

Memorandum



Date: January 3, 2024

To: DEC Members and Staff

From: Neil Angus, Director
Devens Enterprise Commission

Subj: Ethics and Conflict of Interest (updates for 2024)

It is that time of year again – every year, commissioners and staff need to acknowledge receipt of the summary of the Conflict of Interest Law and every two years, you are required to complete the mandatory Conflict of Interest Law training for state employees/appointed positions. This year, the State Ethics Commission has created a new online training platform to make completing and reporting for both much easier. These requirements can be completed on any computer or mobile device. Completion of these mandatory training and education requirements will be automatically recorded. **To access the new online learning platform, you will first need to create an account at <https://MassEthicsTraining.SkillBurst.com> and click on the 'Create Your Account' button.**

Next, enter the following information:

Email address: Enter your email address. A valid email address is required as the system sends notifications, reminders, and password reset requests to the email address.

Name: Enter your first and last name in the appropriate fields.

Organization: Select “Devens Enterprise Commission” from the list.

Department/Agency/Board: Enter “Devens Enterprise Commission” again. Do not enter your position or title.

When all required information is entered, click on the 'Get Access' button. A message will then be sent to the email address used to create the login account with instructions to create your password.

Your password must contain 8-15 characters and include at least one upper case letter, one lowercase letter, and one number. Please do not include special characters (\$, %, &, @, #, etc.). When entered, click the 'Save Password' button. You will then be prompted to log into the system.

You will need to complete the training as a “State Employee”. For help, view the Frequently Asked Questions on-line at: <https://www.mass.gov/info-details/frequently-asked-questions-about-the-new-online-training-program#frequently-asked-questions-for-public-employees->

Thanks for your continued support and dedication. Feel free to reach out with any questions or if you need any assistance.