

# Instructions to enroll in the “Ethics for Lobbyists” online course

Legislative Law Article 1-A (the “Lobbying Act”), requires principal and additional lobbyists registered with JCOPE to complete a mandatory online ethics training. Ethics for Lobbyists takes approximately 30 minutes to complete and can be accessed from any personal computer with an internet connection. (At this time, Ethics for Lobbyists is not compatible with Apple computers or mobile devices.)

SLMS requires a username (your e-mail address) and password to access the online training. If you are registering with SLMS for the first time, your temporary password is welcome1 (all lower case).

**DISABLE YOUR INTERNET BROWSER POP-UP BLOCKER PRIOR TO COMPLETING THE FOLLOWING STEPS! INSTRUCTIONS TO DISABLE YOUR INTERNET POP-UP BLOCKER ARE AVAILABLE ON THE “ACCOUNT REQUEST” PAGE.**

1. First time users [click here](#) to access the “Account Request” page. You only need to register an **account once**; please retain your login credentials for future use.

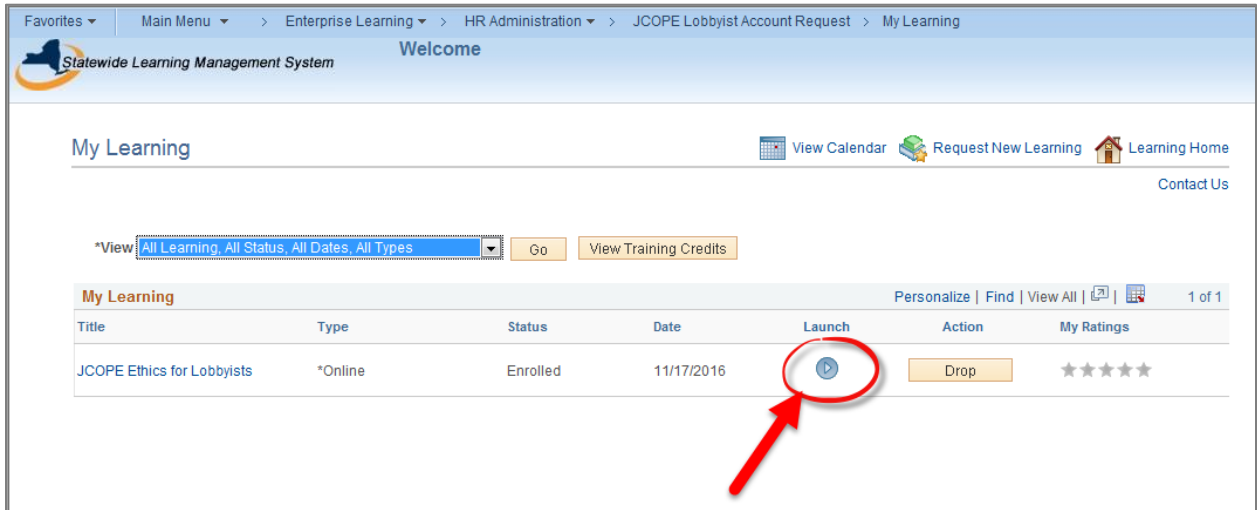
The screenshot shows the 'Account Request' page for 'JCOPE Lobbyist Training Enrollment' with the course title 'Ethics for Lobbyists'. It contains a 'Required Information' section with the following fields and instructions:

- \*First Name:  (Note: First and Last Name cannot contain numbers or account creation will fail.)
- \*Last Name:
- \*Name of Lobbying Organization:  (with a magnifying glass icon)
- (per instructions below):
  - If you are a lobbyist at a lobbying firm, then click on the magnifying glass and select the full name of the lobbying firm.
  - If you are an employed or designated lobbyist of a client, then click on the magnifying glass and select the full name of the client.
  - If you are lobbyist registered in your own name and retained (but not employed) by a client, then click on the magnifying glass and select \*Self-Registered Principal Lobbyist.\*
  - If you are a lobbyist and none of the above applies, or your organization does not appear, then click on the magnifying glass and select \*Other Lobbyist.\*
- \*User Name (enter your email address):
- \*Phone Number:

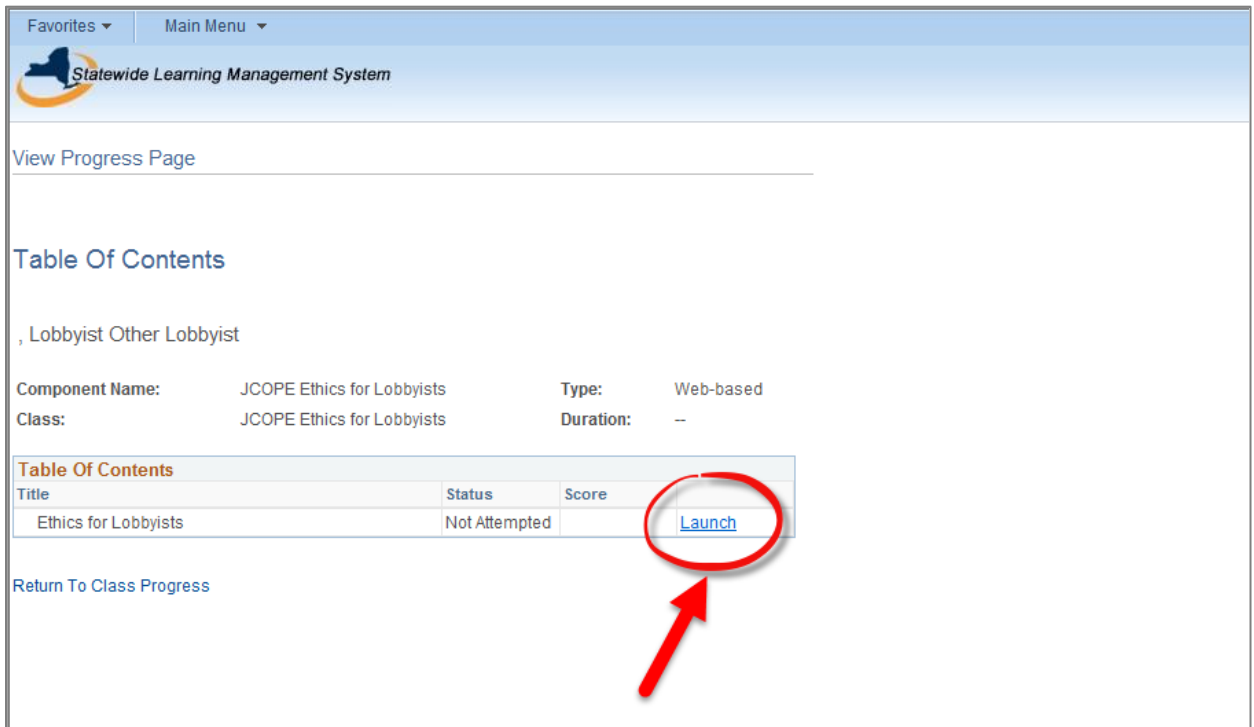
A red circle highlights the 'Submit Information' button. Below the form, it states: 'All fields with an asterisk (\*) must be completed.' At the bottom, it provides instructions: 'After clicking Submit: from the My Learning page, click “Launch” and from the Table of Contents page, click “Launch.”'

