

September 27, 2017

Dear Chicago State Employee:

As a University employee, you are required to follow all laws, rules, regulations and policies, including The State Officials and Employees Ethics Act. These laws and rules establish expectations for employee conduct, which include the need to make proper use of state resources and property, and the requirement that we always act with honesty and integrity. One key element of the Ethics Act is that all University employees participate in ethics training on an annual, calendar year basis. Thus, your completion of this training is both a legal requirement and a condition of your employment.

All current full-time Chicago State University employees are expected to complete training using an Internet-based program provided in compliance with The Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG). The start date for online training is October 2, 2017 and must be completed October 31, 2017 by 5:00 p.m.

The self-administered, interactive training takes approximately one hour and can be completed during regular work hours or as directed by your supervisor. You will receive a Completion Certificate upon successfully completing the training program. Please be aware that the online course may be monitored. ***Failure to carefully read and review all of the program's subject matter may invalidate your Completion Certificate. Failure to complete the online training during the training period will result in disciplinary actions.***

How to Access the Training:

- Enter the State of Illinois Ethics Training and Compliance Center (ETCC) Website at:
<http://www.workplaceanswers.com/illinois>

- Enter your **User ID** Information:

First name+ middle initial +last name+ 2-digit month+ 2-digit day of birth

For Example: John W. Smith was born June 5th

User ID would be: johnwsmith0605

(Your Login ID excludes all special characters, such as hyphens or apostrophes.)

- The **Default Password** is: **ethics#123**

(You will be prompted to change your password. Please choose one you will remember.)

If you do not have access to a computer or experience difficulty understanding the training material, please contact the Ethics Training Administrator at 773-995-3519. If you encounter technical problems, including difficulty with your Login ID or password, it is your responsibility to contact the Helpdesk at 773-995-3963 to resolve the matter. Individuals with disabilities or those in need of additional accommodations are required to provide advance notice in accordance with the University's policy.

Lastly, if at any time, you have questions regarding an ethics issue as it relates to your state employment; please contact Robin M. Hawkins, Ethics Officer at 773-995-3755 or ethicsoffice@csu.edu.

Thank you for your cooperation and continued efforts on behalf of Chicago State University.

Best Regard,



Rachel W. Lindsey, Ph.D.
Interim President