

## FRAUD AND CONDUCT TRAINING FOR ALL NDUS INSTITUTIONAL EMPLOYEES

To reach the fraud and conduct training site, type the following address into your web browser – <https://community.ndus.edu/>

The below screen will appear.

**NORTH DAKOTA UNIVERSITY SYSTEM**  
ACCESS. INNOVATION. EXCELLENCE.

QUICK LINKS NDUS HELP DESK

**NDUS Community Learning Management System**

This Moodle site is for organizations within the NDUS.  
Some activities are open to guests while others may require login credentials.  
If you are looking for the NDUS academic Moodle site, you can find it at <http://lms.ndus.edu/>.

**We've upgraded Community Moodle!**  
Check out the resources below to find out more:  
Moodle v2.3 Document (pdf)  
Video Series

**COURSE CATEGORIES**

- Miscellaneous
- NDUS Employee Development
- RSVP + North Dakota
- Moodle Training
- SITS
- NDOMB
- NDUS Organizations
- North Dakota State University
- Bismarck State College
- Lake Region State College
- North Dakota State College of Science
- Minot State University
- University of North Dakota

All courses ...

**NAVIGATION**

- Home
- Site news
- Moodle v2.3 Document (pdf)
- Courses

**COURSE CATEGORIES**

- Miscellaneous (17)
- NDSU (1)
- NDUS Employee Development (2)
- RSVP + North Dakota (17)
- Moodle Training (3)
- SITS
- EPPM

**LOGIN**

Username  
Password

☐ Remember username

**Login**

Lost password?

**Login information:** If you are an employee or student in the North Dakota University System, use your NDUS Account Credentials (same as ConnectND) to login to this site.  
If you are not a member of the North Dakota University System, contact the administrator of your course for obtaining your credentials.

\*Need to reset your NDUS Account password?  
[Click here](#)

**Moodle**

Internet | Protected Mode: Off 100%

\*\*\*Scroll down\*\*\*

Click on "Minot State University" link.

**NDUS Community Learning Management System**

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**We've upgraded Community Moodle!**  
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Video Series

**COURSE CATEGORIES**

- Miscellaneous (17)
- NDSU (1)
- NDUS Employee Development (2)
- RSVP - North Dakota (17)
- Moodle Training (3)
- SITS
- EPPM
- ARLT (3)
- CND
- HRMS (1)
- NDQMB (1)
- NDUS Organizations (7)
- North Dakota State University
  - NDUS Distance and Continuing Education (3)
  - NDUS AG Comm (3)
  - NDUS Human Resources (2)
  - NDUS Employee Training
- Bismarck State College (1)
- Lake Region State College (2)
- North Dakota State College of Science (14)
- Minot State University (1)
- University of North Dakota (1)

**Login Information:** if you are an employee or student in the North Dakota University System, use your NDUS Account Credentials (same as Connected) to login to this site. if you are not a member of the North Dakota University System, contact the administrator of your course for obtaining your credential.

Need to reset your NDUS Account password? [Click here](#)

**Moodle**  
Help

The following screen appears:

\*\*\*Scroll up\*\*\*

You may have one or more courses that appear. Look for the **NDUS Fraud and Conduct Training – 2013** link and click on it.

The screenshot displays the North Dakota University System (NDUS) LMS interface. The header includes the NDUS logo and navigation links like 'QUICK LINKS' and 'NDUS HELP DESK'. The main content area is titled 'MY COURSES' and features a list of courses. The course 'NDUS Fraud and Conduct Training - 2013' is highlighted with a red box and an arrow pointing to it from the instruction box. Other courses listed include 'Financial System End Users', 'PeopleSoft Financial Systems', and 'All courses ...'. The interface also shows a search bar for courses and a list of navigation links on the left side.



FC\_training2013: Theft and Fraud plus Code of Conduct training video - Windows Internet Explorer  
https://community.ndus.edu/mod/page/view.php?id=3349&inpopup=1

Video not playing?

instead.

Video player interface showing the North Dakota University System logo and the title "Theft and Fraud plus Code of Conduct Training". A message states: "This presentation is approximately four minutes long. Please turn up your computer speaker and computer volume if needed." The video player controls are visible at the bottom.

Last modified: Tuesday, 26 March 2013, 9:36 AM

It may take awhile to load.  
Also, you may need to click on the ▶ to start the video.

This is a screen shot of the training video.

*\*It only lasts approximately 4 minutes!\**

After viewing the video, close the window using the "X".

If the video still doesn't start playing, you may either need to download QuickTime Viewer or upgrade your version. See page 21 of troubleshooting-QuickTime.

