



SOUTHERN ILLINOIS UNIVERSITY

October 16, 2009

Dear University Employee:

As state employees, we have a duty to conduct ourselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of Southern Illinois University. Furthermore, we are obligated to follow state law, which includes the State Officials and Employees Ethics Act. Annual ethics training is a state law requirement and a condition of your employment. The new ethics training program has been advantageous to us as a university community and helped to maintain the high standards of professional conduct we have for all employees. This year's training should assist you in making better ethical decisions that can only further the University's interest. The training program's content has been updated and is intended to familiarize you with the laws and rules that apply to functions you perform on behalf of the university and the State of Illinois.

You have been pre-registered for internet-based training and are expected to complete training during your scheduled training period starting on October 20th. **Please note the University has established an internal completion deadline of November 12th for all employees.** The final week of the training period is being reserved to assist those employees at-risk of being non-compliant or those employees requiring some special assistance.

The on-line training program takes approximately 30 minutes to one hour to complete. **Please note – the time you spend completing this training may be monitored. Failure to carefully read and review all of the program's subject matter may invalidate your Completion Certificate and thus require you to complete additional ethics training.** You may complete the ethics training during your regular work hours or as directed by your supervisor. I encourage you to complete the training as soon as possible after reading this memo but not prior to the start date.

If you do not have access to a computer or if you need other assistance in completing this training, then please contact either your supervisor or the Ethics Training Administrator Brent Patton at 618-453-6677. If you experience technical problems, it is your responsibility to contact the SIUC Helpdesk at 618-453-5155 to resolve the matter so that you may complete training on a timely basis. Also visit the Ethics Office website at <http://www.ethics.siu.edu> for additional information and access to the training website.

The attached training notice provides additional information regarding the training requirements, User ID, default password, and log-on instructions.

Thank you for your cooperation and for your continued good work on behalf of Southern Illinois University.

Sincerely,

Glenn Poshard
President

Office of the President, Stone Center - Mail Code 6801, 1400 Douglas Drive, Carbondale, Illinois 62901

2009 ETHICS TRAINING NOTICE

Southern Illinois University

Annual on-line ethics training is **mandatory** for all permanent SIU faculty, staff, student employees and graduate assistants. The 2009 on-line ethics training period for SIU is **October 20, 2009 through November 12, 2009.**

The following information is provided to assist you in meeting your ethics training obligation as an employee of the state of Illinois. Please note that the web address to access the on-line training has changed.

Training Website: www.workplaceanswers.com/uillinois

Login Information

Your User ID is a combination of your name and the month and day of your birthday.

Example: John L. Smith born June 5th, 1970

User ID: **JohnLSmith0605**

The default password for initial login to the training website is: **ethics#123**
You will be prompted to change the password on your first login.

Help Desk Information

If you encounter technical problems accessing the training, it is your responsibility to contact the Help Desk immediately at **618-453-5155.**

Contact Information

If you have questions about an ethics issue or need other assistance in completing this training, please contact your Ethics Training Administrator:

SIUC:

Brent Patton
618-453-6677
brentp@siu.edu

SIU System:

Corey Bradford, Ph.D.
618-453-8645
ethics1@siu.edu

For more information, go to the SIU Ethics website at www.ethics.siu.edu