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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Training Materials</b>		
8207	LSO - SPB Ethics in State Government Online Course	Date Revised: 11/30/2016
		Version: 3

**LSO - SPB Ethics in State Government Online Course**  
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## Overview

Online training courses allow employees flexibility and convenience of completing a course at their convenience. The SPB *Professional Development Online Courses* require completion of a test and survey at the conclusion of the course, while other online courses do not have that requirement.

## Magic Portal Logon Information

The website address used to access MAGIC is: <https://portal.magic.ms.gov/irj/portal>.

**Note:** If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRs website for compatibility issues.

If you have problems with your user ID or password, call the MMRs Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).



MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the below website.  
<http://www.dfa.ms.gov/dfa-offices/mmr>

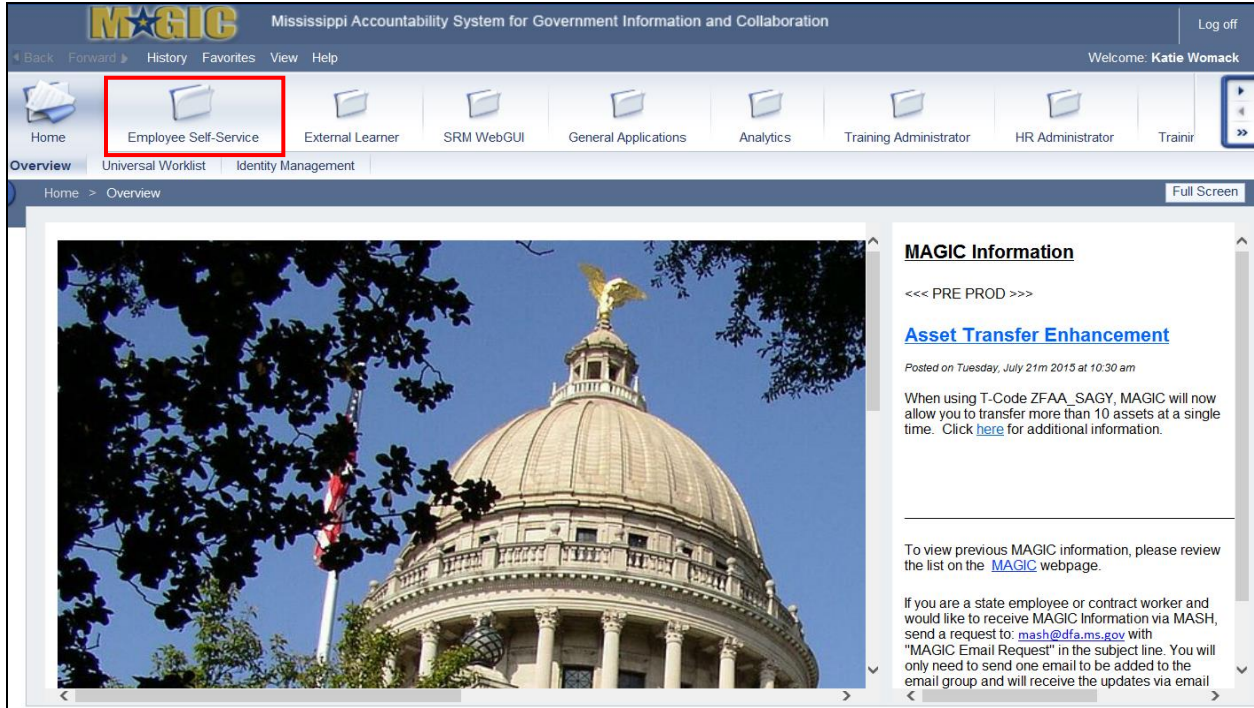
Having password problems? Please click on this [link](#) for help...

