

October 3, 2016

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 ethical decisions that can 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.

The online training program takes approximately 30 minutes to one hour to complete. **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 on or shortly after the October 17th start date. **The university deadline to complete the online training is November 8th.**

Please note, student workers and extra help will be required to complete the offline training program as part of their annual ethics training requirement.

If you do not have access to a computer or if you need other assistance in completing the online training, then please contact either your supervisor or Monica Raines, Ethics Training Administrator, at 618-453-2474. If you experience technical problems, it is your responsibility to contact the SIU Helpdesk at 618-453-5155 to resolve the matter so that you may complete the 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 login instructions.

Thank you for your continued dedication to Southern Illinois University.

Sincerely,



Brad Colwell
Interim Chancellor

2016 ONLINE ETHICS TRAINING NOTICE

Annual online ethics training is **mandatory** for all permanent SIU faculty, staff, and graduate assistants.

Start Date: **October 17, 2016**

University Deadline: **November 8, 2016**

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

User ID: JohnLSmith0605

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

HELP DESK INFORMATION

If you encounter technical or log-in 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 campus Ethics Training Administrator or the University Ethics Officer:

Carbondale Campus:

Monica Raines

Ethics Training Administrator

618-453-2474

mraines@siu.edu

SIU System:

Michelle Taylor

Ethics Officer

618-536-3480

mtaylor@siu.edu

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