



NAVIGATING JCOPE'S FDS ONLINE APPLICATION

October 2015

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Logging in to the JCOPE FDS Online Application



To access the new FDS Online application, all users **must** have a New York State Directory Services Account. Ethics Officers must e-mail JCOPE their Directory Services Account username at ethel@jcope.ny.gov in order to gain access to the new JCOPE FDS Online application **PRIOR** to completing the following steps.

- ➔ Ethics Officers will receive an e-mail response when their Directory Services Account is linked to the new FDS Online Application.
- ➔ If you do not have a Directory Services Account, contact your human resources administrator.

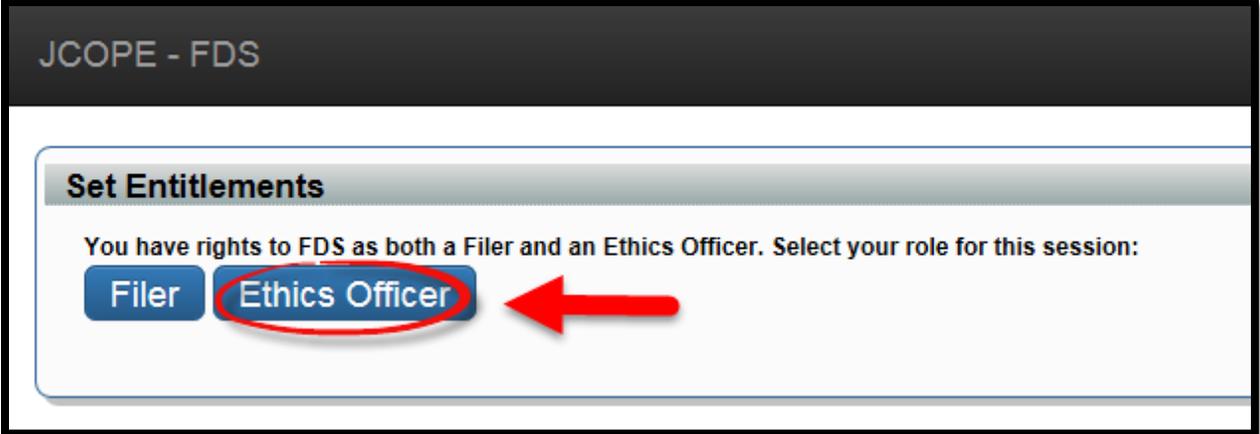
First Steps

1. Go to <https://my.ny.gov/>
2. Click **“Sign-In”**
3. Enter your **“Username”** and **“Password”** in the appropriate fields
4. Click **“Sign-In”**
5. Select **“JCOPE Financial Disclosure System FDS”**

Ethics Officers who are also FDS Filers

Ethics Officers who are also FDS Filers are prompted to select a role when logging into the FDS Online Application. *See below.*

- ➔ To file or make changes to your FDS Filings, select “Filer”
- ➔ To add and view your agency FDS Filers, select “Ethics Officer”



Ethics Officers can access the new JCOPE Financial System FDS two ways:

1. Go to <https://my.ny.gov/> and log in to your NYS Directory Services Account; or
2. The JCOPE website at www.jcope.ny.gov under the “Submit a Filing” sub-heading located in the lower left side of the screen.

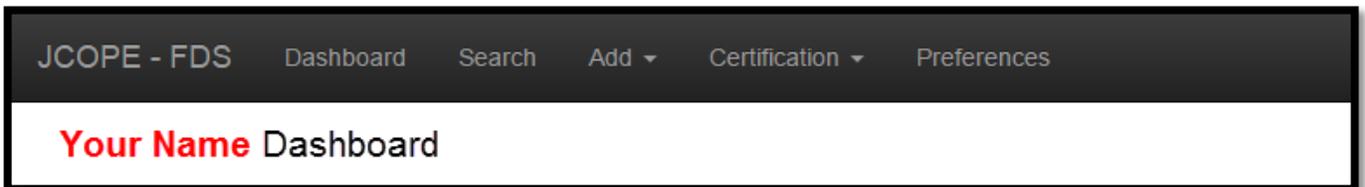


Welcome to the Ethics Officer Dashboard

What is a dashboard?

A dashboard is a visual display that organizes and tracks the most commonly used information in a format that fits entirely on a single computer screen.

The Ethics Officer Dashboard has two areas of navigation; **main** and **sub navigation**. **Main navigation** is distinguished by the dark grey bar, *see below*.



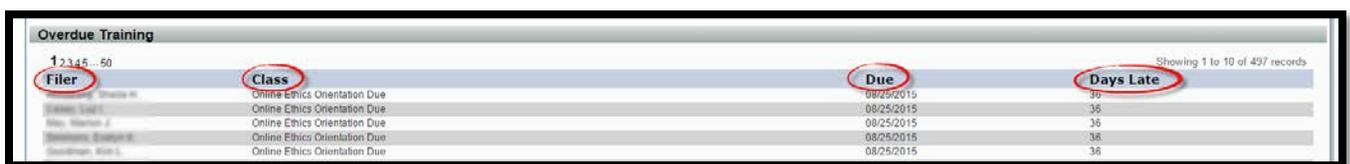
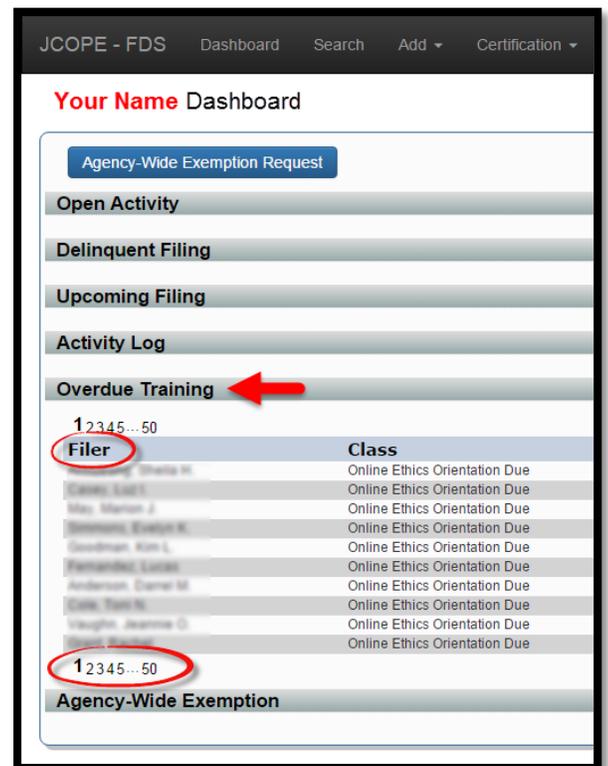
Sub navigation Menu

The Ethics Officer Dashboard is built to easily organize and track the following categories of data within each of the following sub navigation menus:

- Open Activity
- Delinquent Filing
- Upcoming Filing
- Activity Log
- Overdue Training
- Agency – Wide Exemption

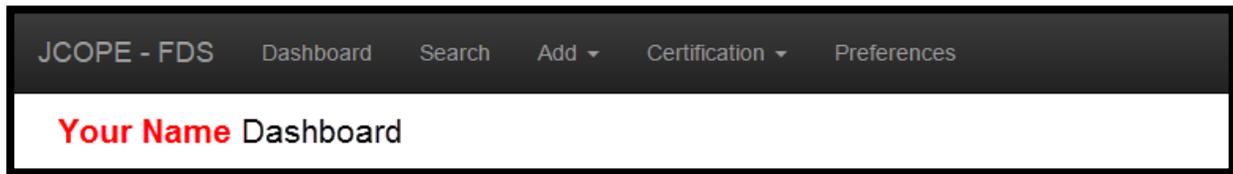
To view the data within each of these sub navigation menus, click the corresponding light grey column bar to expand the data. Click the grey column bar again to collapse and hide the data. To view results that span more than one page, click the page numbers.

PRO TIP: Column headings can be filtered to display information alphabetically or in ascending or descending order. Click any column heading to filter results. *See below*.



Main Navigation Menu

Let's take a moment now to explore the functionalities built into the “**Main Navigation Menu**”

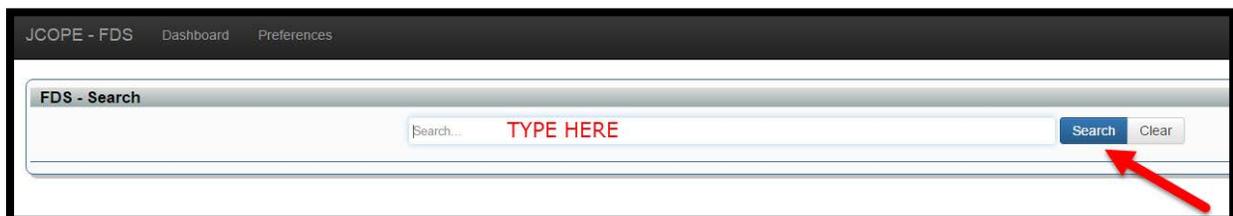


- The “**JCOPE – FDS**” and the “**Dashboard**” menu options both direct you to the main dashboard page (the initial page you view every time you log into the FDS system).
- The “**Search**” button allows you to search for Financial Disclosure Filers within your agency/entity.
- The “**Add**” drop down menu allows you to add a new Agency Contact or a new FDS Filer to your agency.
- “**Certification**” drop down menu allows you to notify JCOPE of any new FDS Filers in your agency; and view and enter training information.
- “**Preferences**” menu – allows you to select your default color scheme.

▼ **PRO TIP:** Form fields and menu items that contain a symbol of an upside down triangle indicate a drop-down menu. Clicking on the symbol will expand or collapse the drop-down menu.

Using the Search Function

1. To search for an FDS Filer, click the “**Search**” button from the main navigation menu.
 - ➔ You can search for an FDS Filer by typing any of the following information into the search bar: Last name; First name; FDS ID; Primary Agency Name; or E-mail address of filer.



2. Click the **“Search”** button to find the filer.
3. To select and view the information of any FDS Filer, click the magnifying glass icon under the **“FDS ID”** column.



FDS - Search	
FDS ID	Name
444	Robertson, Connor
83	Robertson, Richard L.
80	Pera, Robert
254	Wheeler, Robert
68	Karnes, Roberts N.
1234	Conroy, Robert
1343	Karr, Robert
1214	Shaw, Robert
1096	Leslie, Robert
993	Clark, Robert

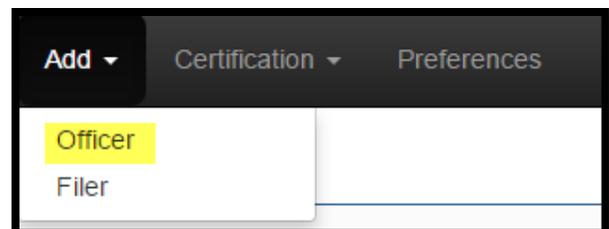
Adding an Agency Contact and/or Filer

As an Ethics Officer you have the ability to designate an **“Agency Contact”** to your agency.

- An **“Agency Contact”** has the ability to add new filers as well as enter and update FDS Filer training information.
- If you are an Ethics Officer of more than one agency, you may designate an **“Agency Contact”** to a subsidiary agency. We call these parent/child relationships. Agency Contacts can only view information to the agency they are assigned. If you are an Ethics Officer of multiple agencies, you have the ability to view and update information for each agency to which you are assigned.

Steps to designate an Agency Contact

1. From the **“Add”** Main Menu select **“Officer”**
2. Enter the contact information in the appropriate fields
3. In the **“Officer Type”** drop down menu, select **“Agency Contact”**
4. Assign the Agency Contact to an Agency by clicking the **“Select an Agency”** search field. A drop down menu of agencies will appear. See screenshot below.
5. Click **“Add Officer”**



PRO TIP: Fields denoted with an * asterisk are required fields.

Steps to add a new FDS Filer

1. From the **“Add”** Main Menu select **“Filer”**
2. Enter the FDS Filers contact information in the appropriate fields
3. The **“NYSDS ID”** is the persons NYS Directory Services Account username.

4. In the **“Status”** drop down menu, select **“Active”**
5. Select the Effective Date by clicking the green calendar icon.



6. Assign a new FDS Filer to an agency by clicking inside the **“Agency Name”** search bar. A drop down menu of agencies will appear. If an FDS Filer has more than one agency, click the star icon to designate an agency as an FDS Filer’s primary agency.



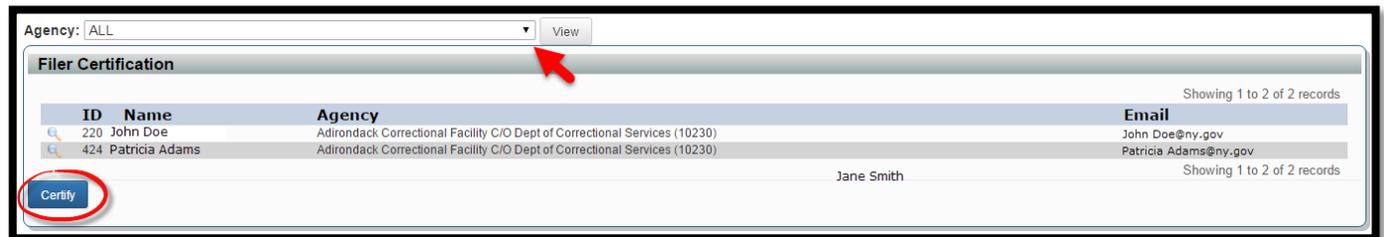
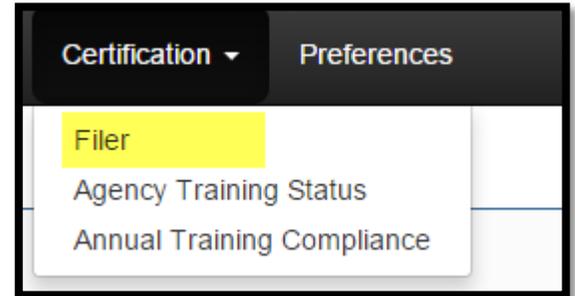
7. Select the **“Designation”** drop down menu
8. Select the **“Job Status”** drop down menu to indicate if an FDS Filer is active, on leave, or has left State service.
9. Click **“Add Filer”**

Certification → Filer

Every agency must submit to JCOPE an annual “FDS Filer List,” which lists all current agency personnel who are required to file an FDS (i.e., all personnel who are either Policy Makers or Threshold Filers).

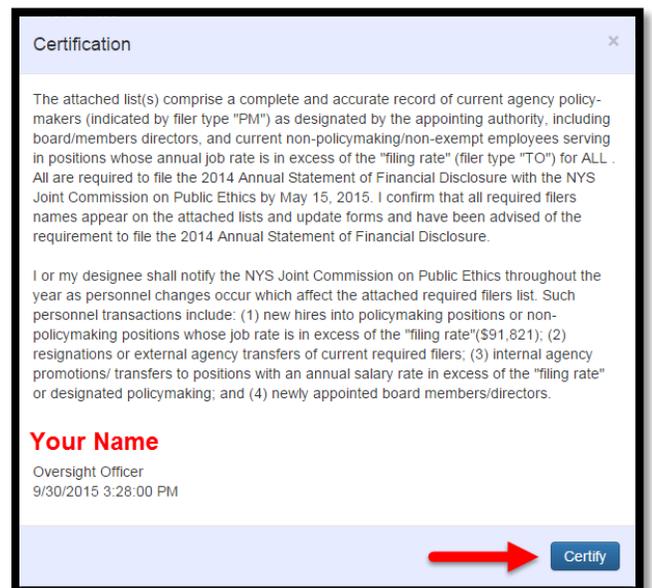
What am I certifying to?

As an Ethics Officer, part of your responsibilities includes adding new FDS Filers to your agency filer list. The Filer Certification is a list of all current FDS Filers in your agency. You are certifying that this list is accurate and complete. **See statement below.**



Steps to Certify all Agency FDS Filers

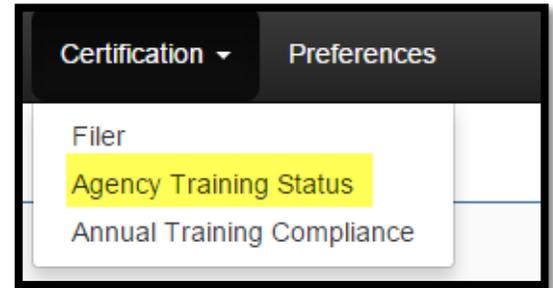
1. Click the “Agency” drop down menu
2. Select the agency
3. Click “View”
4. Verify all required FDS Filers are listed. If an FDS Filer is missing, you will need to add a new FDS Filer by using the “Add → Filer” function under the main navigation menu.
5. Click “Certify”



Certification → Agency Training Status

FDS Filers are required to complete three mandatory ethics trainings. Ethics Officers are responsible for entering training information of every FDS Filer within their agency.

The “Agency Training Status” menu is a snapshot of cumulative training statistics of every FDS Filer within your agency. As an Ethics Officer or Agency Contact, you have the ability to enter, view and filter training statistics depending on your need.



Agency: View

Annual Training Status
Filter By Class: ALL

Showing 1 to 3 of 3 records

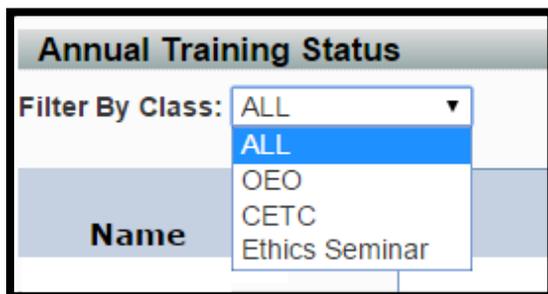
Name	Orientation			CETC			Ethics Seminar		
	Due	Complete	Status	Due	Complete	Status	Due	Complete	Status
John Doe	08/25/2015		Tested Out	08/27/2017	08/20/2015	Completed	08/20/2018	08/25/2015	Completed
Patricia Adams	12/03/2015		Not Completed	09/04/2017		Not Completed	TBD		Not Completed
Jane Smith	08/25/2015		Not Completed	08/27/2017		Not Completed	TBD		Not Completed

Showing 1 to 3 of 3 records

The following functionality is available under the “Agency Training Status” menu:

- View a snapshot of your agencies current training status with the ability to filter results by class
- Enter and Update FDS Filer training information
- View an individual FDS Filer Dashboard
- Send e-mail reminders to an FDS Filer

“Filter By Class” drop down menu.



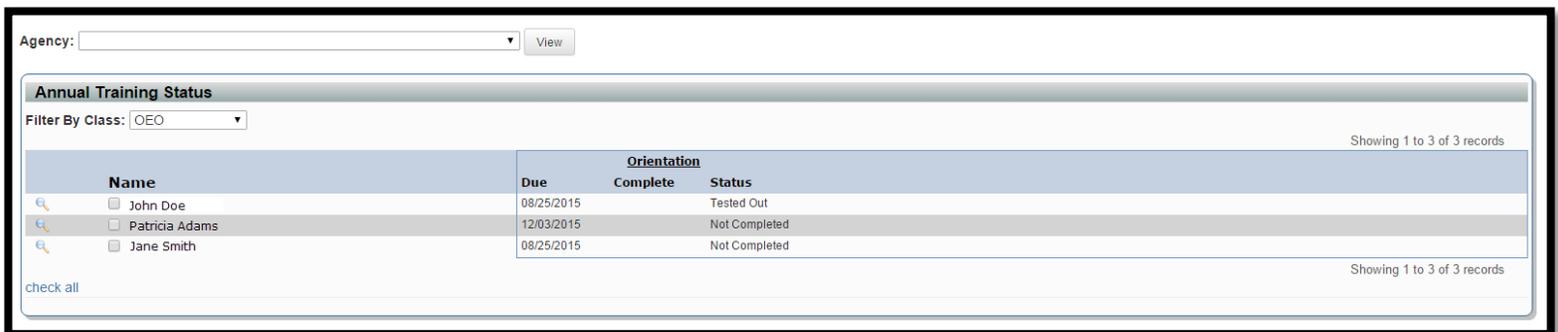
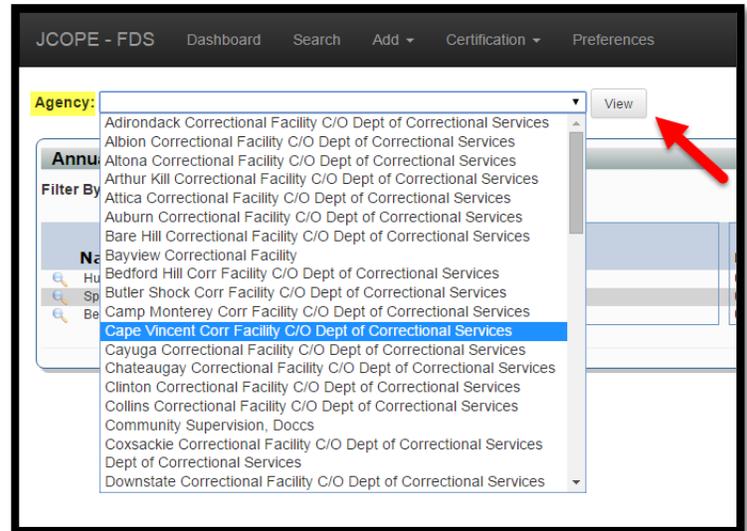
***OEO – Online Ethics Orientation:** Available to agencies on the Statewide Learning Management System (“SLMS”). New FDS Filers must complete this online training within the first 90 days of becoming an FDS Filer. Filers can “test out” of this requirement by taking the CETC (see below) within the first 90 days.

***CETC – Comprehensive Ethics Training Course:** New FDS Filers must complete this live, two-hour instructor led training within the first two years of becoming an FDS Filer.

***Ethics Seminar** – FDS Filers must complete this live, instructor-led training within three years from having completed the CETC.

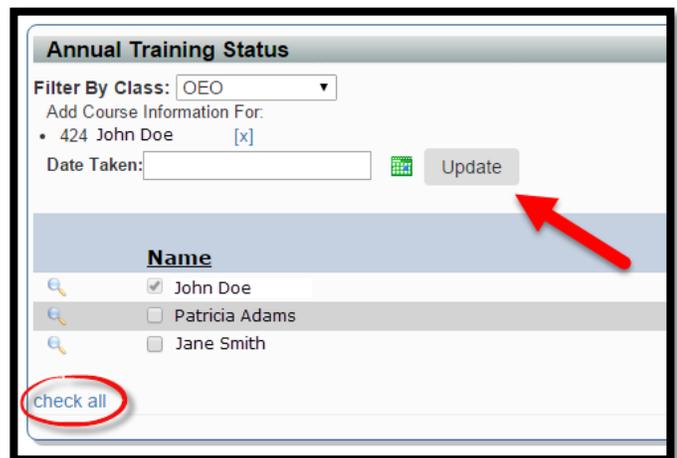
If you are an Ethics Officer of more than one agency, to view training data from additional agency/entities, select: **“Certification”** from the main navigation menu → **“Agency Training Status”**

