Mississippi Management and Reporting System

Department of Finance and Administration

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

LSO - SPB Ethics in State Government Online Course TABLE of Contents

Overview	. 3
Magic Portal Logon Information	. 3
Book Online Courses	4

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.

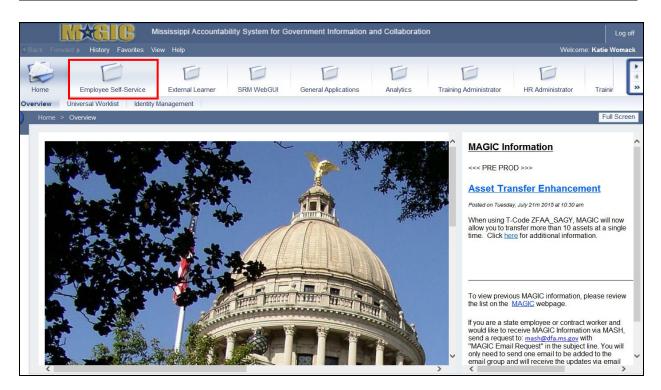
Magic Portal Logon Information

The website address used to access MAGIC is: <u>https://portal.magic.ms.gov/irj/portal</u>. Note: If you have difficulty with viewing the training course, please review <u>MAGIC</u> <u>Technical Requirements</u> 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).

* Mississips's Accountability System for Government Information and Collaboration	Having password problems? Please click on this <u>link</u> for help
bead	User*
	Password *
MAGIC is the Mississippi Accountability System for Government Information and Collaboration.	Log On
If you need access or additional information	
please go to the below website.	
http://www.dfa.ms.gov/dfa-offices/mmrs	

Once you log into MAGIC the following screen will appear.



Book Online Courses

Note: <u>All steps</u> 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 Employee Self Service tab.	The Employee Self-Service > My Training
	screen will appear.

	Alssissippi Accountability System for Government Information and Collaboration	Log off
	riew Help	Welcome: Katie Womack
Home Employee Self-Service	External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Training Coordinator	Central Training Admir
Employee Self-Service > My Training	and a second	Full Screen
Find Search Term Find Extended Search	Messages and Notes There are no messages or notes for you.	
My Learner Account My Training Addities	My Current Training Activities All (0)	
My Approval Requests My Transcript Course Prebookings Eavortles Qualifications Profile	Your current training activities in summarized format. CourseT Delivery MethodT ScheduleT LocationT Learning Progress The table does not contain any entries	≜ [∓] Start
Settings	Rafeah	Print
Course Catalog Finance and Administration Gatalog Dest of Human Senices Catalog Ma Development Adhente Catalog Public Employees Referement Size Catalog State Personal Board Catalog		
62007 by SAP AG		

	Your Action
2.	Select the Course Catalog tab.

System Response... The Course Catalog (Overview) will appear.

History Favorites View Help								
Home Employee Self-Service	6 6 6 6 6 6	Welcome Katle Womack						
Employee Self-Service > My Training		Full Screen						
Information Training Admin/Coordinator Find Search Term Se	Top-Level List Herarchy Display Pept of Human Services Cetalog Addition Advances Additional Cetalog Additional Advances Additional Cetalog Additional Advances Additional Cetalog Additional Advances Additional Advances Additional Advances Additional Advances Advanc							
Find Extended Search My Learner Account Wy Training Achites Wy Training Achites Wy Trainscript Course Prebookings Farorites Qualifications Profile Settings Course Catalog	CHLD SUPPORT SERVICES COLLOS FOR CONSTRUCTIONS CONSTRUCTIÓ							
Catalog C	MS Development Authonity Catalog Public Employees Retirement Sys. Catalog PROFESSIONAL DEVELOPMENT State Personal Board Catalog	, ·						