2. Click the “Submit Information” button to access Ethics for Lobbyists.

3. Click the "Launch" symbol.

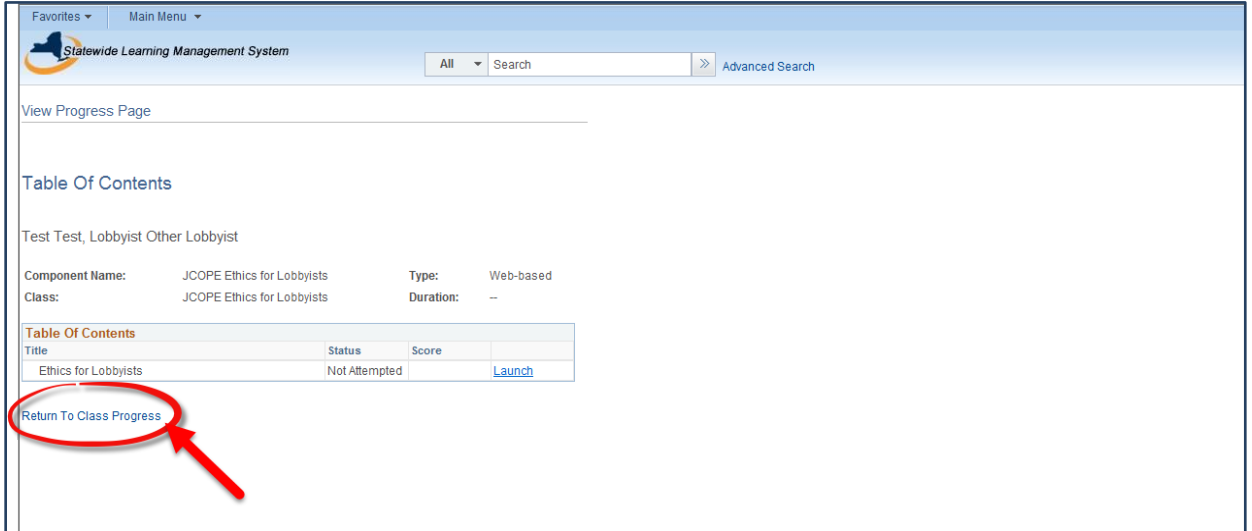


4. You will be redirected to the *Table of Contents* page. From here, click "Launch." The online training will appear in a separate window.

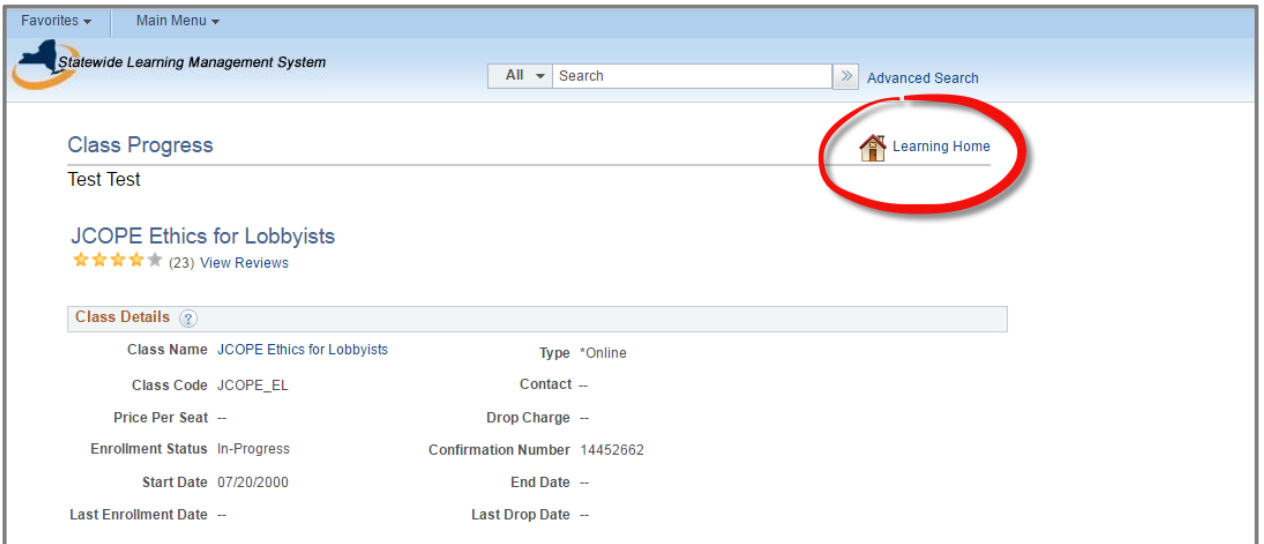


5. Once you have reached the "Thank You" page at the end of the online training, you have successfully completed "Ethics for Lobbyists." Ensure you have closed out of the course using the "X" icon in the upper right corner of this page. You will be directed back to the "Table of Contents" page within SLMS.

