

Instructions to Enroll in the “Ethics for Lobbyists” Online Course for First-Time Users

Legislative Law Article 1-A (the “Lobbying Act”), requires principal and individual 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 the Safari internet browser or mobile devices.)

Important Note: The enrollment link described below will automatically create an **NY.gov** account for you and grant you access to the Statewide Learning Management System (SLMS) where the course is hosted. You may already have a personal NY.gov account, and/or an NY.gov account that was created for you by the Lobbying Application (LA) when your lobbyist profile was created, but those NY.gov accounts will NOT give you access to this course. You must follow the enrollment link and instructions below to receive access to this course.

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).

If you are a returning lobbyist who has previously registered and completed the training, but the email address that you used to enroll has changed, follow the instructions below to create a new account with your new email address.



DISABLE YOUR INTERNET BROWSER POP-UP BLOCKER PRIOR TO LAUNCHING THE COURSE! Instructions to disable your internet pop-up blocker are available on the “Account Request” page.

IF YOU HAVE TECHNICAL ISSUES WITH THIS COURSE, PLEASE REFER TO “TROUBLE-SHOOTING TIPS” AT END OF INSTRUCTIONS.

These instructions are for first-time users, or for returning lobbyists whose username (email address) has changed since they last completed the course.

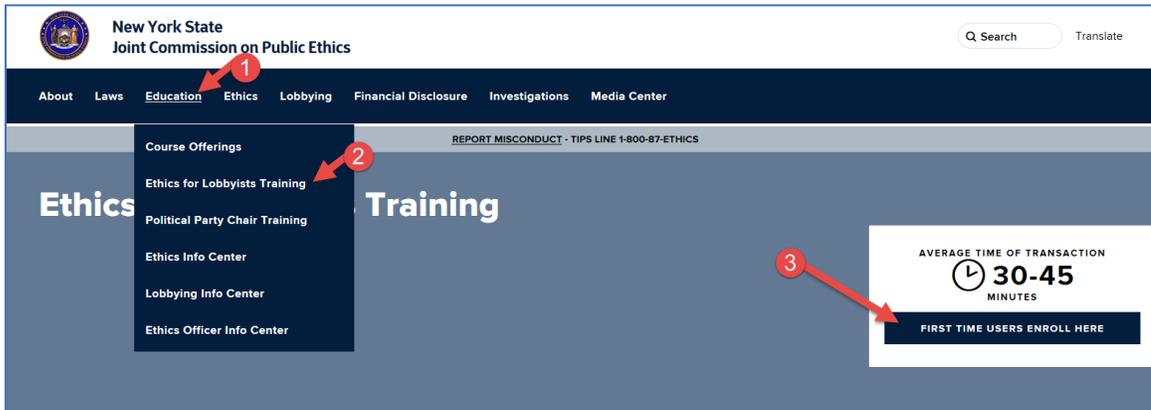
These instructions create a **NEW ACCOUNT** for you in NY.gov and SLMS. Retain your login credentials for future use. If you have previously completed the “Ethics for Lobbyists” course, please log in using the credentials that were created for you when you first registered.

Thank you.

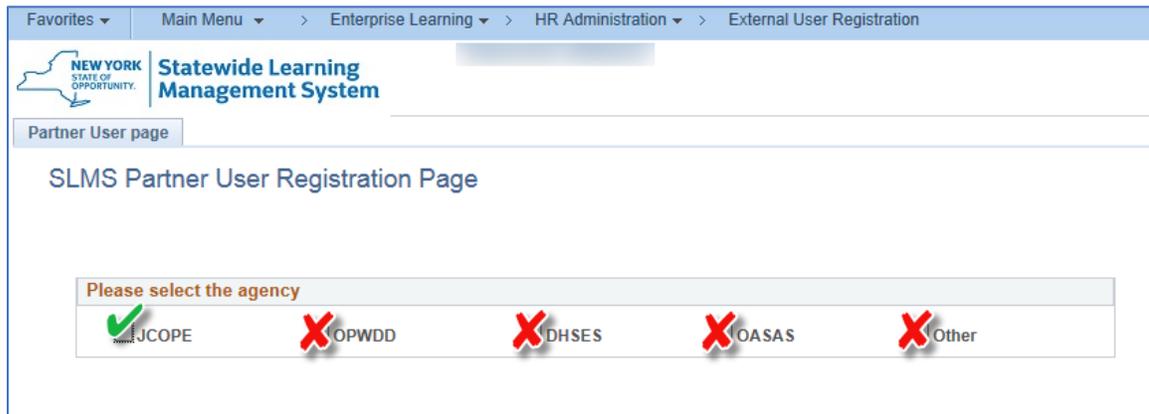
Rev. March 2019

INSTRUCTIONS TO ENROLL IN THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

