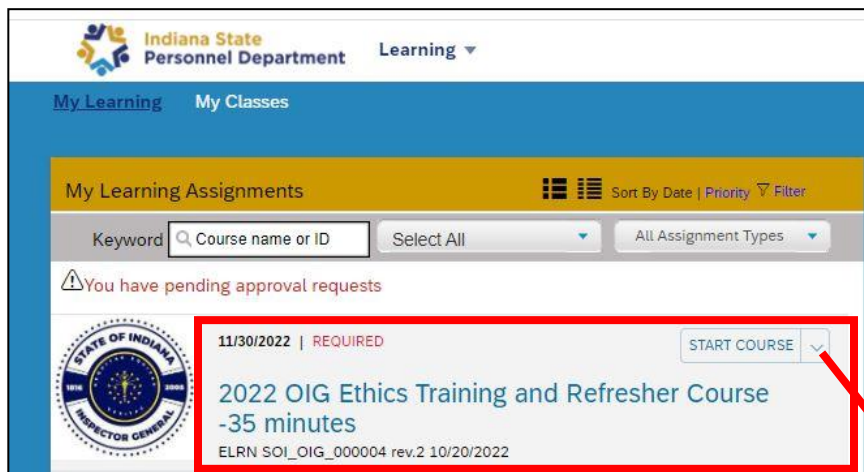
State of Indiana Employees may access this course, by logging into SAP SuccessFactors (for help logging in, please see the [SAP SuccessFactors Learning Management System User Login Guide](#)).

You can access the module from your homepage:



1. Navigate to the learning section of SuccessFactors by selecting **Learning** from the dropdown menu at the top of the page.

2. Under "My Learning Assignments" select the **2022 OIG Ethics Training and Refresher Course** **START COURSE** button.



Note:

If you have multiple items in your learning assignments, you may need to scroll down to locate the module



For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



3. The course should start automatically, or you can select Start Course:

A screenshot of a course access interface. The background features the Indiana State Inspector General seal. The text reads: "SOI_OIG_000004", "2022 OIG Ethics Training and Refresher Course -35 minutes", and "Ethics training sponsored by the Office of Inspector General and State Ethics Commission. This training will provide new workforce members with a primer on the Indiana Code of Ethics. This training touches on all of the ethics rules by...". Below the text, it says "Free" and shows a yellow "Start Course" button and an "Assigned" status. A red arrow points from the "Start Course" button in the interface to a larger, highlighted yellow "Start Course" button in a separate callout box.

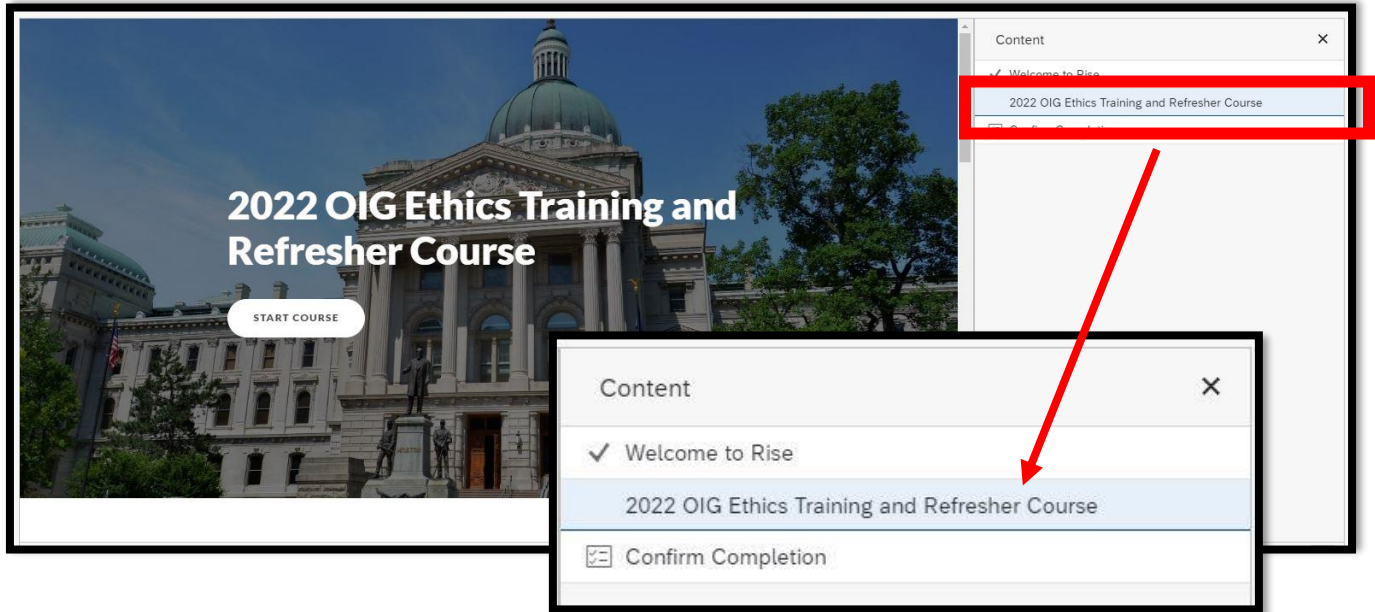
A video will play introducing Rise 360.

