

TOWN OF NANTUCKET

MANDATORY – COI - Conflict of Interest – Ethics – Massachusetts Municipal Employees Training

The Massachusetts Ethics Commission has released an updated COI – Online Training Program

THINGS TO NOTE REGARDING THE UPDATED SYSTEM:

- 1) Create a username and password – please remember your password, you will have to access the site again next year
- 2) Watch ALL the training videos from beginning to end – you can pause the training and return to it later - if you get interrupted
- 3) You no longer have to email HR your certificate of completion, it will be stored in the online platform
- 4) PLEASE COMPLETE THE COI TRAINING WITHIN 30 DAYS UPON RECEIVING THESE INSTRUCTIONS

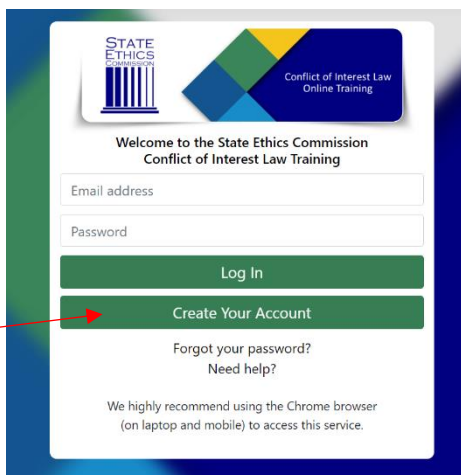
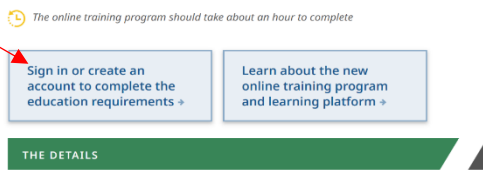
We highly recommend using the Chrome Browser (on a laptop or desktop) to access this service.

STEP BY STEP DIRECTIONS:

Go to - <https://www.mass.gov/complete-conflict-of-interest-law-education-requirements>



Click on – “Sign in or create an account to complete the education requirements”



Click on – Create Your Account

Remember the email address and password that you used to create your account!

You will have to access your account again in the future

Please enter your information to gain access

Enter your email address

Enter your first and last name

Select your organization:

PLEASE SELECT – NANTUCKET (NPS employees fall under NANTUCKET)

(If you fall under one of the additional organizations below – Nantucket - such as Nantucket County Sheriff Department – Hold the CTRL key and you can select your additional organization as well as – Nantucket)

Enter your department (school), board or agency

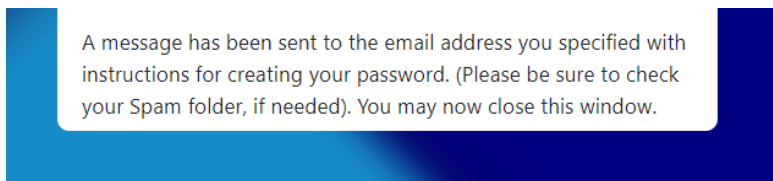
For example: Sewer Department, Historic District Commission, Nantucket Elementary School, Our Island Home

If you do not know what to enter here – please email hr@nantucket-ma.gov

PLEASE ENTER YOUR DEPARTMENT, BOARD or AGENCY – this is how HR will search for your certificate of completion.