**After viewing the video, the video occasionally may replay. If it does, please just close the window in the upper right or left corner (depending on your browser) by clicking on the "X".**

**Step 2** – Review the NDUS policies 611.10 and 308.1. Click on each link and read the policy. Once you click the links for each policy, they should open in a new tab or browser window. To continue to the next policy, you must close each browser to return to this screen

The screenshot shows a web browser window with the address bar displaying 'Course: NDUS Fraud and Conduct Training -2013'. The page layout includes a sidebar on the left with a navigation menu under 'My profile' and 'My courses'. The main content area has a header with a profile picture and a message: 'Please proceed through this course by working through the sections below. You must take the verification quiz at the bottom for completion.' Below this, there are four sections, each with a checkbox and a play button icon:

- VIDEO**: Begin by watching a short video: Theft and Fraud plus Code of Conduct training video.
- NDUS POLICY REVIEW**: Review the NDUS Policies regarding Theft and Fraud and Code of Conduct: 611.10 Employee Responsibility and Activities: Theft and Fraud, 308.1 Officer and Employee Code of Conduct.
- MSU POLICY REVIEW**: Each NDUS institution has its own policies regarding theft and fraud and code of conduct. While these policies serve as extensions of the NDUS policies, it's important that you review your specific institution's policies. Listed below is a direct link to the Minot State University Theft and Fraud and Code of Conduct policies. Click on each policy below to review before proceeding: Theft and Fraud, Code of Conduct.
- VERIFICATION**: Please verify that you have read, understand, and agree to the policies. Verification Quiz.

**Step 3** – Click on the link “Theft and Fraud”. After reviewing that policy, click on the link “Code of Conduct”. You will need to close each browser to return to this page.

Once you have reviewed both policies, return to this page to complete step 4.

Course: NDUS Fraud and Conduct Training -2013

NDUS Policy Review  
MISU Policy Review  
Verification  
Financial System End Users  
PeopleSoft Financial Systems

SETTINGS  
My profile settings

**VIDEO**  
Begin by watching a short video:  
Theft and Fraud plus Code of Conduct training video

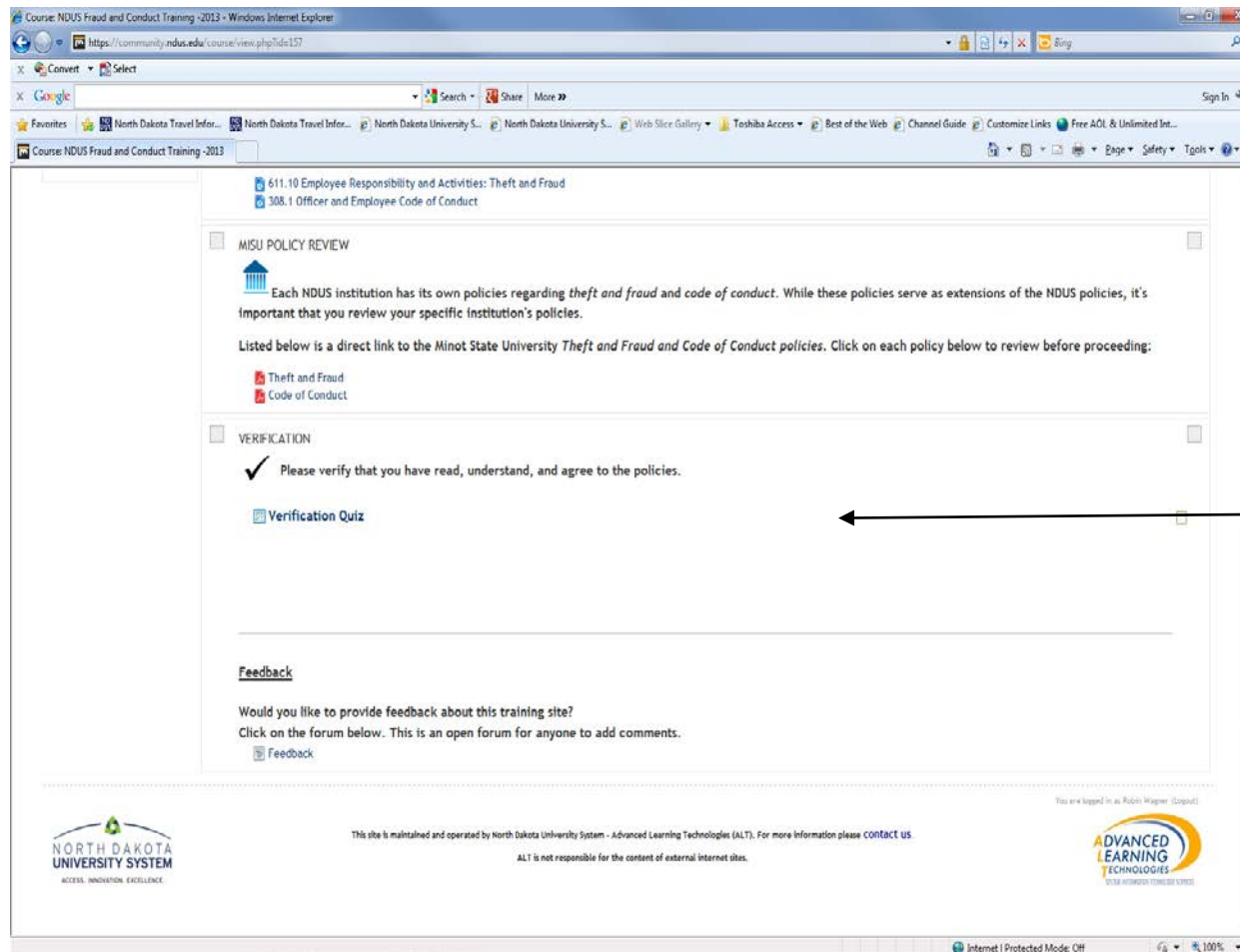
**NDUS POLICY REVIEW**  
Review the NDUS Policies regarding *Theft and Fraud* and *Code of Conduct*:  
611.10 Employee Responsibility and Activities: Theft and Fraud  
308.1 Officer and Employee Code of Conduct