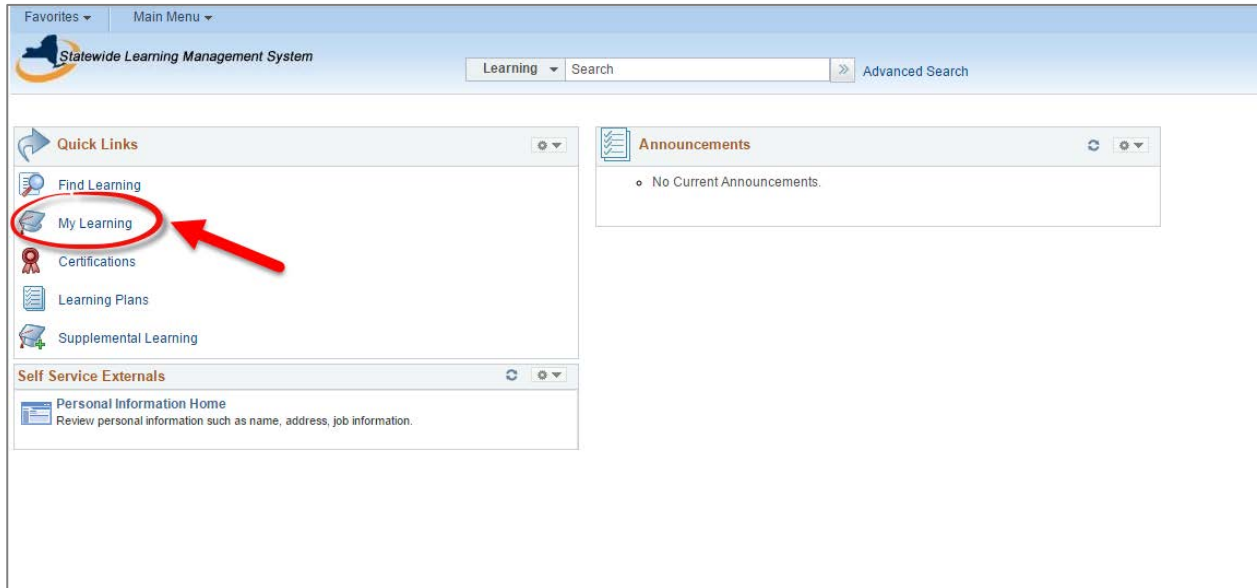
6. Click **"Return to Class Progress"** to record your completion of the online training in the Statewide Learning Management System.



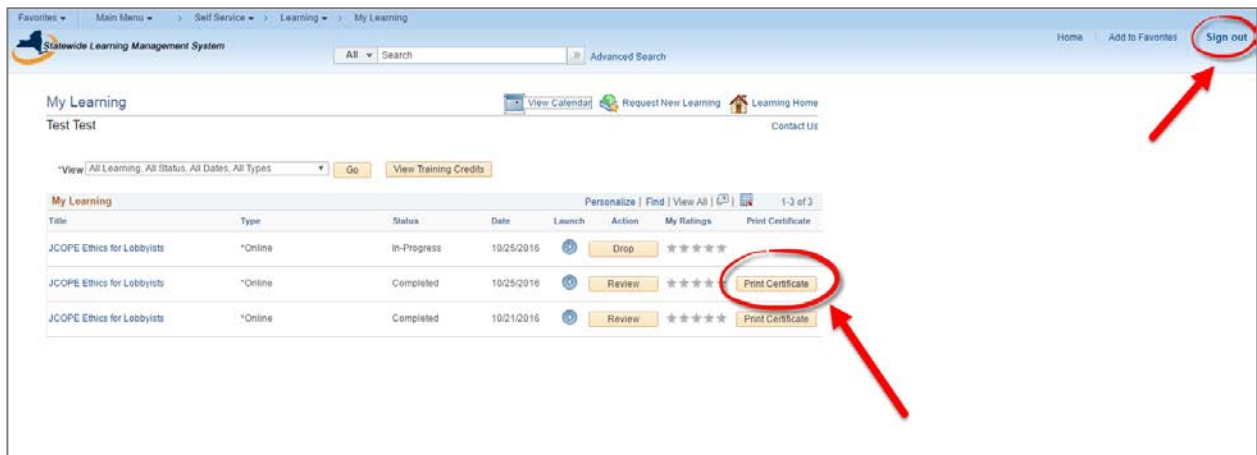
1. To print your certificate of completion (optional) click **"Learning Home"** from the *Class Progress* page.



2. Click "My Learning"



3. Click "Print Certificate"



4. Click "Sign out" located at the top right hand corner of your screen when you are done.