




Office of Human Resources

Ethics, Privacy, Internal Control & Fraud—Getting Started

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 =Shortcut  =Advice  =Caution

Introduction

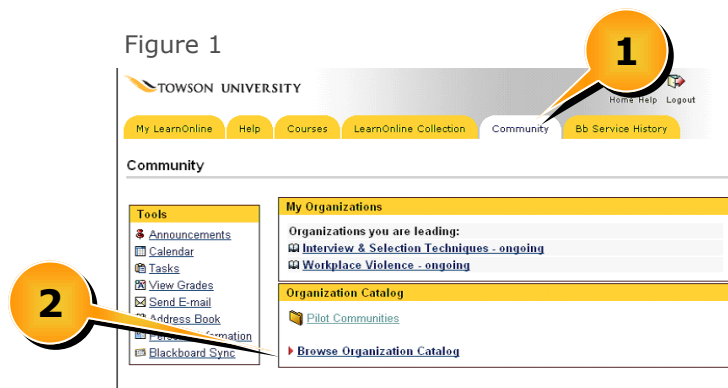
This workshop will provide you with information on campus social security number usage, privacy issues and concerns, an introduction to internal controls—specific to Towson University, conflicts of interest and activities for state employees, and an overview of the financial disclosure statement. (This workshop will address students and employees in the areas of social security number usage and privacy.)

Accessing the Course

The Ethics, Privacy, Internal Control & Fraud course is accessible in Blackboard. To get started, complete the following steps:

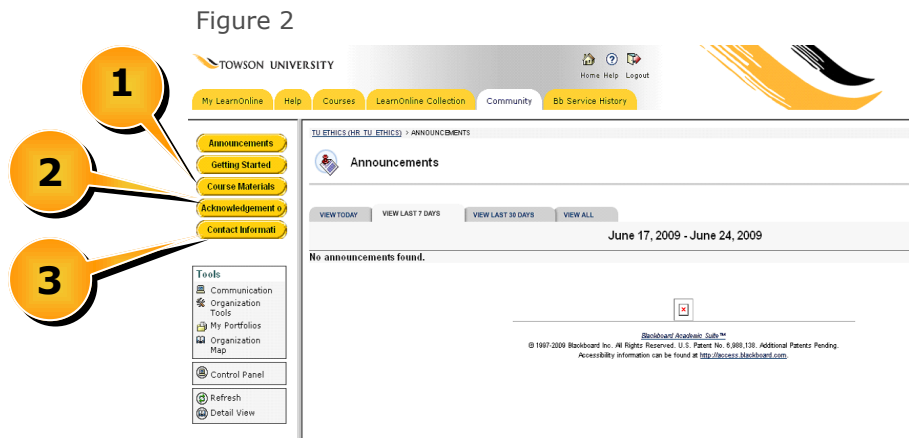
1. Login to Blackboard—from the TU home page, click on the Faculty & Staff link; on the next Web page, click on the Learn Online/Blackboard link
2. Enter your TU username and password
3. Click Login
4. Click on the Community tab at the top of the screen (Figure 1.1)
5. Click on the Browse Organization Catalog link in the Organization Catalog section (Figure 1.2)
6. Type Ethics in the search area
7. Click Enroll next to the Ethics, Privacy, Internal Control & Fraud workshop
8. Enter access code: towson
9. Click the Submit button
10. The Self Enrollment Receipt: Success screen will appear; click the OK button

Figure 1



Navigating the Site

Use the tabs on the left side of the screen to navigate the course content. (Figure 2)



Click on the Course Materials link to access course presentations. (Figure 2.1)

- ★ The course is comprised of three sections— Privacy, Internal Control, and Procurement. The three sections can be taken at once or individually.

Course Materials

1. Begin with Section 1 by clicking on the folder link. Review the presentation and print the Power Point slides for notes if desired.
2. Repeat for Sections 2 and 3.

Acknowledgement of Completion

After reviewing the presentations in their entirety, click on the Acknowledgement of Completion link (Figure 2.2) and complete the online form. Upon submission, your record of completion will be sent to the Office of Human Resources.

Contact Information

For further information regarding this course, contact the Office of Human Resources. (Figure 2.3)