**MISU POLICY REVIEW**  
Each NDUS institution has its own policies regarding *theft and fraud* and *code of conduct*. While these policies serve as extensions of the NDUS policies, it's important that you review your specific institution's policies.  
Listed below is a direct link to the Minot State University *Theft and Fraud* and *Code of Conduct* policies. Click on each policy below to review before proceeding:  
Theft and Fraud  
Code of Conduct

**VERIFICATION**  
Please verify that you have read, understand, and agree to the policies.  
Verification Quiz

Feedback

Internet | Protected Mode: Off | 100%



\*\*\*Scroll down\*\*\*

**Step 4** – Take the short quiz which will serve as your signature showing you understand and agree to comply with the above policies.

Click on the link “Verification Quiz”.



Browser window showing the North Dakota University System (NDUS) website. The address bar displays <https://community.ndus.edu/mod/quiz/view.php>. The page title is "FC\_training2013: Verificatio...".

The website header includes the North Dakota University System logo and navigation links: HOME, MY COURSES, FC\_TRAINING2013, VERIFICATION, and INFO. A user profile icon is visible in the top right corner.

The main content area is titled "VERIFICATION QUIZ". It displays the instruction: "Please click the Check button after inputting each answer." Below this, the grading method is specified as "Grading method: Highest grade". A button labeled "Attempt quiz now" is visible, with an arrow pointing to it from a callout box.

The left sidebar contains a "NAVIGATION" menu with options: Home, My home, Site pages, My profile, My courses (expanded), FC\_training2013 (expanded), Participants, General, Video, NDUS Policy Review, MISU Policy Review, Verification (expanded), Info, and Feedback. Below the navigation menu is a "SETTINGS" section with "My profile settings".

The footer includes the North Dakota University System logo, a statement: "This site is maintained and operated by North Dakota University System - Advanced Learning Technologies (ALT). For more information please [contact us](#). ALT is not responsible for the content of external internet sites.", and the Advanced Learning Technologies logo. The user is logged in as Sheila Latham (Logout). The system clock shows 9:44 AM on 4/4/2013.

Click on the button  
"Attempt quiz now".

https://community.ndus.edu/mod/quiz/attempt

MSN.com

Verification Quiz

NORTH DAKOTA UNIVERSITY SYSTEM  
ACCESS. INNOVATION. EXCELLENCE.

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION VERIFICATION QUIZ

QUIZ NAVIGATION

1 2 3  
Finish attempt ...

Question 1  
Not complete  
Marked out of 1

By entering the **Yes** in the text box below, I acknowledge that I have read and understand both of the following State Board of Higher Education (SBHE) policies:

1. NDUS policy SBHE 611.10 regarding Theft and Fraud.

2. NDUS policy SBHE 308.1 regarding Code of Conduct.

Answer:

Check

Question 2  
Not complete  
Marked out of 1

By entering **Yes** in the text box below, I agree to comply with the Theft and Fraud policies procedures for my institution.

Answer:

Check

Question 3  
Not complete  
Marked out of 1

By entering **Yes** in the text box below, I agree to comply with the Code of Conduct policies and procedures for my institution.

Answer:

Check

Next

9:45 AM  
4/4/2013

Read each question and type an answer in the each box. After the answer is typed, you must click on the “Check” box before proceeding to the next question.