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

Mississippi Accountability System for Government Information and Collaboration	
■Back Forward ▶ History Favorites View Help	Welcome: Katie Womack
	ng Coordinator Central Training Admir
My Training Manager Self-Service Reports Employee Self-Service > My Training	Full Screen
Employee Self-Service > My Training Find Subject Area State Personal Board Catalog Course Catalog > State Personal Board Catalog Assigned Search Assigned Subject Areas	
My Learner Account The following subject areas are assigned to the subject area currently displayed: • My Training Activities Subject Areas • My Training Activities ADMINISTRATIVE SUPPORT CERTIFICATION PRO • My Training Activities ADMINISTRATIVE SUPPORT CERTIFICATION PRO • Ourses Probotings - General Control Problem • Earoring BSIIC SUPPORT CERTIFICATION PRO • Earoring - General Control Problem • Settings - Earoring • Settings - Earoring • Course Catalog - Earoring	
Course Conference Course State Program Course P	۸۳ ۲

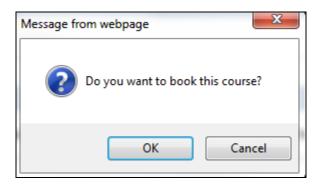
	Your Action	System Response
4. Sele	ct the Professional Development	The Subject Area Professional
unde	er Assigned Subject Areas.	Development screen will appear.

Home	Employee Self-Service	External Learner	Procurement	e-Grants	SRM WebGUI	General Applications	Analytics	HR Administrator	Training Coordinator	Home	Billing Administrator	Course Administration	Training Administrator		
Training	Manager Self-Service R	teports													
oyee Self-Sen	vice > My Training													Full Scr	
		CRUCIAL CO	UNVERSATION						Instru	ictor-led I raini	ng				
Navigat	tion	CULTURAL	DIVERSITY						Instru	ctor-led Traini	ng				
Training	Home	CULTURAL	DIVERSITY - P	ART 2					Instru	ctor-led Traini	ng				
		CULTURAL I	INTELLIGENCE						Instru	ctor-led Traini	ng				
- Into	ormation	CUSTOMER	SERVICE FOR	PROFESSIO	NALS				Instru	ctor-led Traini	ng				
	min/Coordinator	DECISIONS,	DECISIONS						Instru	ctor-led Traini	ng				
		DEFENDING	YOUR DECISI	ONS IN PERI	EVAL				Instru	ctor-led Traini	ng				
Find		DO YOU TRU	UST						Instru	ctor-led Traini	ng				
		Defending Me	gmt Decisions E	Before the EA	3/				Instru	ctor-led Traini	ng				
Search	Term	Developing E	Emotional Comp	etencies					Instru	ctor-led Traini	ng				
		EFFECTIVE	INTERVIEWIN	3 SKILLS					Instru	ctor-led Traini	ng				
Find	Extended Search	EMOTIONAL	INTELLIGENC	E					Instru	ctor-led Traini	ng				
		EMPLOYME	NT DISCRIMIN	ATION AWAR	ENESS&PREV				Onlin	e Training					
My Lear	ner Account	EMPOWERIN	NG YOURSELF	FOR CAREE	R SUCCESS					ctor-led Traini	ng				
 My 	Training	ETHICS FOR	CDM						Inch	Instructor lod Training					
	ivities	ETHICS IN S	TATE GOVER	MENT					Onlin	e Training					
	Approval	EVERYTHIN	G DISC WORK	PLACE					Instru	ictor-led Traini	ng				
	quests	FIVE GENER	RATIONS IN ON	E WORKPLA	CE				Instru	ctor-led Traini	ng				
	Transcript	FUNDAMEN	TALS OF PRO.	IECT MANAG	EMENT				Instru	ctor-led Traini	ng				
	urse Prebookings	GETTING YO	OUR MESSAGE	ACROSS					Instru	ctor-led Traini	ng				
	vorites	GRANT WRI	TING						Instru	ctor-led Traini	ng				
	alifications Profile	HABITS FOR							Instru	ictor-led Traini	ng				
 Set 	tings		NS: USING PE						Instru	ctor-led Traini	ng				
		HOW TO MA	NAGE MULTIP	LE PRIORITI	S					ctor-led Traini	•				
Course	Catalog	Habits for Su								ctor-led Traini	5				
• Ein	ance and		P: MBTI AND ST							ctor-led Traini	•				
Adr	ministration		ION TO PUBLI							ctor-led Traini	0				
	talog pt of Human		P AT EVERY L							ctor-led Traini	-				
Ser	vices Catalog	LEADERSHI	P STRATEGIES	S FOR PUBLI	C SECTOR				Instru	ctor-led Traini	ng				
Info	ormation														

