

The Massachusetts State Conflict of Interest Law Training for State Employees

The State Conflict of Interest training has been transitioned to a new online platform. State employees are requested to complete the Conflict of Interest training bi-annually. We ask all employees to complete the required training no later than February 28, 2024.

Employees who were hired on September 1, 2023 to present are not required to complete this bi-annual training, training was completed at the time of hire. If an employee has not completed the required training they should complete the training using the new platform.

New employees hired beginning January 1, 2024 who have not completed the training will be directed to complete the training on the new platform. New employees should complete the training within thirty days of the date of hire.

Employees will need to create an account to access the Commission's learning management system so that they can complete the new conflict of interest law online training program and acknowledge receipt of the summary of the conflict of interest law. These requirements can be completed on any computer or mobile device. Completion of these mandatory training and education requirements will be automatically recorded.

Employees are no longer required to scan a copy of their completion certification to Human Resources. Human Resources will have access to the completed certifications in the new platform.

<https://massethicstraining.skillburst.com/>

STEP 1

Please type or paste the following link into your browser window:
<https://massethicstraining.skillburst.com/>

Please enter your **university email, first and last name** and select **Fitchburg State University** where it says Select your organization.

Click on **Get Access**

The screenshot shows the sign-in page for the State Ethics Commission's Conflict of Interest Law Online Training. At the top left is the State Ethics Commission logo. To its right is a blue and green graphic with the text "Conflict of Interest Law Online Training". Below this is the heading "SIGN IN" and the instruction "Please enter your information to gain access".

The form contains the following fields and callouts:

- Email Address:** A text box containing "klundgren@fitchburgstate.edu" with a callout box pointing to it that says "Enter your FSU email address".
- First Name:** A text box containing "Kelli" with a callout box pointing to it that says "First name".
- Last Name:** A text box containing "Lundgren" with a callout box pointing to it that says "Last name".
- Organization:** A dropdown menu titled "Select your organization:" with options: Falmouth, Farmington River Regional School District, Fitchburg, Fitchburg State University, and Florida. A callout box points to "Fitchburg State University" and says "Select Fitchburg State University".

At the bottom of the form is a green "Get Access" button. Below the button is a "Need help?" link and a note: "We highly recommend using the Chrome browser (on laptop and mobile) to access this service."

STEP 2

Employees will receive an email from the Massachusetts State Ethics Commission after completing **Step 1 above**. The email will verify that you have successfully registered in the system. Employees will then need to create a password using the link in the email.

Massachusetts Conflict of Interest Law Training - Create your password External Inbox x

 **Massachusetts State Ethics Commission** <sitemailer@skillburst.com>
to me ▾ 9:29 AM

You have successfully registered for system access. Please click on the following link to create your password.

<https://massethicstraining.skillburst.com/User/login-selfreg-create-password.php?key=768e78024aa8fdb9b8fe87be86f64745f6883a253f&sOrg=2451&email=&email=klundgren%40fitchburgstate.edu&action=set>

This link will expire in 2 days.

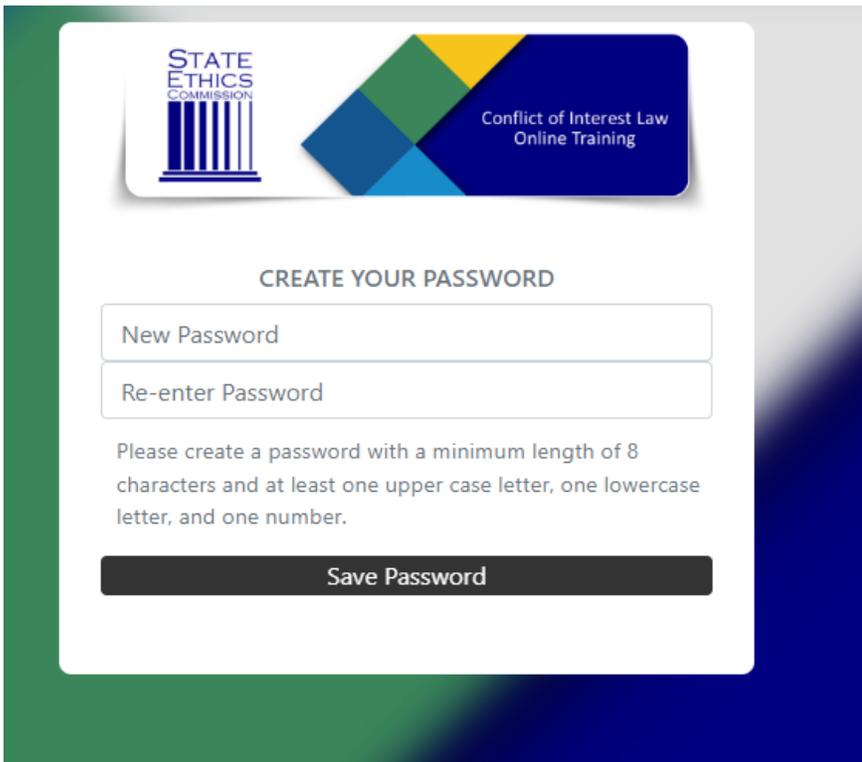
← Reply → Forward

Password link



STEP 3

The password link will open a password window where employee will create a password for the system. Once a password is entered please click on **Save Password**.