Once you have answered each of the 3 questions, click on the button “Next”.

**VERY IMPORTANT:** If you do not answer each question and check the “**Submit all and finish**” button, you will not be recorded as having completed the training.

Browser window showing the North Dakota University System (NDUS) Verification Quiz page. The URL is <https://community.ndus.edu/mod/quiz/summary>. The page displays the quiz summary for a user named "Your Name".

**North Dakota University System**  
ACCESS. INNOVATION. EXCELLENCE.

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION **VERIFICATION QUIZ** SUMMARY OF

**QUIZ NAVIGATION**

1 2 3  
Finish attempt ...

**VERIFICATION QUIZ**  
SUMMARY OF ATTEMPT

Question	Status
1	Correct
2	Correct
3	Correct

[Return to attempt](#)

[Submit all and finish](#)

You can re-attempt the quiz again if you were not 100% correct or click submit all and finish.

**North Dakota University System**  
ACCESS. INNOVATION. EXCELLENCE.

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ALT is not responsible for the content of external internet sites.

You are logged in as Sheila Latham (Logout)

**ADVANCED LEARNING TECHNOLOGIES**  
DIGITAL INFORMATION TECHNOLOGY SERVICES

Windows taskbar shows the time as 9:49 AM on 4/4/2013.

https://community.ndus.edu/mod/quiz/summary MSN.com Verification Quiz

NORTH DAKOTA UNIVERSITY SYSTEM  
ACCESS. INNOVATION. EXCELLENCE.

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION **VERIFICATION QUIZ** SUMMARY OF

QUIZ NAVIGATION  
1 2 3  
Finish attempt ...

**VERIFICATION QUIZ**  
SUMMARY OF ATTEMPT

Question	Status
1	Correct

Confirmation

⚠ Once you submit, you will no longer be able to change your answers for this attempt.

Cancel Submit all and finish

Submit all and finish

You are logged in as Sheila Latham (Logout)

NORTH DAKOTA UNIVERSITY SYSTEM  
ACCESS. INNOVATION. EXCELLENCE.

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ADVANCED LEARNING TECHNOLOGIES  
SYSTEM INFORMATION TECHNOLOGY SERVICES

9:50 AM  
4/4/2013

This should appear when you click submit all and finish button. This is your opportunity to “cancel and re-attempt the quiz” or to be done by clicking “submit all and finish” button.

FC\_training2013: Verification Quiz - Windows Internet Explorer

https://community.ndus.edu/mod/quiz/view.php?id=3353

Convert Select

Google Search Share More

Sign In

FC\_training2013: Verification Quiz

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION INFO

NAVIGATION

Home

My home

Site pages

My profile

My courses

FC\_training2013

Participants

General

Video

NDUS Policy Review

MSU Policy Review

Verification

Info

Feedback

Financial System End Users

PeopleSoft Financial Systems

SETTINGS

My profile settings

VERIFICATION QUIZ

Please click the Check button after inputting each answer.

Grading method: Highest grade

SUMMARY OF YOUR PREVIOUS ATTEMPTS

Attempt	Status	Grade / 3	Review	Feedback
1	Finished Submitted Thursday, 4 April 2013, 8:47 AM	3		Thank you for completing the NDUS Employee Theft and Fraud plus Code of Conduct course. You have finished and your answers are recorded. You can close this browser window to exit the course.

HIGHEST GRADE: 3 / 3.

OVERALL FEEDBACK

Thank you for completing the NDUS Employee Theft and Fraud plus Code of Conduct course. You have finished and your answers are recorded.  
You can close this browser window to exit the course.

[Re-attempt quiz](#)

You are logged in as Robin Wagner (Logout)

This site is maintained and operated by North Dakota University System - Advanced Learning Technologies (ALT). For more information please [contact us](#).

ALT is not responsible for the content of external internet sites.

NORTH DAKOTA UNIVERSITY SYSTEM  
ACCESS. INNOVATION. EXCELLENCE.

ADVANCED LEARNING TECHNOLOGIES  
ENTER THE CONNECTIVITY FRONTIER

Internet | Protected Mode: Off

100%

You have successfully completed training for this year! You may print this screen with your name at the top for your records. Otherwise, follow the next screens to logout.

FC\_training2013: Verification Quiz - Windows Internet Explorer

https://community.ndus.edu/mod/quiz/view.php?id=3353

File Edit View Favorites Tools Help

Favorites MSU Suggested Sites Get more Add-ons sign out Reply

FC\_training2013: Verification Quiz

Page Safety Tools

**NORTH DAKOTA UNIVERSITY SYSTEM**  
ACCESS. INNOVATION. EXCELLENCE.

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION INFO

NAVIGATION


- Home
  - My home
  - Site pages
  - My profile
  - My courses
    - FC\_training2013
      - Participants
      - General
      - Video
      - NDUS Policy Review
      - MISU Policy Review
      - Verification
        - Info

**VERIFICATION QUIZ**

Please click the Check button after inputting each answer.