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

MXCLC	Mississippi Accountability System for Government Information and Collaboration	
Back Forward History Favorites	View Help	Welcome: Katie Womack
Home Employee Self-Service		Billing Adminis
My Training Manager Self-Service Employee Self-Service > My Training	Reports	Full Screen
Navigation	Online Training : ETHICS IN STATE GOVERNMENT :	
Training Home	Course Catalog. > State Personal Board Catalog > PROFESSIONAL DEVELOPMENT > ETHICS IN STATE GOVERNMENT	
Information Training AdmintCoordinator	The results of the prerequisites check indicate that you can book this course. For more information on the prerequisites check and on booking, see the section entitled 'Book' on this page.	
	Description	
Find	ETHICS IN STATE GOVERNMENT	
Search Term Extended Search	Course Duration The average completion time for this course is 30 Minutes (minimum 15 Minutes), The course is available thom the booking date until 02/25/2017.	
My Learner Account		
My Training Activities	Fee	
<u>My Approval Requests</u> <u>My Transcript</u>	Free of Charge	
Course Prebookings		
Favorites Qualifications Profile	Course Languages Available	
Settings	English	
	Book	
Course Catalog		
Einance and Administration Catalog Dept of Human Services	The results of the prerequipiles check indicate that you can book this course.	
Catalog MS Development Authority	Bookthis course	~
Catalog Public Employees Retirement Sys. Catalog	v <	>
< >>		

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



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

d Back Forw	History Favorites		bility System for Go	overnment Information	and Collaboratio	on				Log off Welcome: Katle Womack
Home	Employee Self-Service	External Learner	SRM WebGUI	General Applications	Analytics	Training Administrator	HR Administrator	Training Coordinator	Central Training Administrator	Billing Adminis
My Training	Manager Self-Service R	Reports								
Employee Self-	Service > My Training									Full Screen
	ome formation saining AdminiCoordinator	Course Catalog > State F	be made for you. For more	VVERNMENT : PROFESSIONAL DEVELOPMENT information, refer to the 'Book'						
- Mu - Mu - Cr - Ea	y Training Activities y Approval Requests y Transcript ourse Preboolings avoitles ualifications Profile	Course Duration The average completion Fee Free of Charge Learning Progress	n time for this course is 30	Minutes (minimum 15 Minutes, n	maximum 120 Minutes). The course is licensed from 09/29	ài2016 lo 02/25/2017.			
- Di Ci Ci Ci Ci Ci	talog nance and Administration set of Human Services 3 Development Authority biblic Employees Reterment vs. Catalog	Booking Date Course is licensed as Course is licensed un First Accessed on Last Accessed on				08/29/2016 08/29/2016 02/25/2017 Not Yet Started Not Yet Started				,.

	Your Action	System Response
8.	Select Start Course Now.	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.