User \*

Password \*

Log On

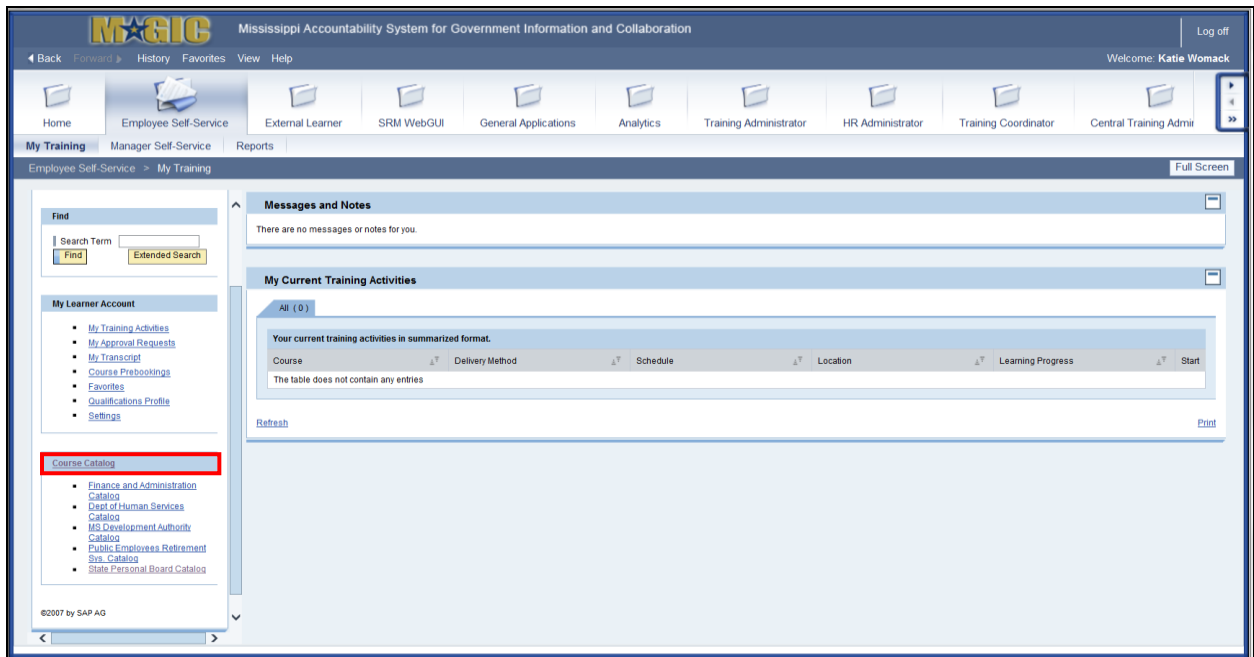
Once you log into MAGIC the following screen will appear.



**Book Online Courses**

**Note: All steps must be followed in order for successful completion of this course. Failure to do so will result in a Course Grade of Failed/Incomplete!!!**

Your Action...	System Response...
1. Select the <b>Employee Self Service</b> tab.	The Employee Self-Service > My Training screen will appear.



