



NAVIGATING JCOPE'S FDS ONLINE APPLICATION

February 2016

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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.

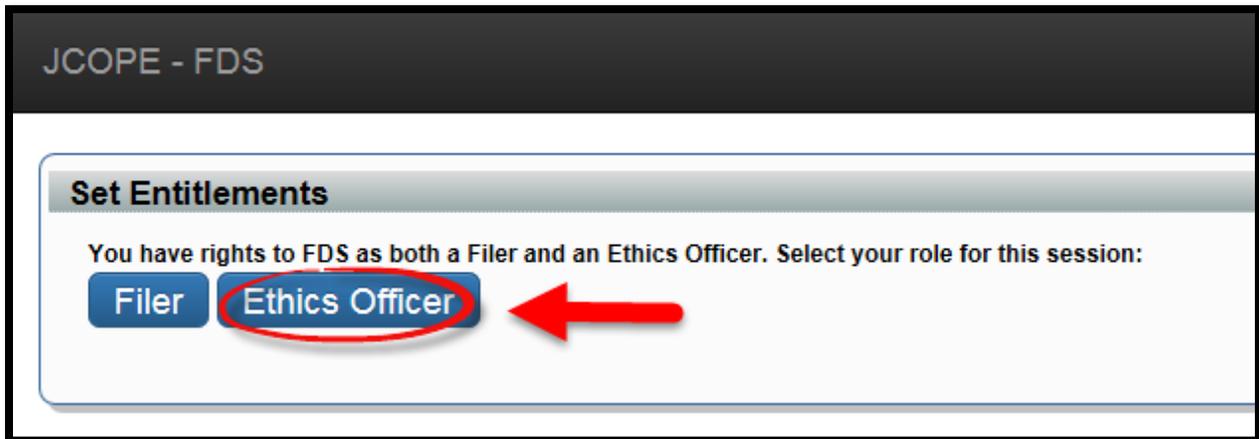
First Steps

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”



JCOPE - FDS

Set Entitlements

You have rights to FDS as both a Filer and an Ethics Officer. Select your role for this session:

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.



NY.gov ID

Username:
[text input field]

Password:
[password input field]

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)



SUBMIT A FILING

[Lobbying Registration and Reporting - Online filing for Lobbyists, Clients, and Public Corporations](#)

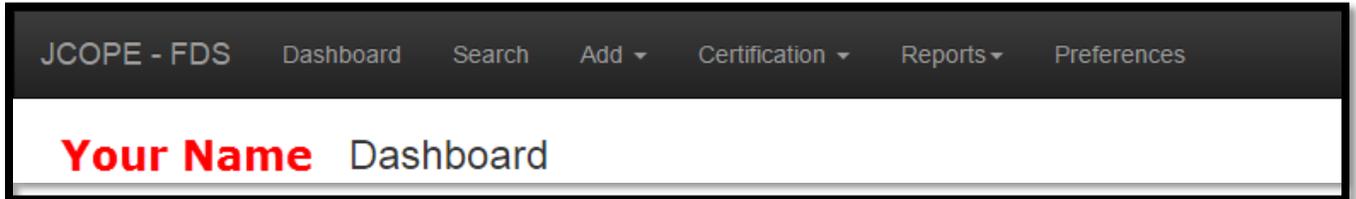
[Electronic Filing of Financial Disclosure Statements - Online filing for State Employees, and statewide elected officials.](#)

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 gray bar, *see below*.



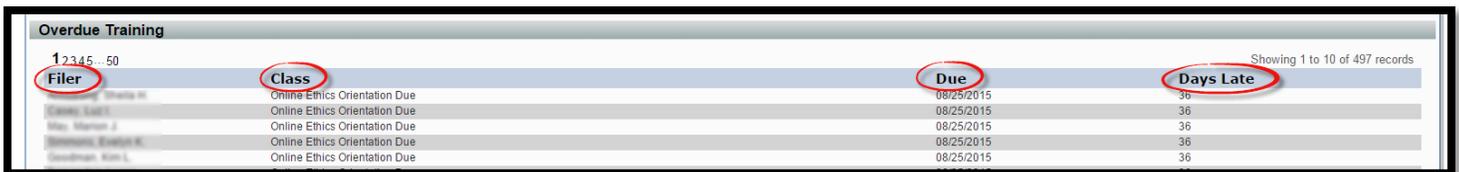
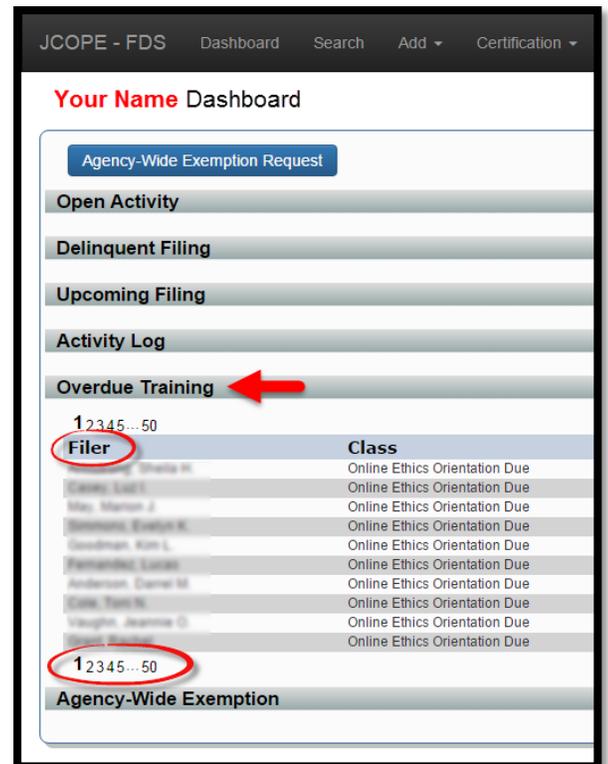
Sub navigation Menu

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

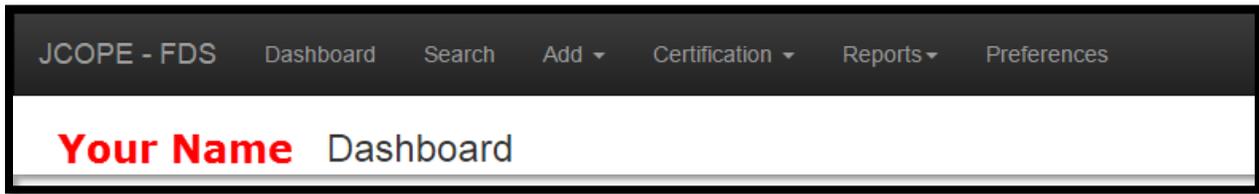
To view the data within each of these sub navigation menus, click the corresponding light grey column bar to expand the data. Click the grey column bar again to collapse and hide the data. To view results that span more than one page, click the page numbers.

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*.



Filer	Class	Due	Days Late
Shaw, Steve W.	Online Ethics Orientation Due	08/25/2015	36
Chase, Lori L.	Online Ethics Orientation Due	08/25/2015	36
May, Marlene J.	Online Ethics Orientation Due	08/25/2015	36
Stevens, Evelyn K.	Online Ethics Orientation Due	08/25/2015	36
Goodman, Kim L.	Online Ethics Orientation Due	08/25/2015	36
Remondino, Lucian	Online Ethics Orientation Due	08/25/2015	36
Anderson, Darrel M.	Online Ethics Orientation Due	08/25/2015	36
Chen, Tracy H.	Online Ethics Orientation Due	08/25/2015	36
Vaughn, Joanne D.	Online Ethics Orientation Due	08/25/2015	36
Shaw, Steve W.	Online Ethics Orientation Due	08/25/2015	36

Main Navigation Menu



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

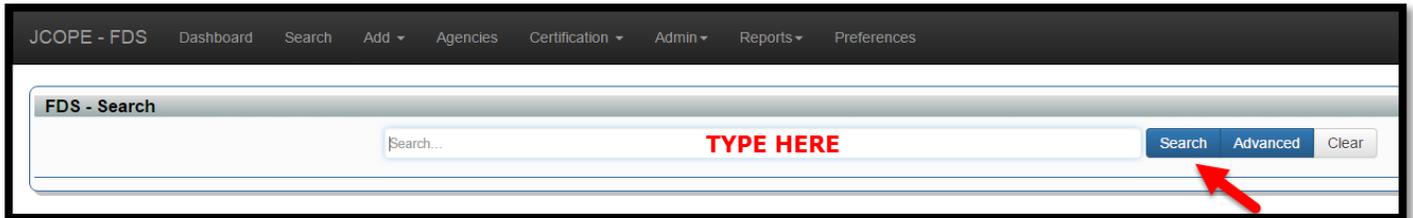
- The “**JCOPE – FDS**” and the “**Dashboard**” menu options both direct you to the main dashboard page (the initial page you view every time you log into the FDS system).
- The “**Search**” button allows you to search for Financial Disclosure Filers within your agency/entity.
- The “**Add**” drop down 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.
- “**Reports**” provides a list of all active filers (FDS Filers who have not left state service and are not on leave) within a specific agency.
- “**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.

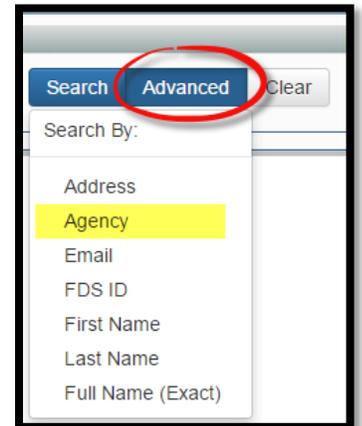
Using the Search Function

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 the Filer’s last name; or



- ➔ Click the **“Advanced”** button to search by: Address, Agency, Email, FDS ID, First Name, Last Name or Full Name (Exact).

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.



Viewing the Dashboard of an FDS Filer

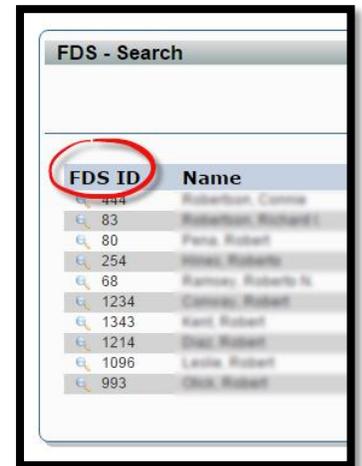
Steps to view an FDS Filer Dashboard

1. Find the profile of the FDS Filer by using the **“Search”** function located on the main navigation menu.
2. Click the magnifying glass icon under the **“FDS ID”** column next to the name of the FDS Filers whose profile and dashboard 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 gray column bar.

1. **Filer and Agency** – displays the FDS Filer contact information and denotes a filers’ primary and any applicable secondary agencies.



- Personal Info History** – displays recent changes to the Filers’ profile page including changes to contact information and employment.

Personal Info History		Showing 1 to 2 of 2 records
Modified	Changed Items	
02/18/2016 03:43:23 PM	Agency: [redacted] - Job Title: Asst Dir Personnel A	
12/23/2015 11:39:23 AM	NYSIDS ID: [redacted]; Active Name: [redacted]; Email: [redacted]	

Showing 1 to 2 of 2 records

- 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.

As an Ethics Officer, you may also write comments that will appear on the Activity Log. To add a new comment, type in the “Notes” window and click “Add Comment” when finished.

Activity Log					Showing 1 to 9 of 9 records
Date	Username	Activity	Notes	Status	
02/18/2016 03:43:23 PM	[redacted]	Not Required to File			
02/18/2016 03:43:23 PM	[redacted]	Filer Updated			
12/28/2015 02:01:03 PM	[redacted]	Filing Submitted - Electronic	Submitted on 12/28/2015 2:01:03 PM	Completed	
12/23/2015 11:39:23 AM	[redacted]	Not Required to File			
12/23/2015 11:39:23 AM	[redacted]	Filer Updated			
12/01/2015 08:39:18 AM	[redacted]	New Filing Due Date	2014	Due Date: 12/31/2015	
12/01/2015 08:39:18 AM	[redacted]	CETC Due		Due Date: 12/01/2017	
12/01/2015 08:39:18 AM	[redacted]	Online Ethics Orientation Due		Due Date: 02/29/2016	
12/01/2015 08:39:18 AM	[redacted]	Filer Created			

Showing 1 to 9 of 9 records

New Comment

Notes

Clear

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

Officer				Showing 1 to 3 of 3 records
Name	Agency	Email	Type	
[redacted]	Dept of Correctional Services (10160)	[redacted]	Agency Contact	
[redacted]	Dept of Correctional Services (10160)	[redacted]	Ethics Officer	
[redacted]	Dept of Correctional Services (10160)	[redacted]	Ethics Officer	

Showing 1 to 3 of 3 records

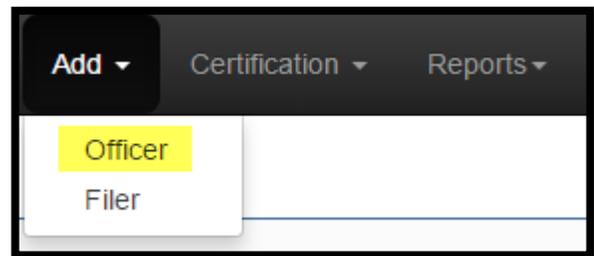
Adding an Agency Contact and/or Filer

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.