1. First-time users must use the enrollment link on the JCOPE website to access the “**Account Request**” page. Go to www.jcope.ny.gov, select “Ethics for Lobbyists Training” from the Education menu, and click “First Time Users Enroll Here” to begin.



2. You will be redirected to an “SLMS Partner User Registration” page in SLMS. Select “JCOPE” as the agency for which you are registering for access.



3. Enter your first name, last name, and the name of your Lobbying Organization, if available. (If your organization name is not found, select “**other lobbyist**”)

Enter a valid email address, which becomes your User Name. Upon successful account creation, SLMS will send you an email confirming your user credentials.

You only need to register an account **once**; please **retain your login credentials** for future use.

Note: This page has instructions for disabling the pop-up blocker that may be installed on your browser. The course will not launch if there is a pop-up blocker in place.

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4. Click the "Submit Information" button to access the "Ethics for Lobbyists" course.

Please select the agency

JCOPE OPWDD DHSES OASAS Other

JCOPE Lobbyist Training Enrollment
Course Title: Ethics for Lobbyists

After clicking the Submit Information button, please wait until SLMS is finished processing and you are brought to the SLMS My Learning page.
• Please DO NOT click on the back button or Submit button twice. •

Required Information

*First Name: First and Last Name cannot contain numbers, spaces or special characters or account creation will fail.

*Last Name:

*Name of Lobbying Organization (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 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:

All fields with an asterisk (*) must be completed.

After clicking Submit: from the My Learning page, click "Launch" and from the Table of Contents page, click "Launch."

Disable Your Pop-Up Blocker before you hit Submit Information.

If you're using Internet Explorer:
1.) Click on the settings wheel in the top right corner and select Internet Options.
2.) Go to the privacy tab.
3.) Uncheck the box marked "Turn on Pop-Up Blocker."
4.) Click Ok.

If you're using Mozilla Firefox:
1.) Click on the menu button in the top right corner and select Options.
2.) Go to the content tab.
3.) Uncheck the box marked "Block pop-up windows."
4.) Click Ok.

If you're using Google Chrome:
1.) Click on the menu button in the top right corner and select Settings.
2.) Click the link at the bottom which says "Show advanced settings..."
3.) Under Privacy click the button labeled "Content Settings."
4.) Scroll down to the selection named Pop-ups.
5.) Select the "Allow all sites to show pop-ups" option.
6.) Click Done.

If you're using a Mac/Safari:
1.) Click on Safari menu.
2.) Click on Preferences.
3.) Click on Security.
4.) Uncheck the box next to Block pop-up windows.

5. Type "Ethics for Lobbyist" in the search box at the top of the page and hit the Enter key.

Note: do NOT "Request New Learning" as this will not enroll you in the course.

6. Click the link: Learning: **JCOPE 2019 Ethics for Lobbyists** | Course Code: 2019 JCOPE EL | Class: 2019 JCOPE EL. (Please disregard the former 2018 version of this course.)

7. Click the "Enroll" button near the bottom-right corner of the course description.

Favorites > Main Menu > Enterprise Learning > HR Administration > External User Registration > Find Learning

Welcome

Statewide Learning Management System

Find Learning

Basic Search | Advanced Search

Filter by

Location: No Country (3)

Category: No Category (3)

Learning Type: *Online (3)

Upcoming Events: Anytime (3)

Rating: 4 stars or more (2), 3 stars or more (2), 2 stars or more (2), 1 star or more (2), 0 rating (1)

ethics for lobbyist

Search Results View All First 1 - 3 of 3 Last

Expand Collapse

JCOPE 2018 Ethics for Lobbyists (2018 JCOPE EL)

★★★★★ (1) View Reviews

Pursuant to the Lobbying Act, every individual registered as a Lobbyist in NYS, is required to complete this training once in any three-year period during which he or she is registered as a Lobbyist. This course has been updated for 2018. View Details