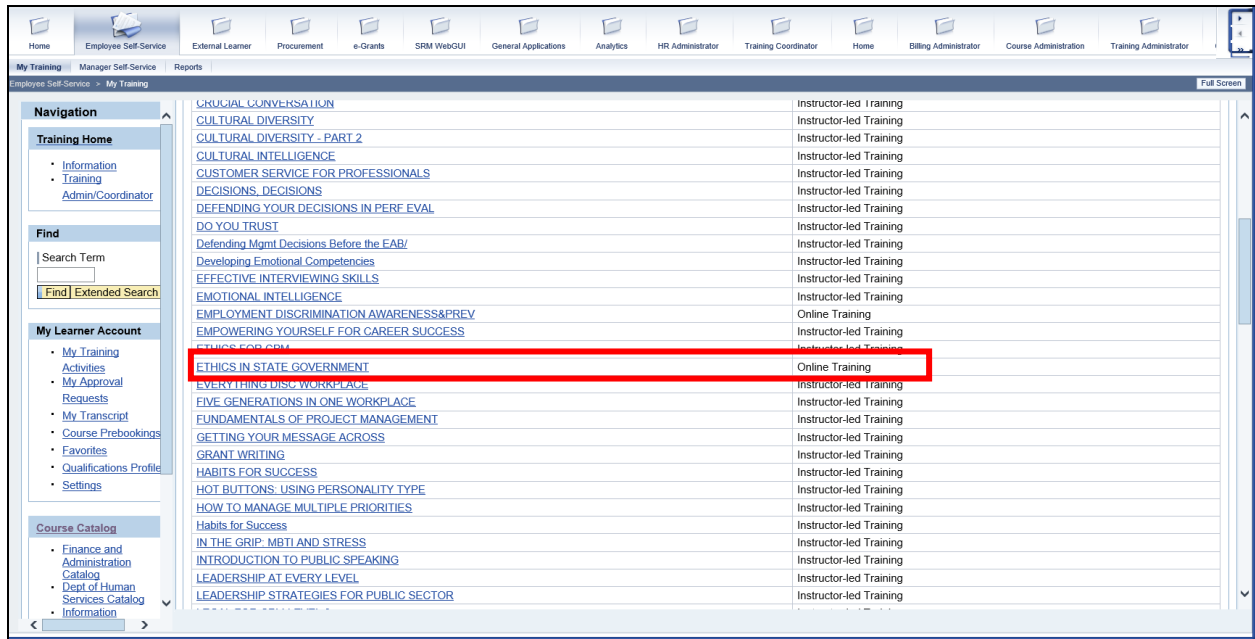
Your Action...	System Response...
2. Select the <b>Course Catalog</b> tab.	The Course Catalog (Overview) will appear.

The screenshot shows the MAGIC system interface. At the top, there is a navigation bar with icons for Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, Training Coordinator, and Central Training Admin. Below the navigation bar, there is a 'My Training' section with a 'Course Catalog (Overview)' tab selected. The main content area displays a grid of course catalogs, including 'Dept of Human Services Catalog', 'Finance and Administration Catalog', 'MS Development Authority Catalog', and 'State Personal Board Catalog'. The 'State Personal Board Catalog' is highlighted in red in the bottom-left corner of the grid.

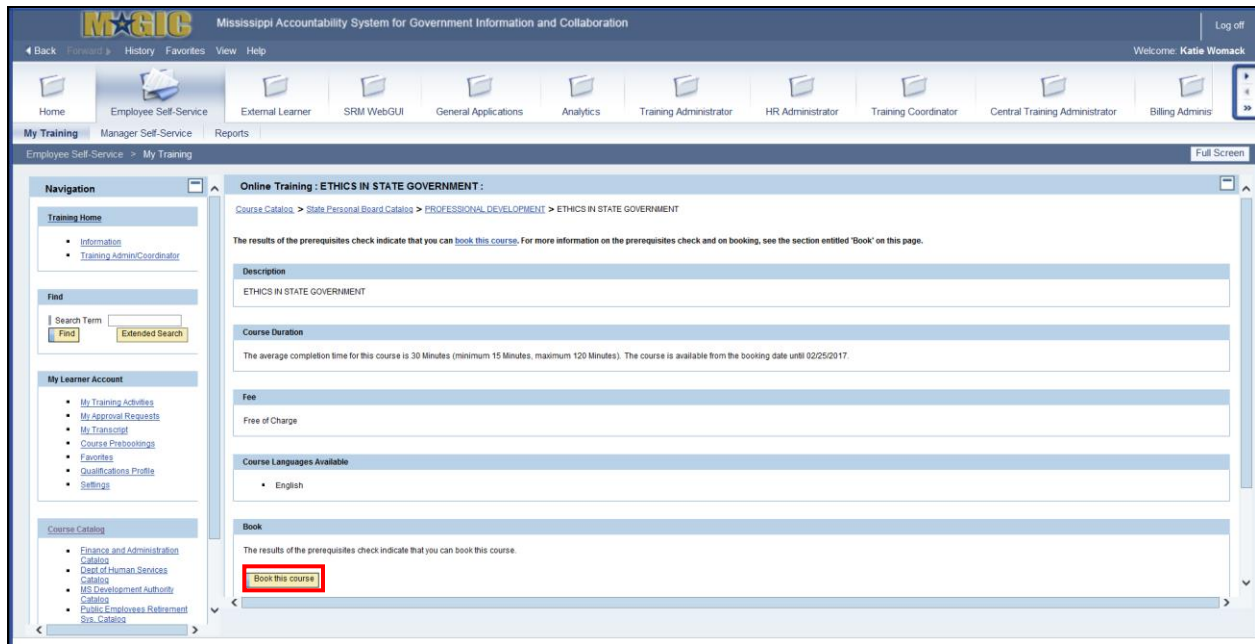
Your Action...	System Response...
3. Select the <b>State Personnel Board Catalog</b> .	The Subject Area State Personnel Board Catalog screen will appear.

The screenshot shows the MAGIC system interface. At the top, there is a navigation bar with icons for Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, Training Coordinator, and Central Training Admin. Below the navigation bar, there is a 'My Training' section with a 'Subject Area State Personnel Board Catalog' tab selected. The main content area displays a list of subject areas and assigned courses. The 'PROFESSIONAL DEVELOPMENT' subject area is highlighted in red in the subject areas list.

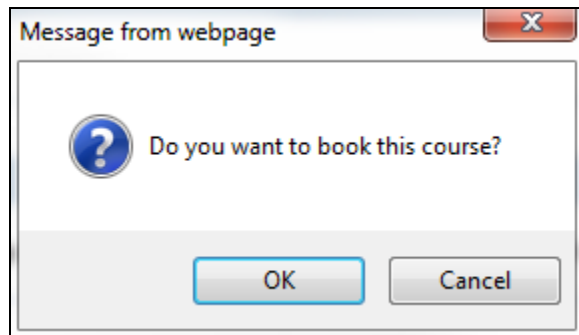
Your Action...	System Response...
4. Select the <b>Professional Development</b> under Assigned Subject Areas.	The Subject Area Professional Development screen will appear.



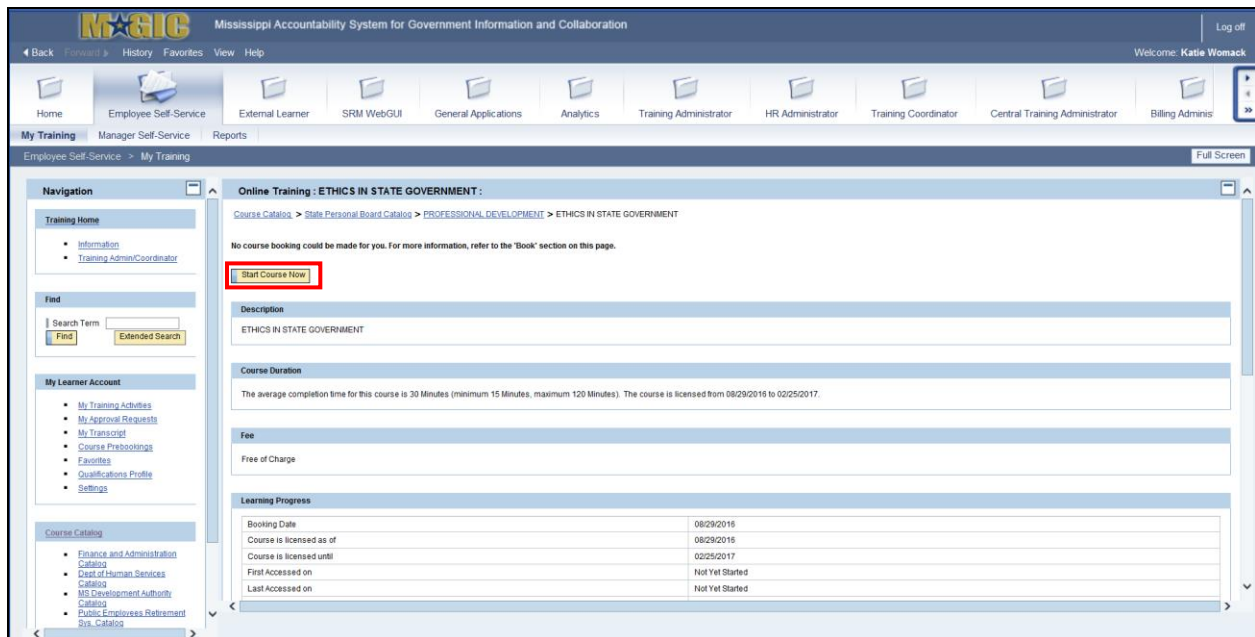
Your Action...	System Response...
5. Select the <b>Ethics in State Government Online Course</b> .	The Online Training: Ethics in State Government screen will appear.



