

Online Ethics Training Instructions:

1. From your computer, log in to <http://www.dpe.edu/ethics>
2. Click on the “New User? Register Here” hyperlink below the Registered User box.
3. Fill in the registration form and the system will generate and email you a User ID and password (Note: Under user type, set the dropdown to “College User”).
4. From the login screen, enter your User ID and password and click “Submit.”
5. Prior to beginning your training session, print out the four pdf files listed in the folders on the left hand side of the screen. You can print them by clicking on the folder. They are, “Alabama Code of Law,” “Top 10 Ways to Avoid Violating the Alabama Ethics Law,” Handbook for Public Employees,” and “All About Ethics.” You will need these materials as you view the presentation as they will be referred to during the seminar.
6. Once you have the printed materials, click on “Click Here to Begin.”
7. If you watch the training from your office, be sure to select “High Speed/DSL” above the player. Click play, and the video will begin. It is approximately one hour long.
8. At the conclusion of the video, the link “Click Here for Certificate” will appear. Click on this link, and print out the pdf certificate that it generates. Please sign this certificate and send by intercampus mail to the Personnel Office on the Jasper Campus. This certificate is something that will be checked for in our next audit.

I apologize for not having this to you sooner, but we had a technical disconnect between our campus system and the Postsecondary system that Danny Arnold worked over the weekend to get resolved. I have heard from some of my HR colleagues that there have been some technical difficulties, so please call me or email me if you have any problems.

Thank you in advance for your help and support with this new requirement from Postsecondary.