Class Code	Type	Duration	Start Date	Location	Price	
2018 JCOPE EL	*Online		07/30/2017	None		<input checked="" type="button" value="Enroll"/>

JCOPE 2019 Ethics for Lobbyists (2019 JCOPE EL)

★★★★★ (0)

Pursuant to the Lobbying Act, every individual registered as a Lobbyist in NYS, is required to complete this training once in any three-year period during which he or she is registered as a Lobbyist. View Details

Class Code	Type	Duration	Start Date	Location	Price	
2019 JCOPE EL	*Online		01/01/2019	None		<input checked="" type="button" value="Enroll"/>

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8. Click “Submit Enrollment.”

Statewide Learning Management System

Welcome

Review Information

Return to Previous Page Learning Home

Class Name	JCOPE 2019 Ethics for Lobbyists	Type	*Online
Class Code	2019 JCOPE EL	Contact	--
Price Per Seat	--	Drop Charge	--
Start Date	01/01/2019	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Submit Enrollment

9. The “Ethics for Lobbyists” course will appear on your “My Learning” page. Click the “Launch” button.

Statewide Learning Management System

My Learning

View Calendar Request New Learning Learning Home Contact Us

*View All Learning, All Status, All Dates, All Types Go View Training Credits

Title	Type	Status	Date	Launch	Action	My Ratings
JCOPE 2019 Ethics for Lobbyists	*Online	Enrolled	03/01/2019	Launch	Drop	★★★★★

10. You will be redirected to the *Table of Contents* page. From here, click “Launch” again. The online training will appear in a separate window. Please make sure any pop-up blockers are disabled first.

Statewide Learning Management System

View Progress Page

Table Of Contents

Component Name: 2019 JCOPE Ethics for Lobbyists Type: Web-based
Class: JCOPE 2019 Ethics for Lobbyists Duration: --