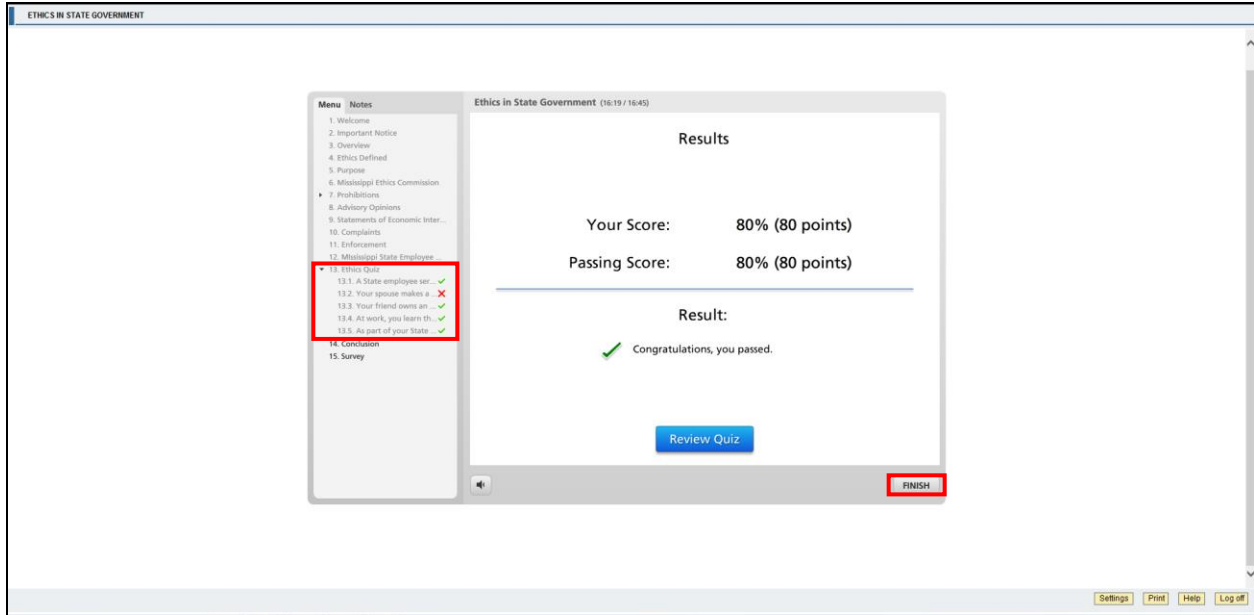
Your Action...	System Response...
6. Select <b>Book this Course.</b>	The "Do you want to book this course?" box will appear.