A screenshot of a video player. The video content shows a group of people in a meeting, with the Indiana State Personnel Department logo and name overlaid. The video title is "Welcome to Rise". To the right of the video is a "Content" sidebar with a close button (X). The sidebar lists: "Welcome to Rise", "2022 OIG Ethics Training and Refresher Course", and "Confirm Completion".

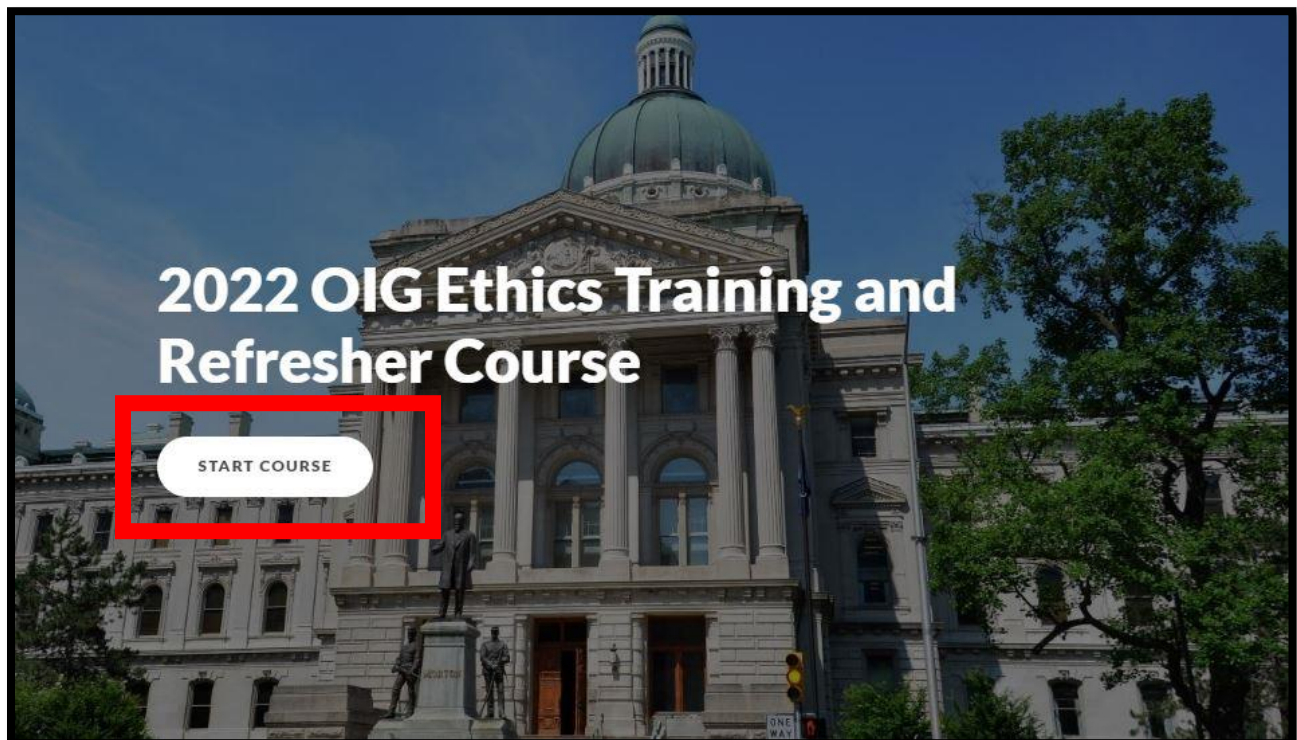
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4. Once the video finishes, please select **2022 OIG Ethics Training and Refresher** in the menu found to the right of the course:



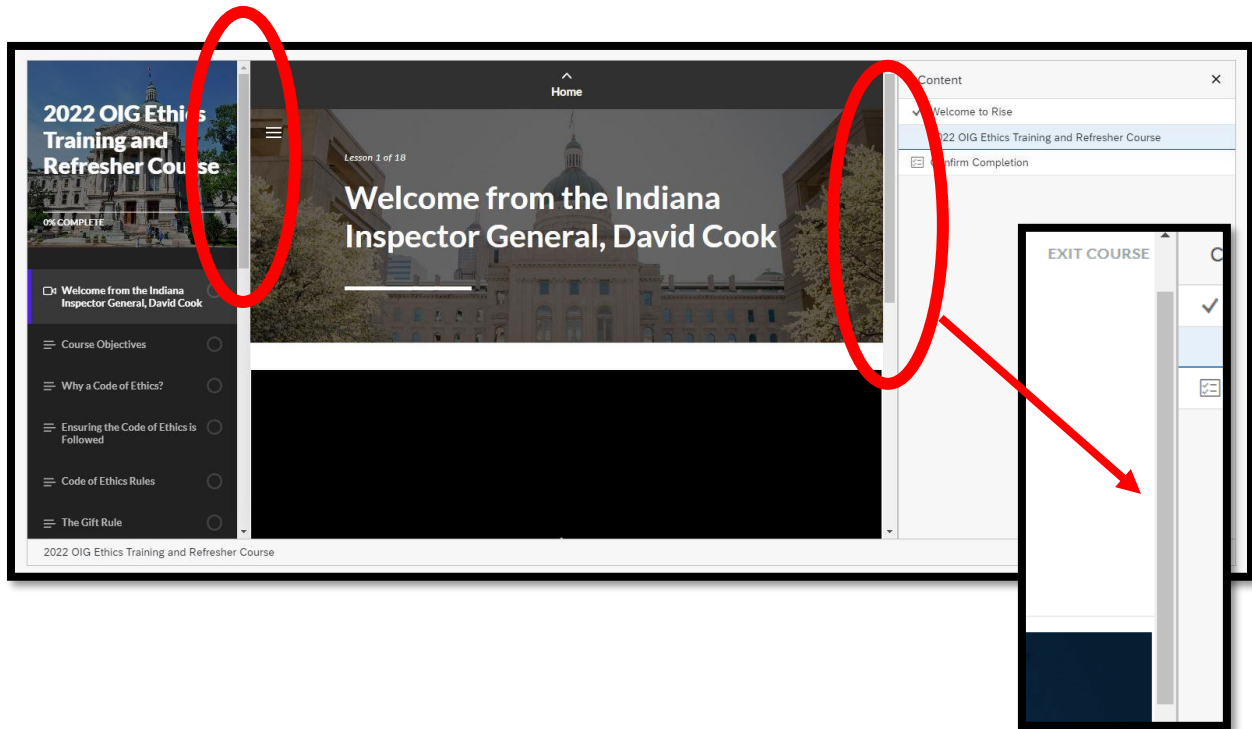
5. Select Start Course:



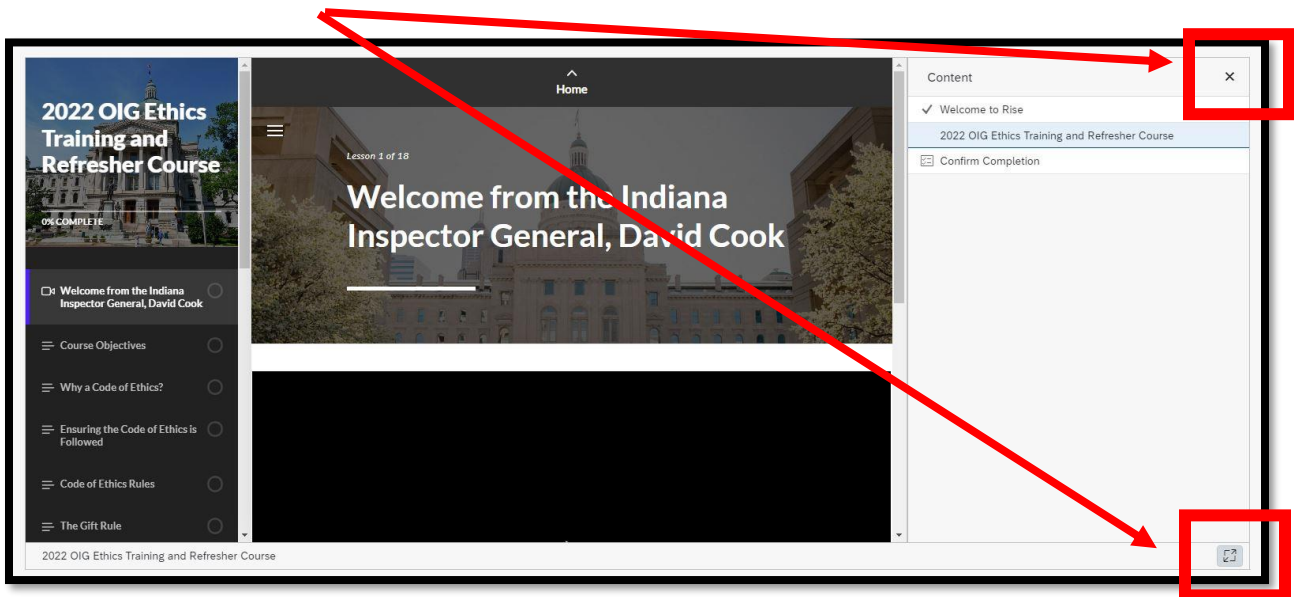
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6. The course will load and you will scroll through to proceed.



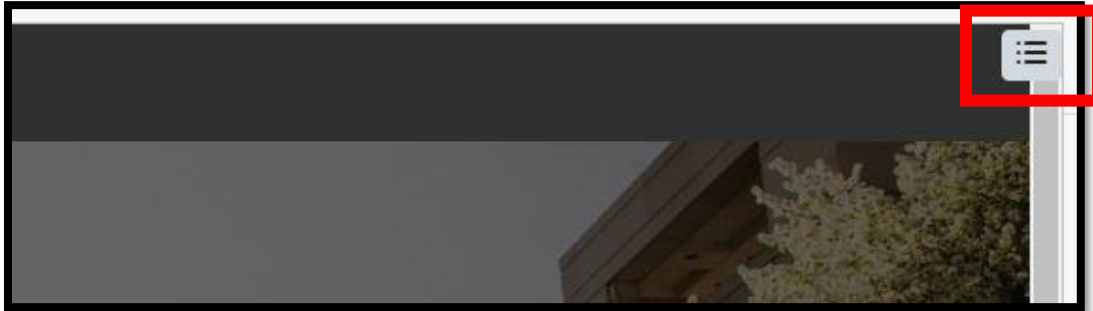
Tip: You can select the **X** found in the upper right corner of the menu and the **box/button** found in the lower right corner to further enlarge your screen:



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To bring the Menu back, select the menu icon found in the upper right corner:



7. Select Play on the video and when ready, select Continue to Proceed:

A screenshot of a video player. The video content shows a man in a suit and glasses speaking, with the official seal of the State of Indiana Inspector General overlaid on the left. The seal features the text "STATE OF INDIANA", "1816", "2005", "ALBIVITAS EQUITAS", "VERITAS", and "INSPECTOR GENERAL". A large play button is centered over the video and is highlighted with a red rectangular box. Below the video player, there is a white text area with the following text: "Once you have completed this video, please scroll down to select continue. Closed captions are available for the video using the 'CC' button in the lower right portion of the video." At the bottom of the page, a blue rectangular button with the word "CONTINUE" in white capital letters is highlighted with a red rectangular box.

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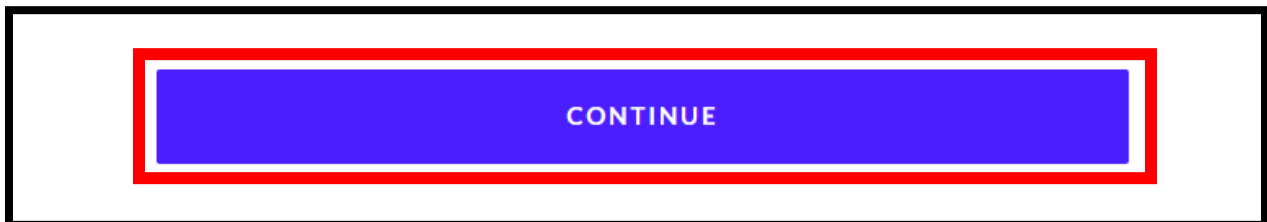
Note: Closed Captions (CC) and the Playback rate (1x) can be found in the lower left corner of the video, offering slow or fast pace depending on the individual's preference and reading pace.



10. The next section will load. You can select the play button for narration or read the transcription below.

A screenshot of the course interface. On the left is a sidebar with the course title '2022 OIG Ethics Training and Refresher Course' and a progress indicator '6% COMPLETE'. Below the title is a list of course sections: 'Welcome from the Indiana Inspector General, David Cook', 'Course Objectives', 'Why a Code of Ethics?', 'Ensuring the Code of Ethics is Followed', 'Code of Ethics Rules', 'The Gift Rule', 'Gift Rule Knowledge Check', and 'Additional Compensation and Honoraria 42 IAC 1-5-8 and 42'. The main content area features a large play button icon with a hand cursor pointing to it. To the right of the play button is the text 'Audio Narration' followed by a paragraph: 'During this training, you will see an audio file at the top of each section. You can choose to play an audio narration of the page. The narration will not move the page, but will narrate for you. If you do not wish to use the audio, you can continue through the course. There is a "Continue" button at the bottom of each section you will need to select to go through the course.' Below the text is a yellow audio player bar with a play button icon (highlighted by a red box) and a progress indicator '00:26'. The text 'Press play to hear the audio.' is centered below the player bar.

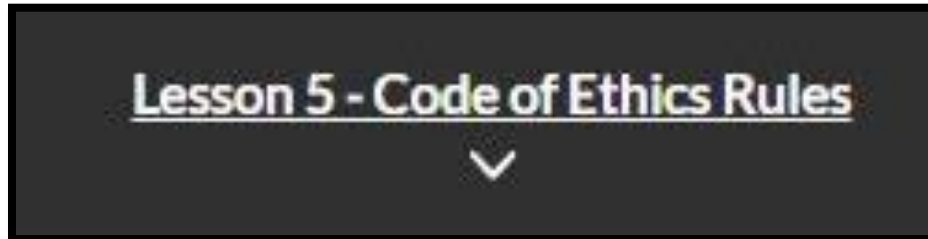
Scroll down and when finished, select Continue to proceed to the next section.



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If going back to review a previous section, the Continue button will be replaced with the next section/Lesson to continue on. Select the drop down arrow:



11. To finish please select Confirm Completion located towards the right:

