



OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

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GOVERNOR

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CHICAGO, ILLINOIS 60601

JAMES A. WRIGHT
EXECUTIVE INSPECTOR GENERAL

Mandatory 2006 Ethics Training Notice

Dear University or Community College Employee:

As you may know, as state employees, appointees and officials, we are expected to participate in Ethics Training on an annual basis. This is a requirement of the State Officials and Employees Ethics Act and applies to you as an employee of a state public university or Illinois community college. In order to meet this obligation, you have been registered by your university or college to participate in a self-administered, interactive, one-hour ethics training program that is accessed through a computer connected to the Internet.

You must complete this training between October 18, 2006 and November 16, 2006 and:

- You must login using your own User ID, carefully read and review all of the course material, complete a brief review quiz on your own, and certify that you have properly completed this program, before you will receive credit for the successful completion of this program. Please be aware that the time that you spend and your activities in completing this course may be monitored. Failure to carefully read and review all of the program's subject matter may invalidate your Completion Certificate and result in your being subject to disciplinary action and a requirement to complete additional ethics training.
- You must not discuss, copy or disclose the review quiz questions or answers with any other individuals (including other employees and members of the public), during or after your training.
- You must not share your User ID or Password with anyone.
- You may print only one copy of the course material, if necessary, for your own reference. This copy must not be used for any purpose other than as an educational reference for your own individual use. It must not be disclosed to anyone else.

How to Access the Training:

- Using a computer, connected to the Internet, you can access the State of Illinois Ethics Training and Compliance Center (ETCC) Website at:

<http://www.etcc.illinois.gov>

- Your User ID, required to login, is based on the following format:

First name+middle initial+last name+month born+day of month born, for example:

Name: John L. Smith born June 5th 1970

User ID: johnsmith0605 (Your User ID excludes all special characters, such as hyphens or apostrophes)

- Your default password is: illinois6 (You will be prompted to change your password immediately after login)

If you have questions:

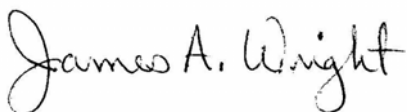
- If you have questions concerning your need to participate in ethics training, contact your supervisor.
- If you do not have access to a computer or you are unable to use a computer or you are having difficulty understanding the training materials, please contact your university or college's Ethics Training Administrator.
- If you experience technical problems, including difficulty with your User ID or Password, it is your responsibility to contact your university or college's Ethics Training Helpdesk to resolve the matter so that you may complete this training in a timely manner.

Individuals with disabilities, who may be in need of an accommodation to participate in ethics training, are required to give advance notice to their university or college of such need in accordance with university or college policy.

If you have received this Training Notice from more than one university or college, or if you have already completed Internet-based ethics training as an employee of a state public university or community college during 2006, you must notify the university or college's Ethics Training Administrator.

Upon successful completion of your training, your name will be entered into a Compliance Database and reported to both your university or college's President and to the Office of Executive Inspector General.

Sincerely,



James A. Wright
Executive Inspector General