Dear University Employee:

Please read the information below and share with your graduate assistants and student employees.

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 the training during your scheduled training period starting on October 15th. **Please note the deadline to complete the training is** _November 6th_ **for all employees.**

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 on or shortly after the October 15th 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 Ryan Hall, Ethics Training Administrator at 453-6691. 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 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 enclosed training notice provides additional information regarding the training requirements, User ID, default password, and login instructions.

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

Sincerely,

E. Ryan Hall
Director of Labor and Employee Relations

2015 ON-LINE ETHICS TRAINING NOTICE

Annual on-line ethics training is **mandatory** for all permanent SIU faculty and staff, student employees and graduate assistants.

Start Date: **October 15, 2015**
University Deadline: **November 6, 2015**
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 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 Office:

SIUC:
Ryan Hall, Labor & Employee Relations
618-453-6691
erhall@siu.edu

SIU System:
Ethics Office
618-536-3461
ethics1@siu.edu

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