Grading method: Highest grade

**SUMMARY OF YOUR PREVIOUS ATTEMPTS**

Attempt	State	Grade /	Review	Feedback
1	Finished Submitted Thursday, 4 April 2013, 8:47 AM	3	Not permitted	 <p>Thank you for completing the NDUS Employee Theft and Fraud plus Code of Conduct course. You have finished and your answers are recorded.</p>

Internet | Protected Mode: On 125% 11:02 AM

Taskbar: FC\_training2013: V... https://adminsys.n... PeopleSoft session... Robin Wagner - O... cnd\_misu\_fund\_lis... cnd\_ps\_account\_n... Fraud Training\_FY1... fraud training 1 (Re...

Your Name

To **logout**, scroll to the top of the screen and click the down arrow by your name.

FC\_training2013: Verification Quiz - Windows Internet Explorer

https://community.ndus.edu/mod/quiz/view.php?id=3353

File Edit View Favorites Tools Help

★ Favorites ☆ MSU Suggested Sites Get more Add-ons sign out Reply

FC\_training2013: Verification Quiz

Page Safety Tools

**NORTH DAKOTA UNIVERSITY SYSTEM**  
ACCESS. INNOVATION. IMPACT.

**Your Name**

MY BLOCKS MY BLOCKS MY ACCOUNT MY STUFF

My courses  
My profile  
My private files

Calendar  
Email  
Logout

QUICK LINKS NDUS HELP DESK

HOME MY COURSES FC\_TRAINING2013 VERIFICATION INFO

NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
  - My courses
    - FC\_training2013

**VERIFICATION QUIZ**

Please click the Check button after inputting each answer.

Grading method: Highest grade

SUMMARY OF YOUR PREVIOUS ATTEMPTS

Internet | Protected Mode: On 125%

FC\_training2013: V... https://admins... PeopleSoft session... Robin Wagner - O... cnd\_misu\_fund\_lis... cnd\_ps\_account\_n... Fraud Training\_FY1... fraud training 1 (Re... 11:09 AM

This drop down box will appear. Click on the "Logout" link.

NDUS Organizations & Community LMS - Windows Internet Explorer

https://community.ndus.edu/login/logout.php

File Edit View Favorites Tools Help

★ Favorites MSU Suggested Sites Get more Add-ons sign out Reply

NDUS Organizations & Community LMS

QUICK LINKS NDUS HELP DESK

**NORTH DAKOTA UNIVERSITY SYSTEM**  
ACCESS. INNOVATION. EXCELLENCE.

**Your Name**

NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
  - My courses

SETTINGS

- My profile settings

Do you really want to logout?

[Continue](#) [Cancel](#)

You are logged in as Robin Wagner (Logout)

This site is maintained and operated by North Dakota University System - Advanced Learning Technologies (ALT). For more information please [contact us](#).

ADVANCED

Done

Internet | Protected Mode: On

11:37 AM

Click "Continue".

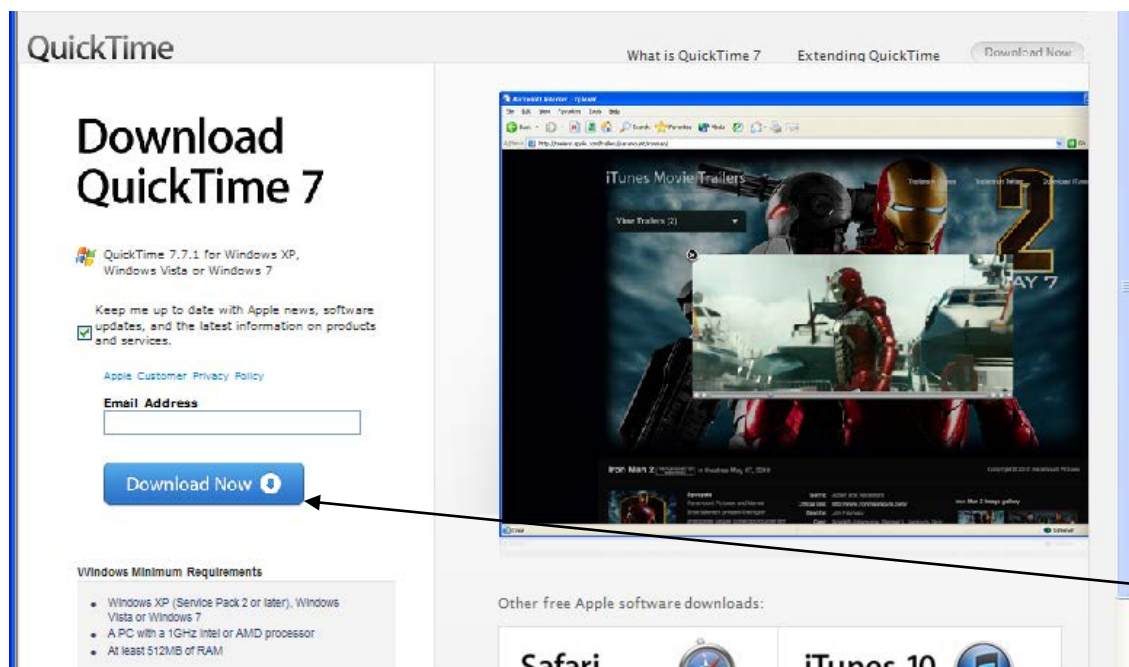
When the next screen appears, you can finally click on the "X" in the upper right or left corner (depending on your browser) to close the screen.