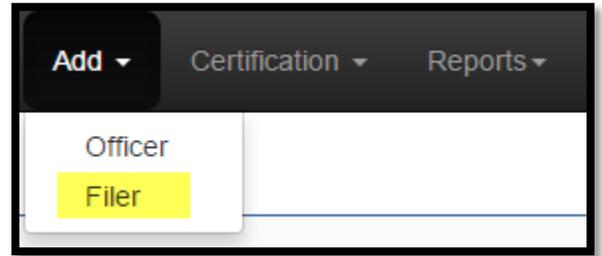
A screenshot of a web form titled 'Oversight Officer' and 'Agency'. The 'Oversight Officer' section has fields for '*NYSID ID', '*Officer Type' (a dropdown menu with a red arrow pointing to it), '*Last', '*First', 'Middle Initial', and '*Email'. Below these fields are buttons for 'Add Officer', 'Cancel', and 'Clear', with a red arrow pointing to 'Add Officer'. The 'Agency' section has a search field labeled '*Agency Name' with a red arrow pointing to it, and a dropdown list of agencies including 'Adirondack Correctional Facility C/O Dept of Correctional Services (10230)', 'Albion Correctional Facility C/O Dept of Correctional Services (10090)', 'Altona Correctional Facility C/O Dept of Correctional Services (10540)', 'Arthur Kill Correctional Facility C/O Dept of Correctional Services (10150)', 'Attica Correctional Facility C/O Dept of Correctional Services (10000)', 'Auburn Correctional Facility C/O Dept of Correctional Services (10010)', 'Bare Hill Correctional Facility C/O Dept of Correctional Services (10560)', 'Bayview Correctional Facility (10310)', 'Bedford Hill Corr Facility C/O Dept of Correctional Services (10120)', 'Butler Shock Corr Facility C/O Dept of Correctional Services (10520)', 'Camp Monterey Corr Facility C/O Dept of Correctional Services (10190)', 'Cape Vincent Corr Facility C/O Dept of Correctional Services (10580)', 'Cayuga Correctional Facility C/O Dept of Correctional Services (10550)', 'Chateaugay Correctional Facility C/O Dept of Correctional Services (10860)', 'Clinton Correctional Facility C/O Dept of Correctional Services (10020)', and 'Collins Correctional Facility C/O Dept of Correctional Services (10470)'. At the bottom of the list, it says 'Continuity Supervision - Doc# 110840'.

Steps to add a new FDS Filer



Before adding a “NEW” filer, please search for the filer to ensure they are not already in the system as “Inactive.”

Please note all fields denoted with an * are **required fields**. The add Filer function is split into two main column headings, “Filer” and “Agency.”



TO BEGIN: From the “Add” Main Menu select “Filer”

→ Steps for the “Filer” Column

1. Enter the FDS Filers contact information in the appropriate fields.
2. The “**NYS DS ID**” is the persons NYS Directory Services Account username. **This is a required field.**
3. In the “**Status**” drop down menu, select “**Active**”
4. Select the Effective Date by clicking the green calendar icon. 

→ Steps for the “Agency” column

5. Enter a **Job Title/Code** by entering the first few letter of the job title name. A drop down menu of job title names will appear. Select a title from the drop down menu or enter the title code number if known.

The screenshot shows the 'Agency' form with the following fields and options:

- *Agency Name:** Select an agency... (Primary agency)
- *Job Title/Code:** Comm (Dropdown menu open showing list of job titles)
- *Salary:** (Empty field)
- *Designation:** (Dropdown menu)
- +Add Title:** (Link circled in red)
- Add:** (Button)

Job Title/Code dropdown list:

- Comm Alcsm&Sub Ab Sv (007660)
- Comm Assnt to Trans (009273)
- Comm Bill Clk (009301)
- Comm Clerk Off Manag (020395)
- Comm Clk-Ed Comm (009427)
- Comm Clk/Researcher (009516)
- Comm Corr Tech Spec (008055)**
- Comm Corr Tech Spec (8815400)
- Comm Counsel Direct (021530)

6. If the Job Title name is **not found** in the drop down menu, click the “**+Add Title**” link and enter the “**Job Title**” name and click “**Submit.**” See screenshot below.

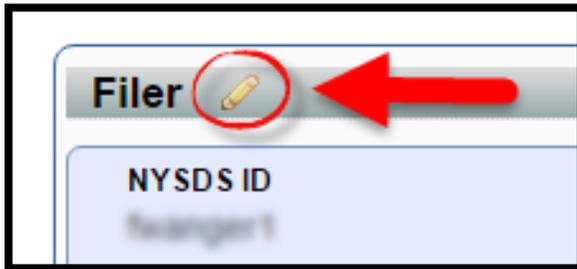
7. Enter the **“Salary”** of the FDS Filer.
8. Select the **“Designation”** drop down menu to indicate if an FDS Filer is a Policy Maker, Threshold and Over, an Academic Filer, etc.
9. Select the **“Job Status”** drop down menu to indicate if an FDS Filer is active, on leave, or has left State service.
10. Click the **“Add”** button located on the lower right hand corner of the agency column to save agency information to the Filers profile. Repeat steps 5 – 10 to assign an FDS Filer to more than one agency.