Once you have entered ALL of your information

Click – Get Access



This message will appear

Check your email

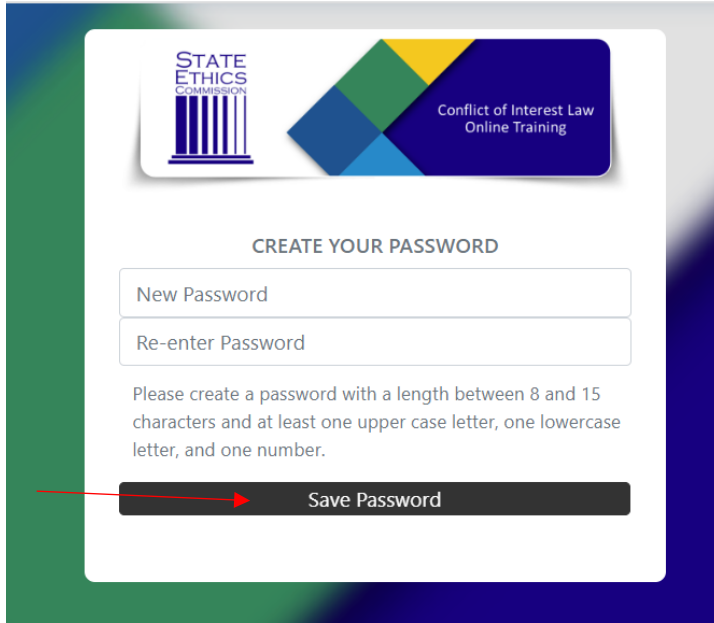
You may close this window

Check your email

Look for an email titled: Massachusetts Conflict of Interest Law Training – Create your password – from noreply@skillburst.com (If you do not receive an email – check your junk or spam folders)

Open it

Click on the link to create your password



CREATE YOUR PASSWORD

PLEASE – remember your password, you will be required to log back into this system at a later date

