

LA Ethics Administration Program Instructional Packet

Previous Users and/or New Users

Administrator/Faculty/Staff

We are required by law to take a one-hour government ethics training. Please follow these directions:

1. You can access the link on the STPSB district homepage under Louisiana Ethics Administration Program.
2. **Log in using your username and password that you have created or Register (New User) to create an account.**



 **LOUISIANA ETHICS
ADMINISTRATION
PROGRAM**

Home Registration Contact Us

Online Training Portal

Online Training is for INDIVIDUAL USE ONLY.

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.5.42:1170A](#). Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

Enter your Username and Password

Username (E-mail):

Password:

[Login](#)

[Forgot Password](#)

[Register \(New User\)](#) ←

[Return to the Louisiana Ethics Administration Home Page](#)

Lobbyist Training is accessed through the [Lobbyist Online System](#)

Copyright (c) 2008 Louisiana Board of Ethics. All rights reserved.

3. Complete the required information if registering as a NEW USER. Otherwise, go directly to #6.

LOUISIANA ETHICS ADMINISTRATION PROGRAM [Log In](#)

Home Registration Contact Us

Welcome to the Ethics On-line Training System

Note: Online training is provided on an individual basis. As such, you may register as only one person per email address. Once training is completed, our system will not allow a certificate to be printed under any person's name other than the one you provide initially upon registering.

Please Enter the Following Information to Gain Access to the On-line Training Seminars.
* denotes a required field. 

E-mail Address: *

Re-type E-mail: *

Password: * (Password must be at least 5 characters long.)

Re-type Password: *

Name

Select one * * *

Title First Middle Last Suffix

Date of Birth: * (mm/dd/yyyy)

Mailing Address

Address Line 1: *

Address Line 2:

Internet | Protected Mode: On

4. Click on the word, **REGISTER**, which will be located on the bottom left of the form.

5. Once you are registered, you will be shown a welcome screen with your information. At the bottom of the page, click on Continue to Training Seminars.

6. Click on **Ethics Training for Public Servants**.



7. After you complete the training course, download certificate, print certificate and present your certification each calendar year to your school/site administrator. Verification is required every calendar year and documentation will be sent to the Human Resources Department by your school/site administrator.

Note: The portal will allow you to stop and restart the training session.