Click **“Add Filer”** located on the lower left hand corner of the screen to complete the record.

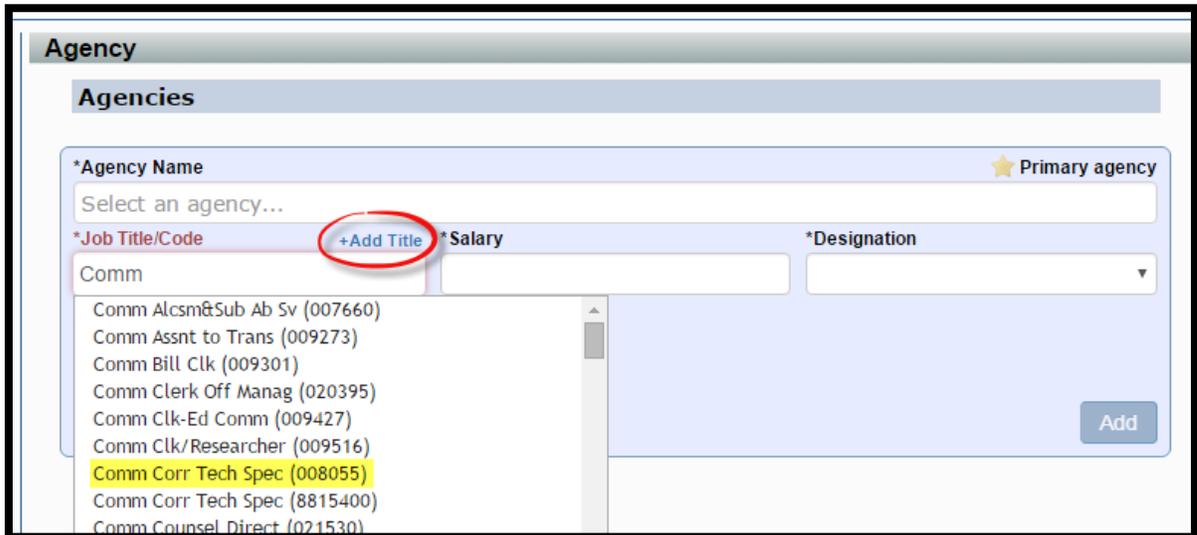


If an error message indicates the Filer currently exists, please email the name of the FDS Filer to ethel@jcope.ny.gov to avoid a duplicate record.
[Steps to update an existing FDS Filer](#)

1. Find the profile of the FDS Filer by using the **“Search”** function located on the main navigation menu. *See page 5 for instructions.*
2. Click the magnifying glass icon under the **“FDS ID”** column next to the name of the FDS Filers whose profile you wish to update. 
3. To edit and update an FDS Filers profile, click the pencil icon in the gray **“Filer”** column located at the top left hand corner of the screen. 



4. Update the Filers' contact information in the appropriate fields under the **“Filer”** column heading.
5. Enter a **Job Title/Code** by entering the first few letter of the job title name. A drop down menu of job title names will appear. Select a title from the drop down menu or enter the title code number if known.

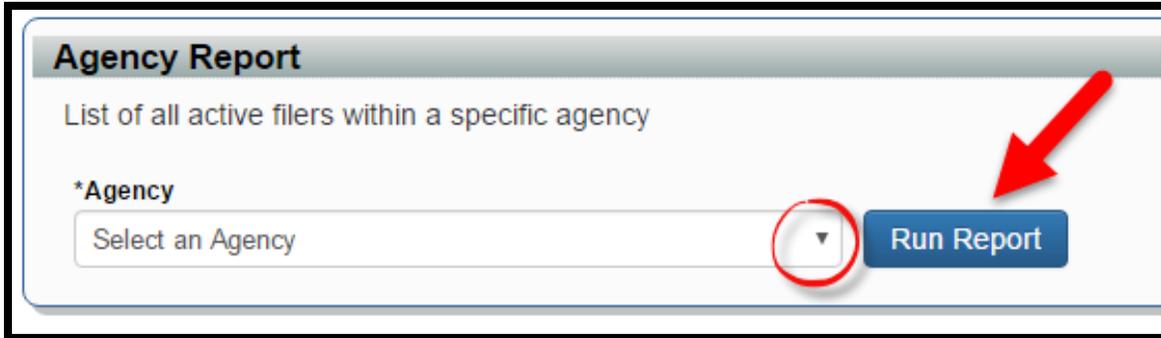
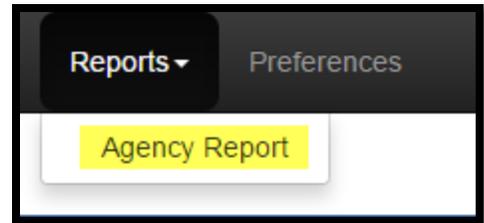


If the Job Title name is **not found** in the drop down menu, click the **“+Add Title”** link and enter the **“Job Title”** name and click **“Submit.”** The Commission will be notified of the new title and will assign the title name a numeric title code.