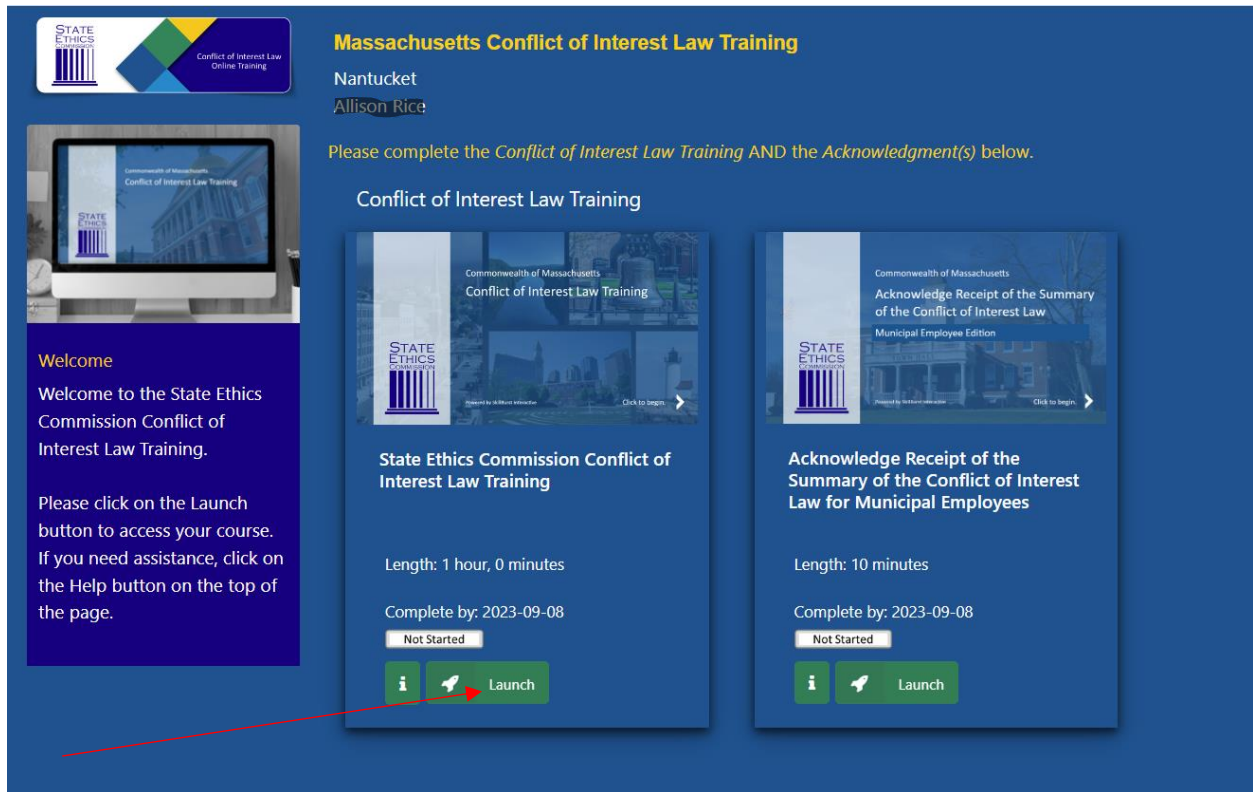
Click on - Save your password

Click to - Log in

Enter email and password

Log in

This screen will appear:



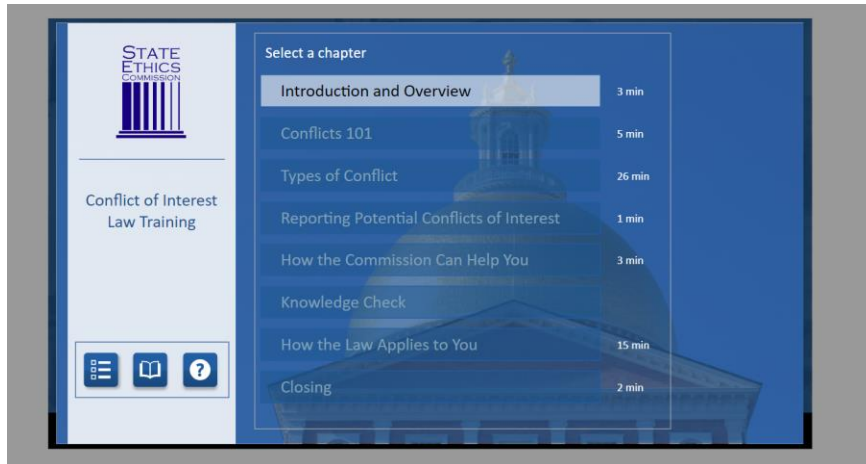
Click on Launch – On the State Ethics Commission Conflict of Interest Law Training

A short video will appear – watch it

Click – **Begin Course**

There are 8 Chapters – you must watch ALL 8 Chapters

Follow the directions on the screen

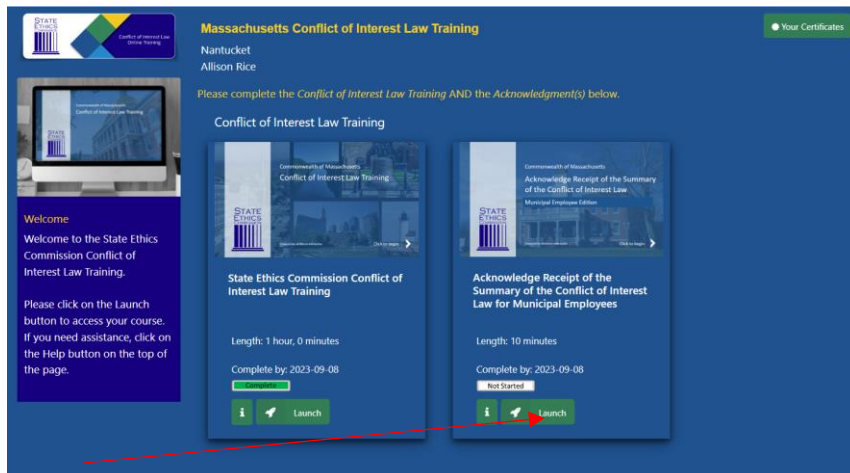


You will then receive an email from the email address: noreply@skillburst.com

(If you do not receive an email – check your junk or spam folders)

NEXT - Return to the to Massachusetts Conflict of Interest Law Training – Homepage

Click on – Launch – Under – Acknowledgement Receipt of the Summary of the Conflict of Interest Law for Municipal Employees



Follow the instructions on the screen.

You will receive another email from - noreply@skillburst.com

Thank you! (HR will be able to log in and find your completed certificates)