## TROUBLE-SHOOTING TIPS

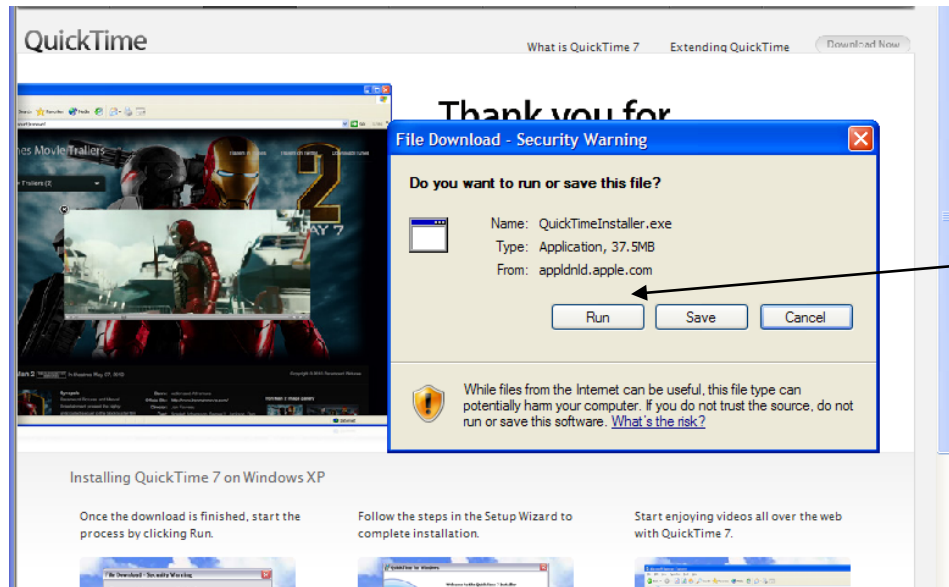
<http://www.apple.com/quicktime/?cid=oas-us-domains-quicktime.com>

### Quick Time Error



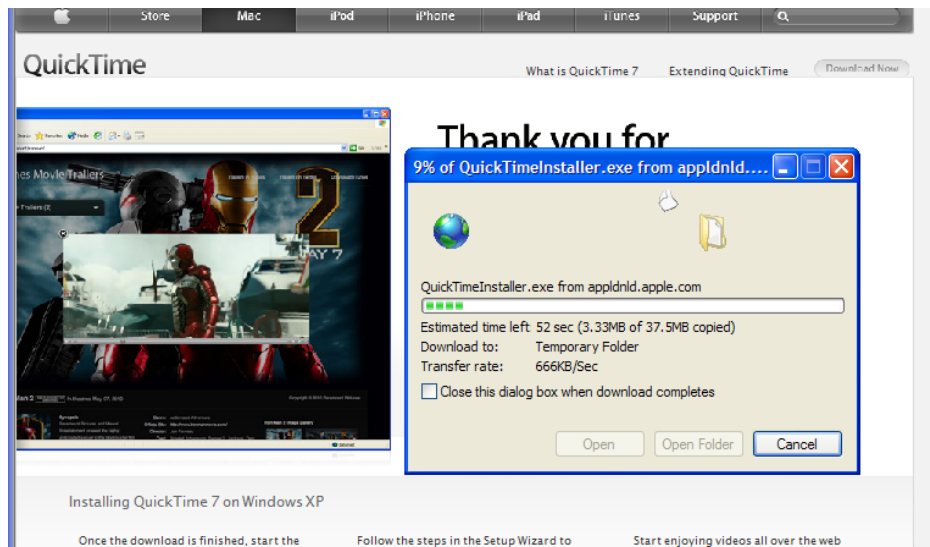
This screen will appear. You will need to click on the “Download Now” button.