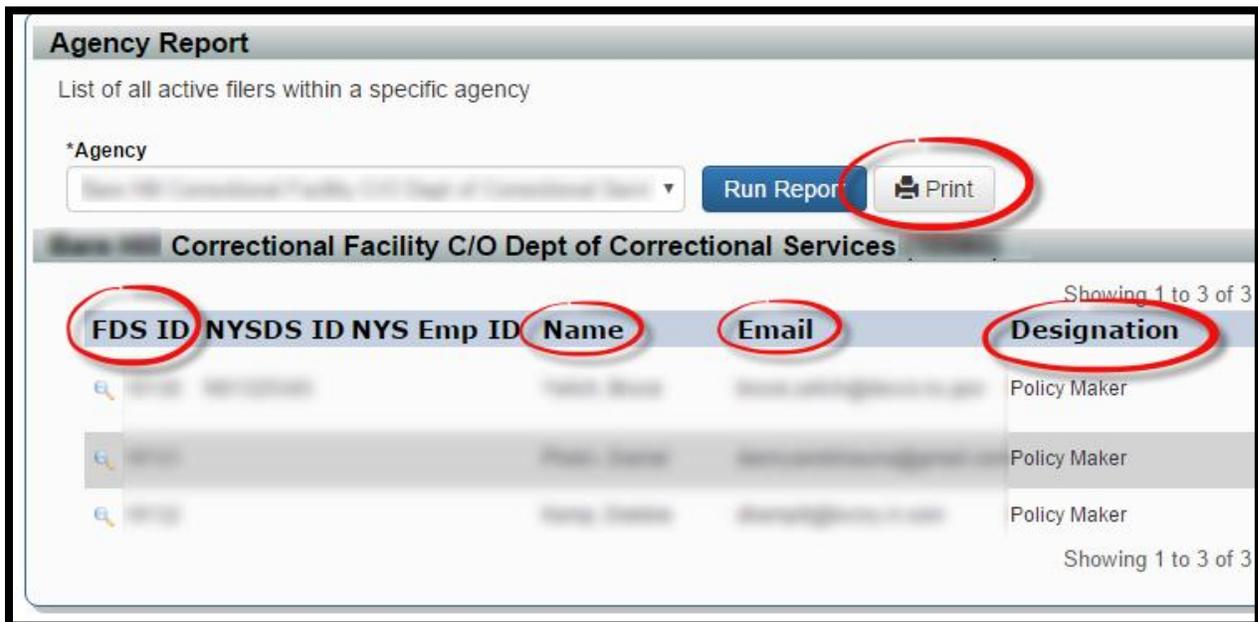
6. Enter the **“Salary”** of the FDS Filer.
7. Select the **“Designation”** drop down menu to indicate if a Filer is a Policy Maker, Threshold and Over, an Academic, etc.
8. Select the **“Job Status”** drop down menu to indicate if a Filer is active, on leave, or has left State service.
9. Click the **“Add”** button located on the lower right hand corner of the agency column to save and update agency information.
10. Click **“Update Filer”** to save all changes.
11. Click **“Clear”** to erase all information in the form fields.
12. Click **“Cancel”** to disregard changes to the FDS Filers’ profile.

Reports → Agency Report

1. Under the main navigation menu click the “Reports” drop down menu and select “Agency Report.”
2. View a list of all active filers within a specific agency by clicking the drop down menu arrow to select an agency.
3. Click “Run Report”

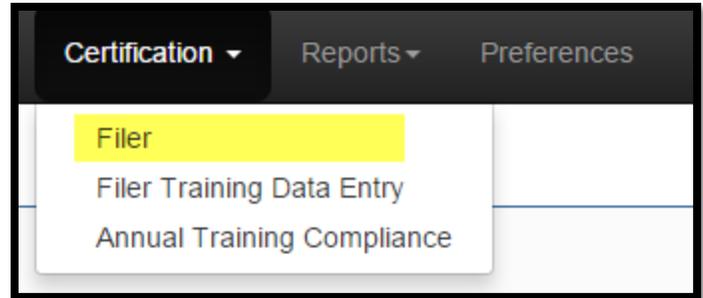


4. The report can be sorted by any of the column headings. See screen shot below. Click the “Print” icon to print the report for your records.