CREATE YOUR PASSWORD

Please create a password with a minimum length of 8 characters and at least one upper case letter, one lowercase letter, and one number.

STEP 4

Once a password has been saved, the Massachusetts Conflict of Interest Law Training site will open. Employees will **Launch the State Ethics Commission Conflict of Interest Law Training**. Employee may review the training intermittently; the training will remain in progress until the full training is completed. Please allow for an hour to two hours to complete. The university will establish dates and times for employees that do not have access to a computer in their work area to complete the training.

STATE ETHICS COMMISSION
Conflict of Interest Law Online Training

Massachusetts Conflict of Interest Law Training

Fitchburg State University
Kelli Lundgren

Conflict of Interest Law Training

Instructions: Please review one or more of the f

Welcome
Welcome to the State Ethics Commission Conflict of Interest Law Training.
Please click on the Launch button to access your course. If you need assistance, click on the Help button on the top of the page.

Commonwealth of Massachusetts
Conflict of Interest Law Training

STATE ETHICS COMMISSION

Powered by SkillShare Interactive

Click to begin

State Ethics Commission Conflict of Interest Law Training

Length: 1 hour, 0 minutes

Complete by: 2023-03-04

Not Started

i **Launch**

Commonwealth of Massachusetts
Acknowledge Receipt of the Summary of the Conflict of Interest Law
Municipal Employee Edition

STATE ETHICS COMMISSION

Powered by SkillShare Interactive

Click to begin

Commonwealth of Massachusetts
Acknowledge Receipt of the Summary of the Conflict of Interest Law
County Employee Edition

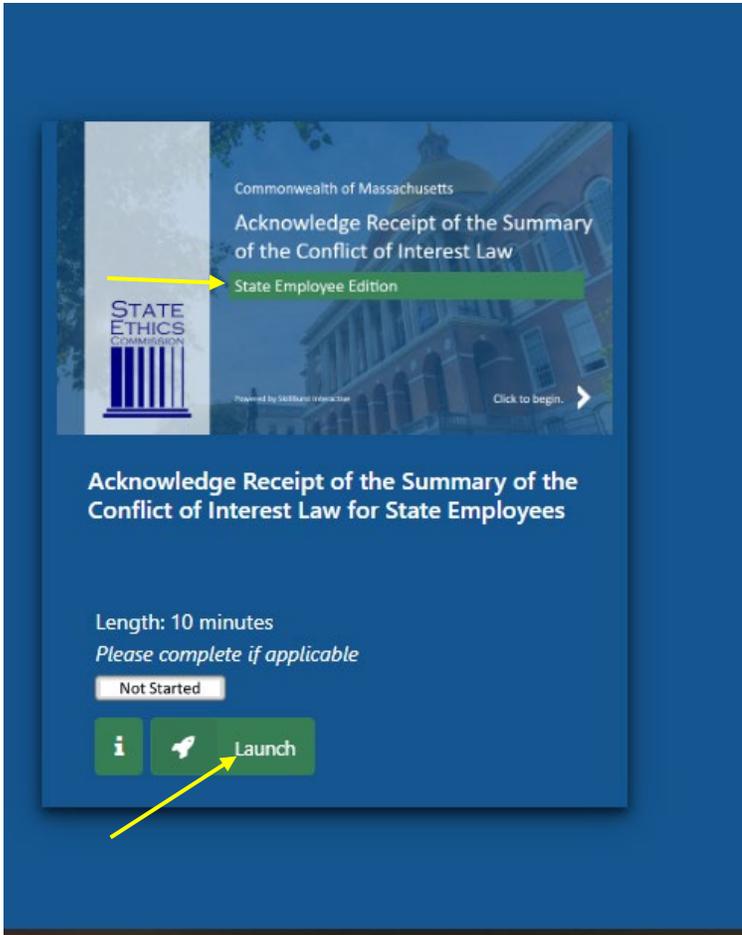
STATE ETHICS COMMISSION

Powered by SkillShare Interactive

Click to begin

STEP 5

Once the training has been completed, employee will **Launch the Acknowledge Receipt of the Summary of the Conflict of Interest Law for State Employees**:



Thank you in advance for your participation and completion of the Massachusetts State Conflict of Interest Law Training for State Employee.