## TROUBLE-SHOOTING TIPS



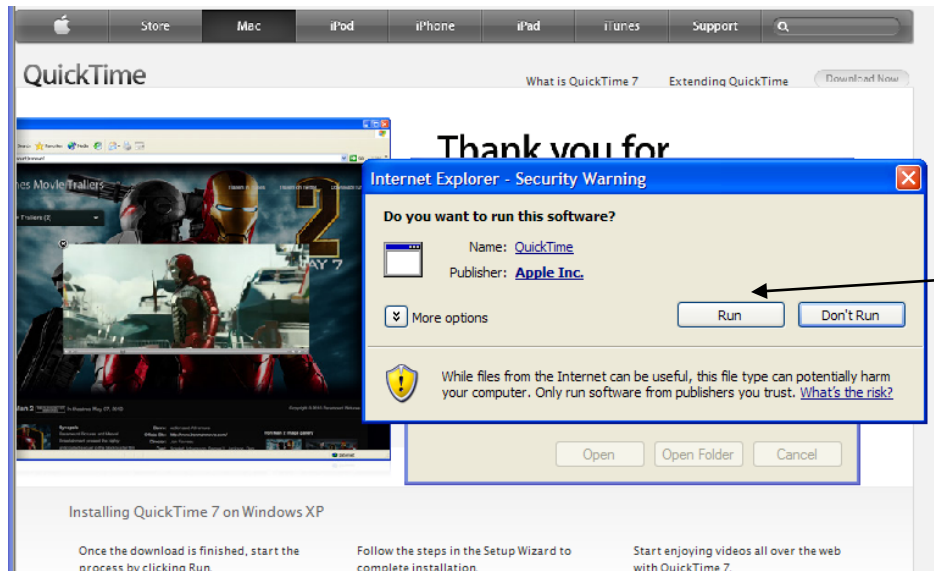
Quick Time Error

Click on the "Run" button.



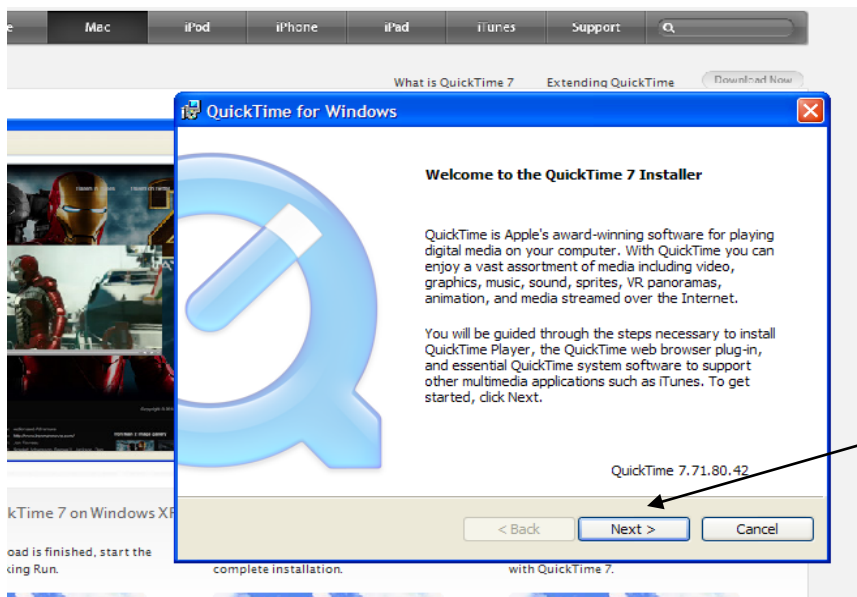
This box will appear showing you the software is installing.