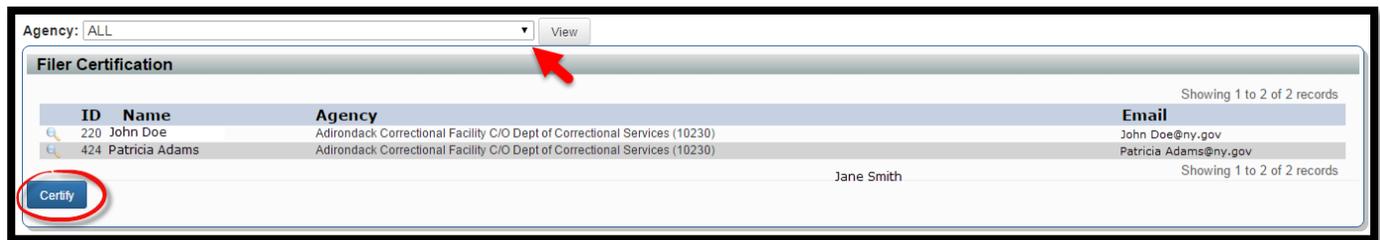
Certification → Filer

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).



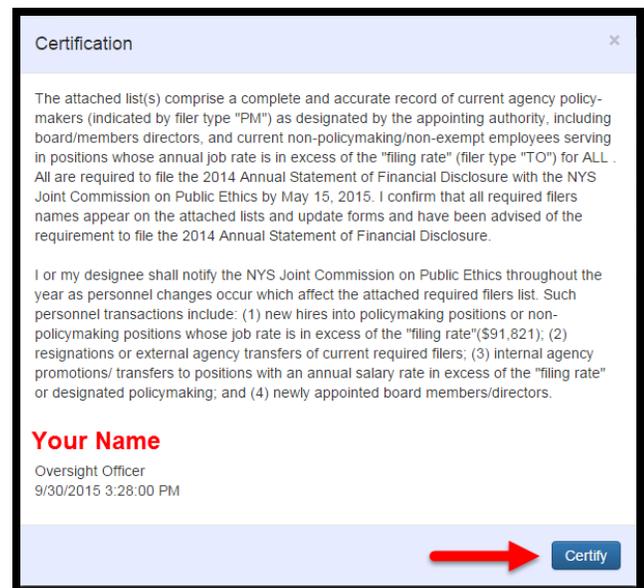
What am I certifying to?

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

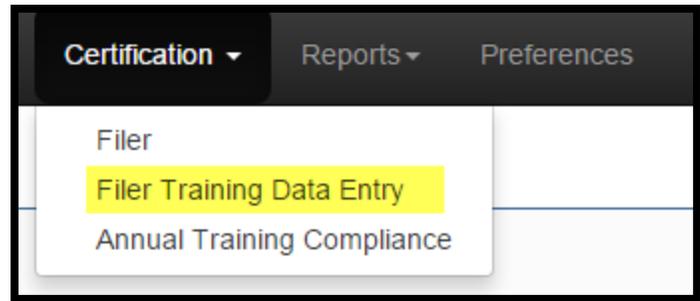
1. Click the “Certification” drop down menu
2. Select the “Filer”
3. Select “Academic” or “Non-Academic”
4. Select “Agency” from drop down menu. If you have more than one Agency, you will need to select each agency from the drop down menu and certify to each.
5. Click “View”
6. Verify all required FDS 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.
7. Click “Certify”



Certification → Filer Training Data Entry

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 “Filer Training Data Entry” 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

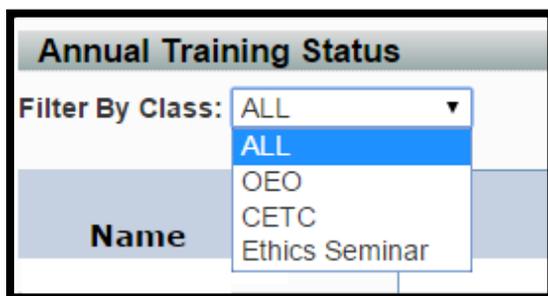
Name	Orientation			CETC			Ethics Seminar		
	Due	Complete	Status	Due	Complete	Status	Due	Complete	Status
John Doe	08/25/2015		Tested Out	08/27/2017	08/20/2015	Completed	08/20/2018	08/25/2015	Completed
Patricia Adams	12/03/2015		Not Completed	09/04/2017		Not Completed	TBD		Not Completed
Jane Smith	08/25/2015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

Showing 1 to 3 of 3 records

The following functionality is available under the “Filer Training Data Entry” menu:

- Enter and Update FDS Filer training information
- View an individual FDS Filer Dashboard

“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.