Under the **“Agency”** drop down menu, select the agency/entity and click **“View.”**



Steps to enter and update training information for an FDS Filer

1. Select the training class by using the **“Filter By Class”** drop down menu.
2. Click the check box next to the name(s) of the FDS Filer you want to add training information for, or to select all filers simultaneously, click the **“Check All”** button.
3. To unselect an FDS Filer click the blue [X] icon.
4. Click the green calendar icon to select the training date.
5. Click the **“Update Button”** when you have finished.



Viewing the Dashboard of an FDS Filer

Steps to view an FDS Filer Dashboard

1. Under the **Certification Main Menu**, select **“Annual Training Status”**
2. Click the **“hour glass”** next to the name of the FDS Filer you wish to view



The dashboard of an FDS Filer is broken down into four distinct sub navigation menus. To expand or collapse any of the sub navigation menus, click the appropriate light grey column bar.

The screenshot displays the FDS Filer Dashboard for a user with ID 424. The dashboard is divided into several sections:

- Filer**: Contains contact information for the filer, including NYSDS ID, NYS Emp ID, Status (Active), Last, First, Middle Initial, Street, City, State (NEW YORK), Zip, Country (UNITED STATES), and Exemption Status (Not Exempt).
- Agency**: Lists the primary agency, Adirondack Correctional Facility C/O Dept of Correctional Services (10230), along with Job Title, Salary (\$32,752), Designation (Legislative Ethics Commission Long Form), Job Status (FSLA Leave), Job Status Start Date (5/1/2015), and Job Status End Date (6/2/2015).
- Activity Log**: A section for tracking tasks, with a red arrow pointing to its header.
- Officer**: A section for viewing ethics officers.
- Reminder**: A section for setting reminders, featuring a "New Reminder" form with fields for Reminder Type and Custom Reminder Text, and buttons for "Add Reminder" and "Clear".

1. **Filer and Agency** – displays the FDS Filer contact information and denotes a filers’ primary and any applicable secondary agencies.
2. **Activity Log** – a “to-do” list of tasks that are associated with the FDS Filer. The Activity Log task bar window can easily be filtered by selecting and unselecting any of the sub categories. To filter results, click any of the subcategory buttons shown below.

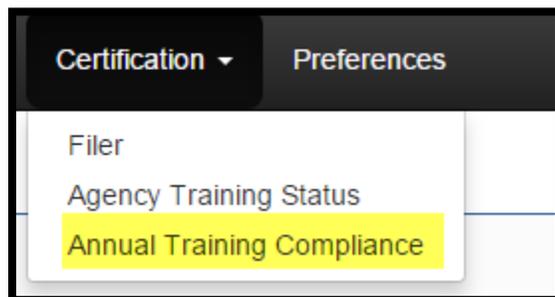


3. **Officer** – displays the contact information of the FDS Filers agency Ethics Officers and any applicable Agency Contacts.

Annual Training Compliance

Ethics Officers are required to submit their Agency's Annual Ethics Training Compliance Report to JCOPE by January 31 every year.

Annual Training Compliance is a snapshot of your agency's training status with respect to the three mandatory ethics trainings for your entire agency. The Annual Training Compliance runs from January 1 to December 31.



Steps to submit your agency Annual Training Compliance

1. Select **“Annual Training Compliance”** from the **“Certification”** main navigation menu
2. Select the agency you wish to submit the compliance report for, utilizing the agency drop down menu
3. Click **“View”**
4. Verify the training dates, and completion status of all FDS Filers for the agency
5. Click **“Submit Certification”**
6. To edit training data, click **“Unsubmit Certification”**

Need help?

Contact the JCOPE helpdesk at 518.474.3973