Title	Status	Score	Launch
2019 Ethics for Lobbyists	Not Attempted		Launch

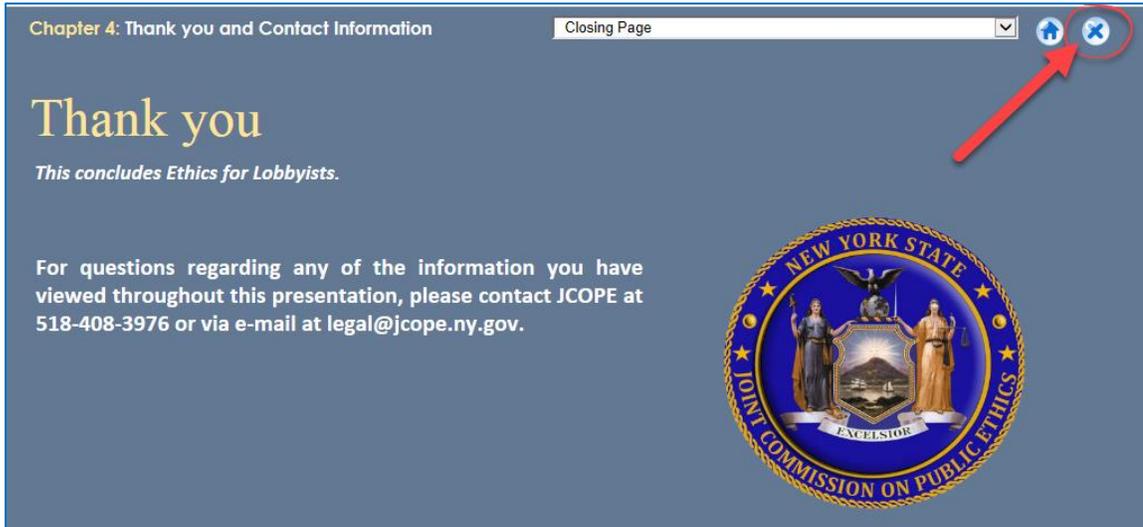
Return To Class Progress

Last Enrollment Date -- Last Drop Date --

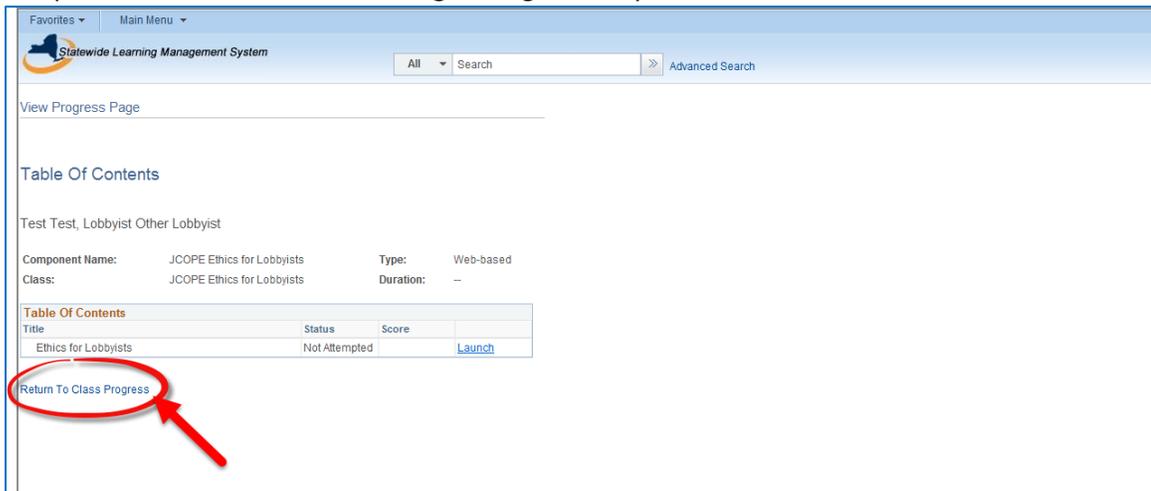
Launch

INSTRUCTIONS TO ENROLL IN THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

11. The “Thank You” page appears at the end of the course. Click the “X” icon in the upper-right corner of this page to successfully complete *“Ethics for Lobbyists.”* You should be directed back to the **“Table of Contents”** page within SLMS. However, sometimes clicking the “X” does not trigger the course completion in SLMS. If this occurs, please exit SLMS, log back in, re-launch the course, navigate to this last page, and try clicking the “X” again. This error does not occur frequently, but it is a known issue in SLMS.

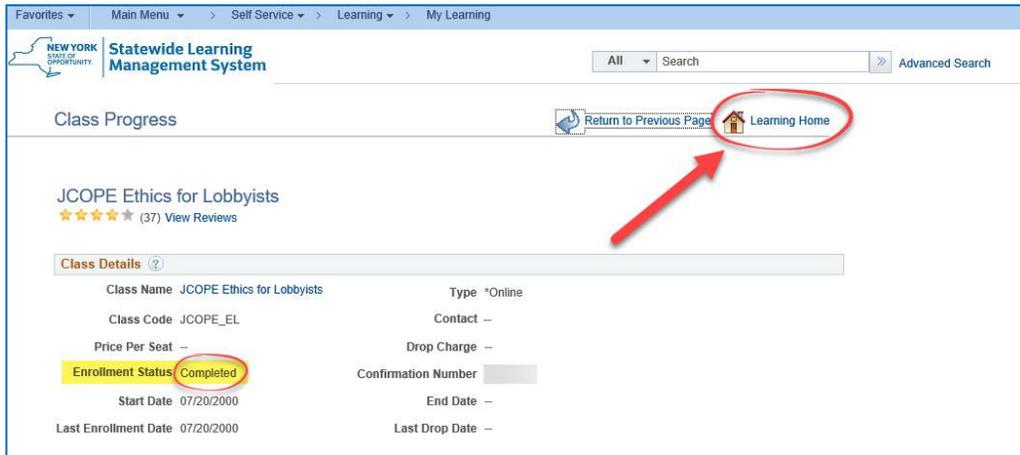


12. At the **“Table of Contents”** page in SLMS, click the **“Return to Class Progress”** link to confirm your completion in the Statewide Learning Management System.