Your Action...	System Response...
7. Select <b>OK.</b> (You may need to "Refresh" the screen.)	The Start Course Now screen will appear.

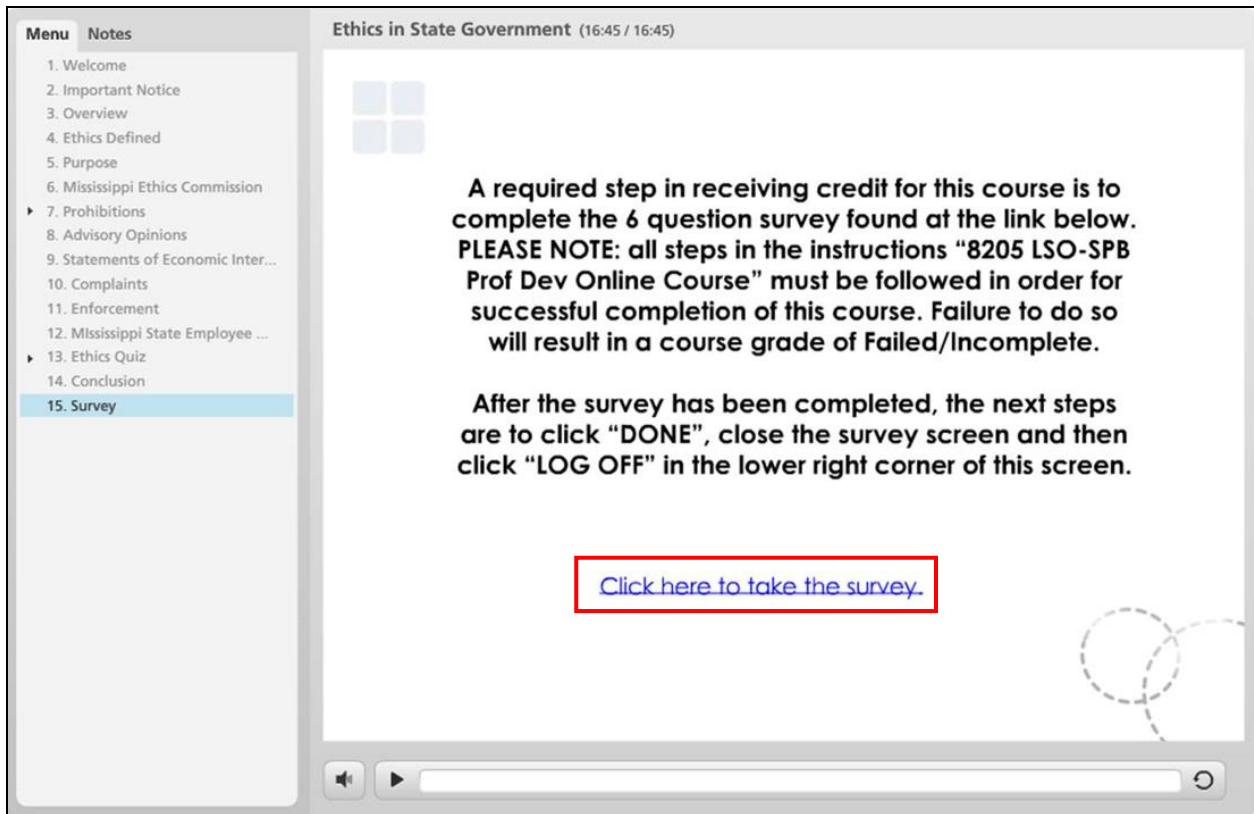


Your Action...	System Response...
8. Select <b>Start Course Now.</b>	The Course will begin.
9. Once the Course is concluded, you must complete the required Quiz on Ethics in State Government.	The Results screen will appear.



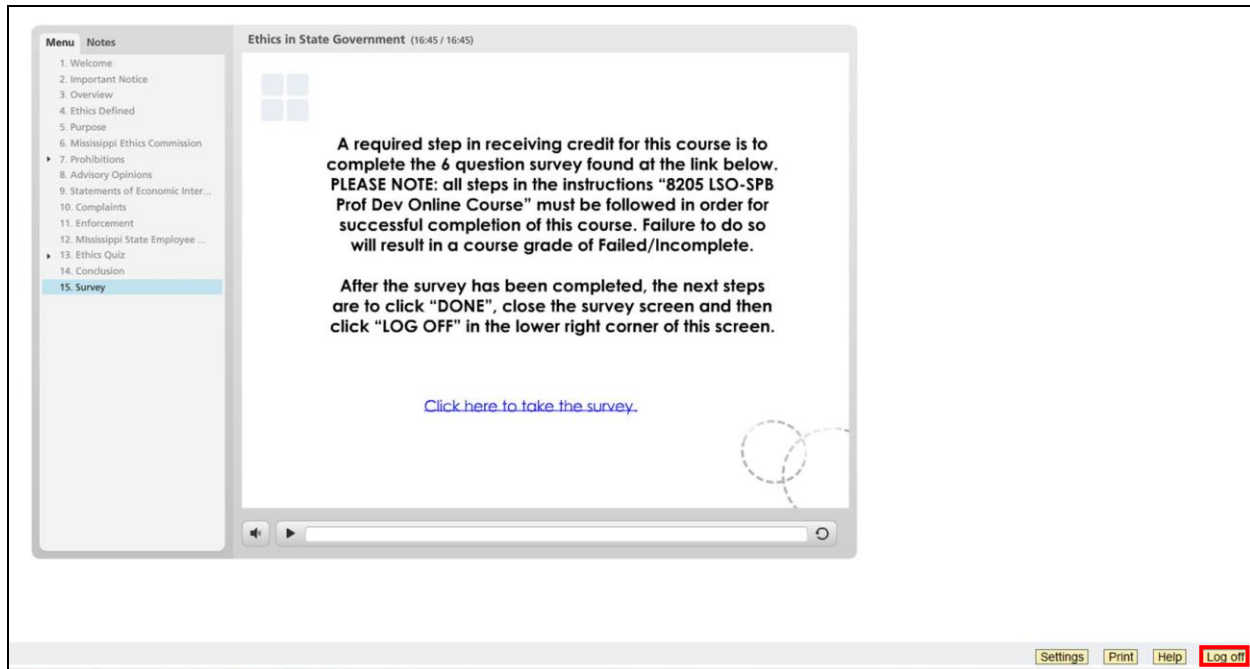
**Note:** *Even though this screen displays the results of your quiz, you have not yet finished all the requirements for completion.*

Your Action...	System Response...
10. Select <b>Finish</b> .	The “Click here to take the survey” screen will appear.