ETHICS IN STATE GOVERNMENT	
	,
Menu Notes	Ethics in State Government (16:19/16:45)
1. Walcianne 2. Important: Motice 2. Important: Motice 3. Overview 4. Rhich Defined 5. Nurpose 6. Manuspip (Rhich Commission 7. Nurbalitation 4. Architecy Definitions 4. Architecy Definitions	Results
 Statements of Economic Inter Completensis Ferforcement 	Your Score: 80% (80 points)
12. Mitsinippi State Employee ▼ 13. tPilits Quiz 13.1. A State employee ser	Passing Score: 80% (80 points)
13.2. Your spouse makes a . ★ 13.3. Your find own an ✓ 13.4. At note, you learn th ✓ 13.5. At part of your State ✓	Result:
14. Conclusion 15. Survey	🖌 Congratulations, you passed.
	Review Quiz
	■ FINISH
	Settings Print Help Log of

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

Your Action	System Response
10. Select Finish.	The "Click here to take the survey" screen
	will appear.

Menu Notes	Ethics in State Government (16:45 / 16:45)
 Nvenu Votes 1. Welcome 2. Important Notice 3. Overview 4. Ethics Defined 5. Purpose 6. Mississippi Ethics Commission 7. Prohibitions 8. Advisory Opinions 9. Statements of Economic Inter 10. Complaints 11. Enforcement 12. Mississippi State Employee 13. Ethics Quiz 14. Conclusion 15. Survey 	<text><text><text><text></text></text></text></text>

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

	Ethics in State Government (16:45/16:45)	
Menu Notes	Links III state Geveniments (10/42/10/42)	
2. Important Notice		
3. Overview		
4. Ethics Defined		
5. Purpose		
6. Mississippi Ethics Commission	A required step in receiving credit for this course is to	
 7. Prohibitions 	complete the 6 question survey found at the link below.	
8. Advisory Opinions	PLEASE NOTE: all steps in the instructions "8205 LSO-SPB	
9. Statements of Economic Inter		
10. Complaints	Prof Dev Online Course" must be followed in order for	
11. Enforcement	successful completion of this course. Failure to do so	
12. Mississippi State Employee 13. Ethics Ouiz	will result in a course grade of Failed/Incomplete.	
 13. Etnics Quiz 14. Conclusion 		
15. Survey	After the survey has been completed, the next steps	
is. survey	are to click "DONE", close the survey screen and then	
	click "LOG OFF" in the lower right corner of this screen.	
	Click here to take the survey.	
	Cilck here to take the solvey.	
	* >	
		Settings Print Help Lo

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

ack Forward > History Favorites 1		Welcome: Katie	e Wo
Iome Employee Self-Service	External Learner SRM WebGUI General Applic	ations Analytics Training Administrator HR Administrator Training Coordinator Central Training Administrator Billing Administrator	nis
Training Manager Self-Service F ployee Self-Service > My Training	Reports	F	ull S
Navigation	Fee Free of Charge		
Training Home			
Information	Learning Progress		
Training Admin/Coordinator	Booking Date	08/29/2016	
	Course is licensed as of	0829/2016	
Find	Course is licensed until	0225/2017	
	First Accessed on	08(292016	
Search Term	Last Accessed on	0829(2015	
Find Extended Search	Total Completion Time to Date	ookaaciio Ad Minutes	
	Max. Number of Accesses	40 mm/dem 0003	
My Learner Account	Current Number of Accesses	0001	
 My Training Activities 	Objectives Achieved	100.00%	
 My Approval Requests 	Completed Learning Objects	100.00%	
 My Transcript 	Completion Progress	80.00%	
Course Prebookings	Current Status	100.00%	
Favorites Qualifications Profile	Completion Status	The course was passed successfully, but it has not been set to 'completed'.	
Settings	Confirm Participation / Set Course to 'Completed'		_
Course Catalog	You have successfully passed the course; please select the link below Confirm Participation / Set Course to 'Completed'	to Confirm Participation and Set Course to Completed. Selection of this link will upload the successful course completion to your transcript.	
Einance and Administration Catalog Dept of Human Services Catalog	Start Course		_
 MS Development Authority 	and course		
Catalog Public Employees Retirement	<		

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

Message fr	rom webpage
?	Do you want to confirm participation in this course?
	OK Cancel

Your Action	System Response
17. Select OK.	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.