



State of Maryland Ethics Commission
Thinking Ethically: Conflicts of Interest Training
Lesson Navigation Quick Reference Guide
V1.0

October 2020



1. This training is composed of 12 lessons. Each lesson must be completed in sequential order. They are listed on the left side of the page.

Note: Do not click the title of the next lesson which is displayed along the left side of the page to advance to the next lesson in the course. The titles of the lessons shown on the left side of the page serve as an indicator of your progress through the course, with a checkmark ✓ symbol shown next to each title of a completed lesson. Please click the down-arrow located under the lesson title at the bottom of the page to advance to the next lesson. Use the scrollbar, if necessary, to view all the content within the page.

The 12 lessons in this training are listed below:

- Navigating Through the Course
- Introduction and Seeking Commission Advice
- Conflicts Generally
- Participation Restrictions
- Secondary Employment Restrictions
- Financial Interests Restrictions
- Post-Employment Restrictions
- Gift Restrictions
- Prestige of Office
- Confidential Information
- Enforcement of the Public Ethics Law
- Final Thoughts

Do not click on the lessons on the left side.

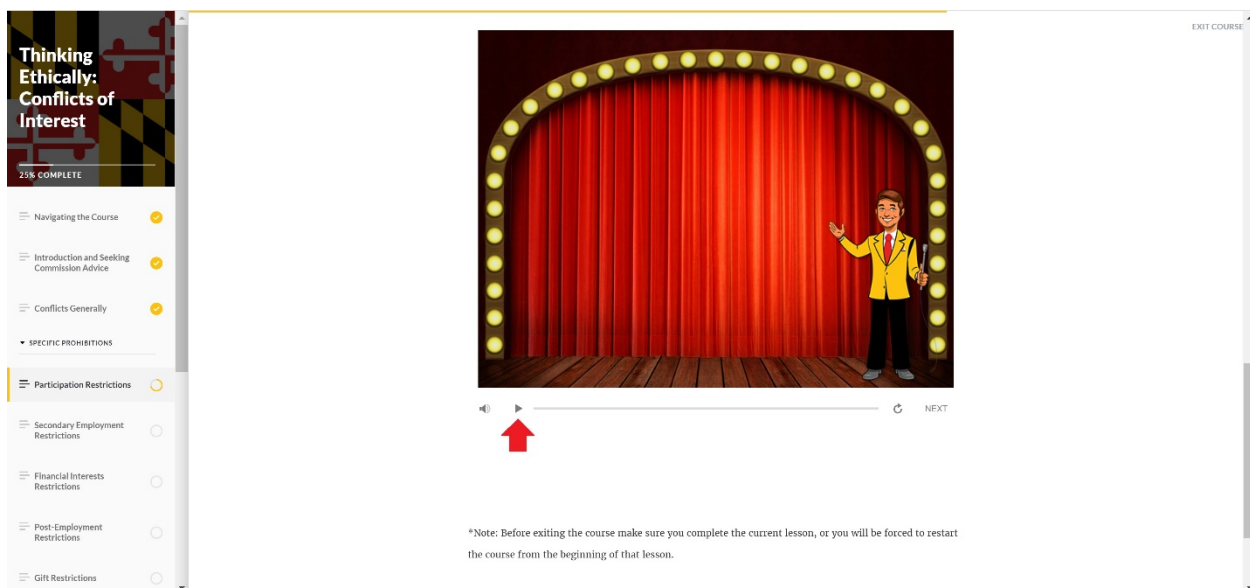
Use the scrollbar to view all the content within the page

Click the down arrow to navigate to the next lesson

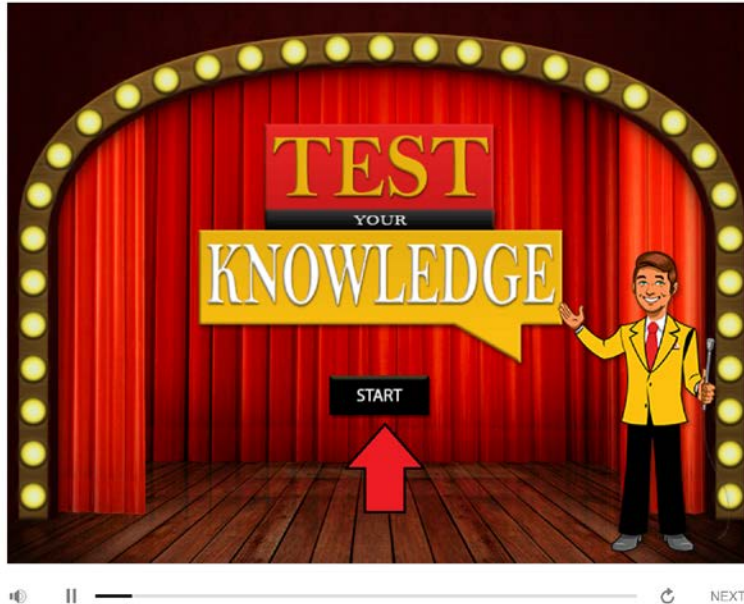
2. After reviewing the information in the first lesson, Navigating through the Course, click on the link for Lesson 2: Introduction and Seeking Commission Advice at the bottom of the page.
3. Lessons 2–12 have similar formats. Each lesson is presented through an embedded video player located in the middle section of the page. Click the ▶ (Play) button to start the video.



4. After you have finished watching the video and click the **Next** button, you are directed to the lower section of the page, where a video displays to launch a video quiz on the content that you just learned. Click the ▶ (Play) button to start the quiz.



5. Click the Start button.



ATTENTION FINANCIAL DISCLOSURE FILERS!

You will need to complete the second part of this training titled “Financial Disclosure” to receive credit.

A screenshot of a web browser displaying the Maryland Ethics Commission Training website. The browser address bar shows "trainings-ethics.maryland.gov/course/view.php?id=10". The page title is "Thinking and Acting Ethically (For Financial Disclosure Filers)". The navigation menu on the left includes "Home", "Dashboard", "Site pages", "My courses", "Courses", "Ethics", "Thinking and Acting Ethically", "Participants", "Grades", "Thinking and Acting Ethically Course", "Lobbying in Maryland", and "Admin Courses". The main content area shows the course title "Thinking and Acting Ethically Course" and a progress indicator "Your progress". Below the title, there is a note: "Please note, in order to comply with the State Ethics Law, a financial disclosure filer must take both sections (Conflicts of Interest and Financial Disclosure) of this training course." Two sections are listed: "Conflicts of Interest" and "Financial Disclosure", both with checkmarks. A "Restricted" message states: "Not available unless: The activity Conflicts of Interest is marked complete". A link for "Navigating the Course: A guide to navigating through the Thinking and Acting Ethically course" is also visible. The Windows taskbar at the bottom shows the time as 1:00 PM on 10/27/2020.