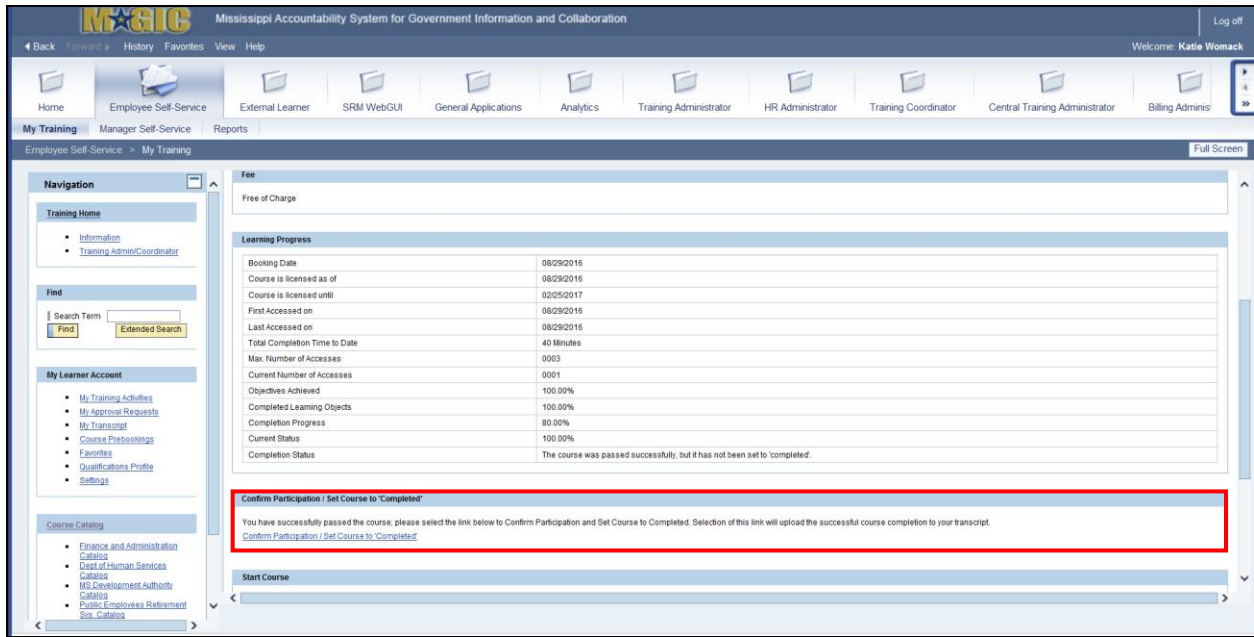




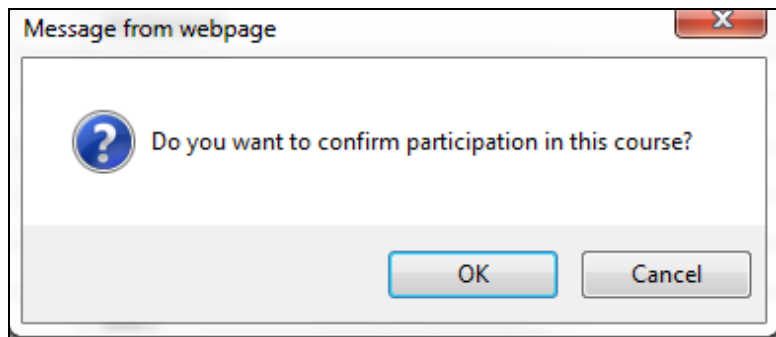
Your Action...	System Response...
11. Select <b>Click here to take the survey.</b>	The Survey screen will appear.
12. Select <b>Done</b> after the survey has been completed.	
13. Close the Survey Screen.	The "Click here to take the survey" screen will re-appear.



Your Action...	System Response...
14. Select <b>Log Off.</b>	The "Start Course Now" screen will appear.
15. Review the Completion Status near the bottom of the screen.	<p>One of these messages appears:            "The course was passed successfully, but it has not been set to 'completed.'" <b>or</b>            "The course was not passed successfully."</p> <p>If you receive the message:            "The course was <u>passed successfully</u>, but it has not been set to 'completed,' you will then follow the remaining instructions.</p> <p>If you receive the message:            "The course was <b>not passed successfully</b>," choose <b>Cancel</b> when asked to confirm participation. You will need to retake the course at this point.</p>



Your Action...	System Response...
16. Once the Course has been finished, select the <b>Confirm Participation/Set Course to Completed</b> link.	The “Do you want to confirm participation in this course?” screen will appear.



Your Action...	System Response...
17. Select <b>OK</b> .	The system will update this screen with “Your participation in this course has been completed” and will change the Completion Status accordingly.

The course will be added to the employee’s transcript during an overnight process.

**NOTE:** If the employee does not pass the course, they may retake the course. The employee will have three (3) opportunities to complete the quiz. If the employee does not pass after the three (3) times, they will be required to re-register for the course and start over.