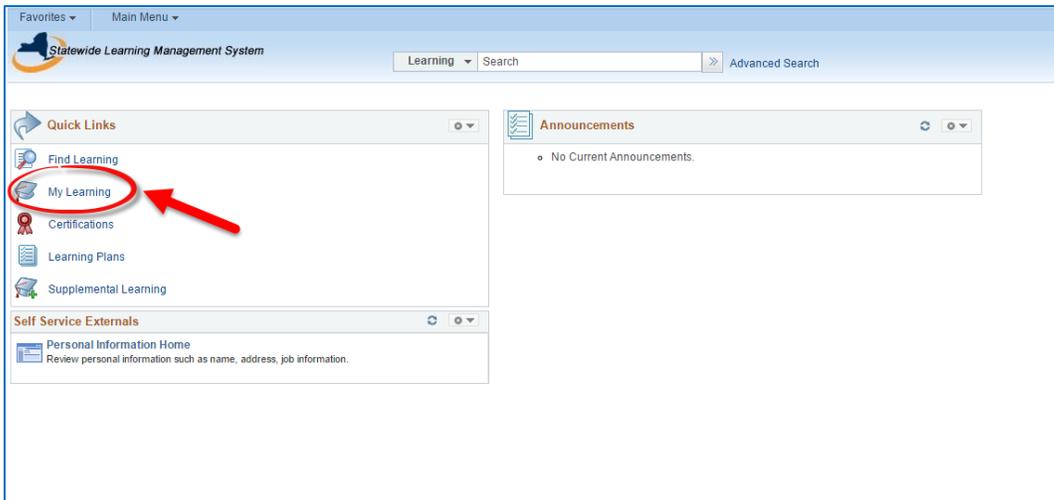


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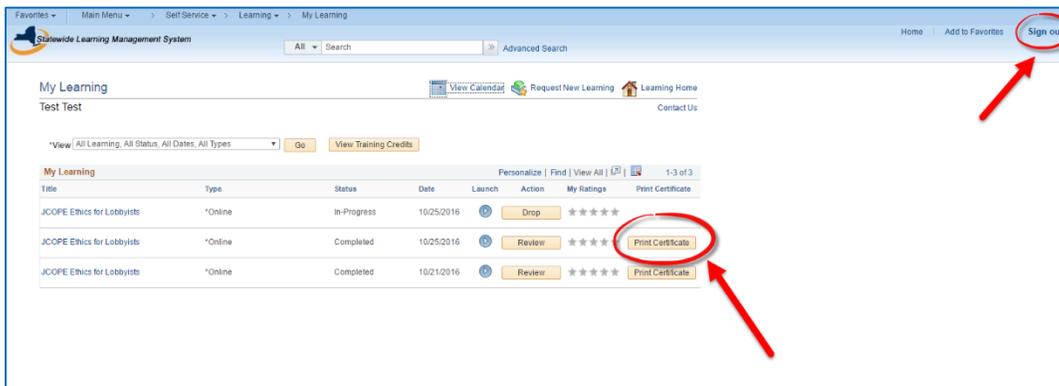
13. Your enrollment status should show “Completed.” (If not, return to course and click “X” again.)
To print your Certificate of Completion (*optional*) click “Learning Home.”



14. Click “My Learning” where you will find a button for printing your certificate.



15. Click “Print Certificate” (*optional*)



16. Click “Sign out” located at the top right-hand corner of your screen when you are done.

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TROUBLE-SHOOTING TIPS FOR KNOWN ISSUES:

The Statewide Learning Management System is generally a reliable platform for course hosting, but there are known issues that users occasionally experience when enrolling in, launching, or completing courses.

In the event you experience a disruption while completing the course, return to my.ny.gov and sign in with the username and password emailed to you. If you forget your password, use the password reset feature.

Many issues in SLMS can be resolved by logging out and trying again. Do NOT create a new account each time you have technical difficulties. Log back in using the account credentials that were created in the account registration process at the beginning of these instructions.

If you receive an error message “You are not authorized to access this component” when trying to enroll in the course, log out of SLMS and log back in using the account credentials that were emailed to you. This is a common error message in SLMS.

If you get to the last page of the course and clicking the “X” does not seem to complete the course, please log out and log back in to SLMS using the account credentials that were emailed to you. Re-launch the course from your “My Learning” page, navigate to the last page of the course, and click “X” again. This is a common issue in SLMS.

If you experience technical difficulties during the account request set up or enrollment process, please contact the SLMS help desk at (518) 473-8087 M-F, 7:30 a.m. - 5:00 p.m., or request help via email at SLMSHelpdesk@its.ny.gov. **JCOPE is unable to correct technical issues that relate to the SLMS service.**