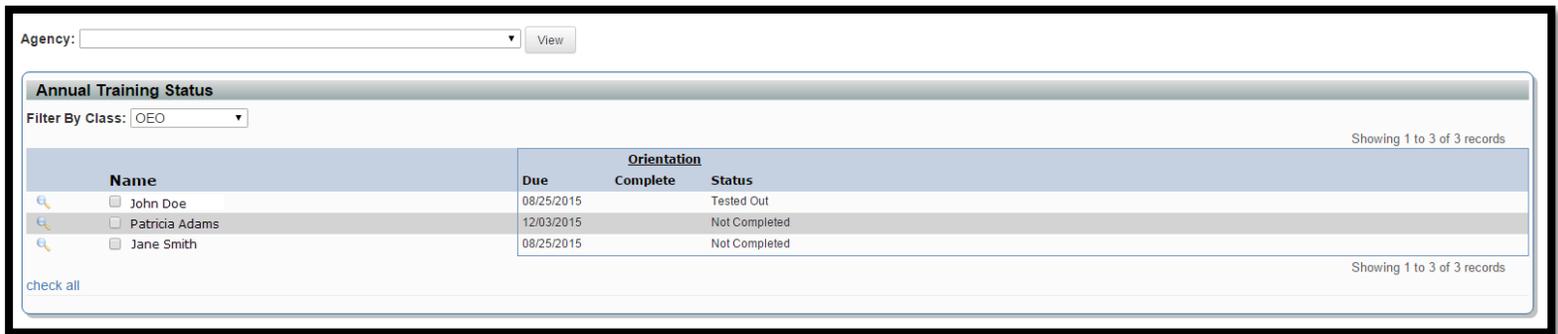
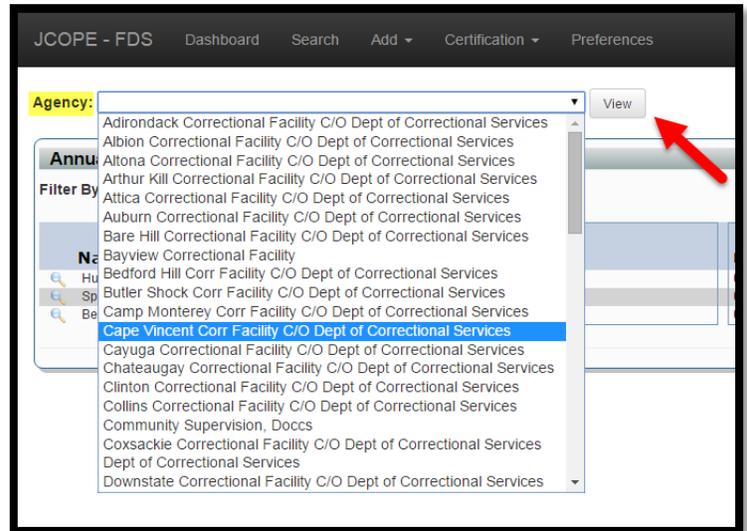
***CETC – Comprehensive Ethics Training Course:** New FDS Filers must complete this live, two-hour instructor

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.

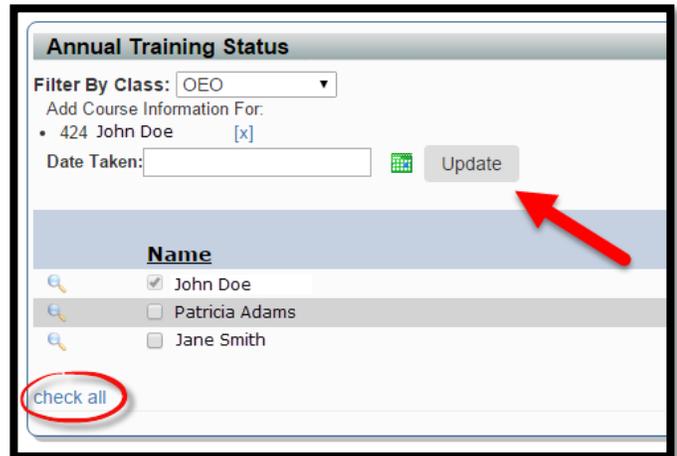
If you are an Ethics Officer of more than one agency, to view training data from additional agency/entities, select: **“Certification”** from the main navigation menu → **“Filer Training Data Entry”**

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.



Need help? Contact the JCOPE helpdesk at 518.474.3973