## TROUBLE-SHOOTING TIPS



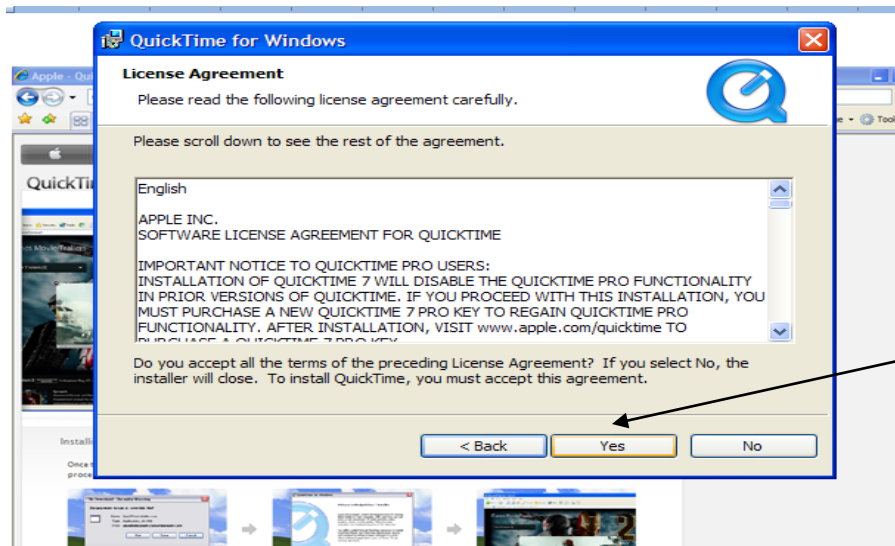
### Quick Time Error

Once the software is installed, you will need to run it to complete installation. Click on the "Run" button.



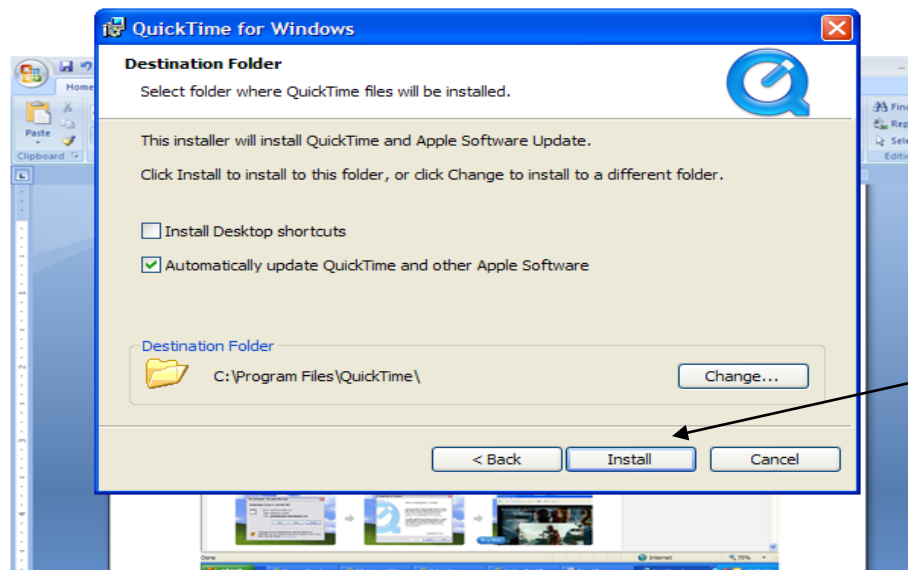
This screen will appear. Click on the "Next" button.

## TROUBLE-SHOOTING TIPS



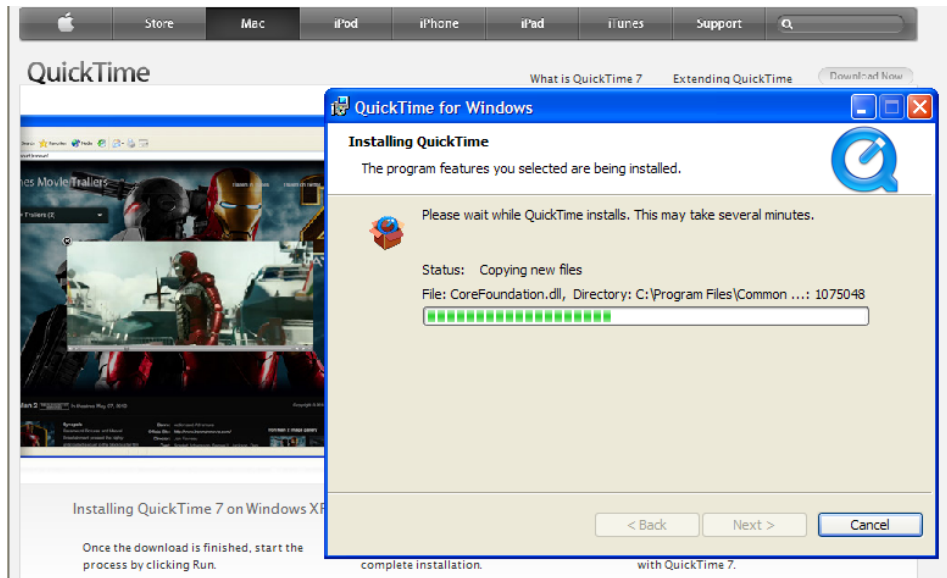
Quick Time Error

Click on the "Yes" button.



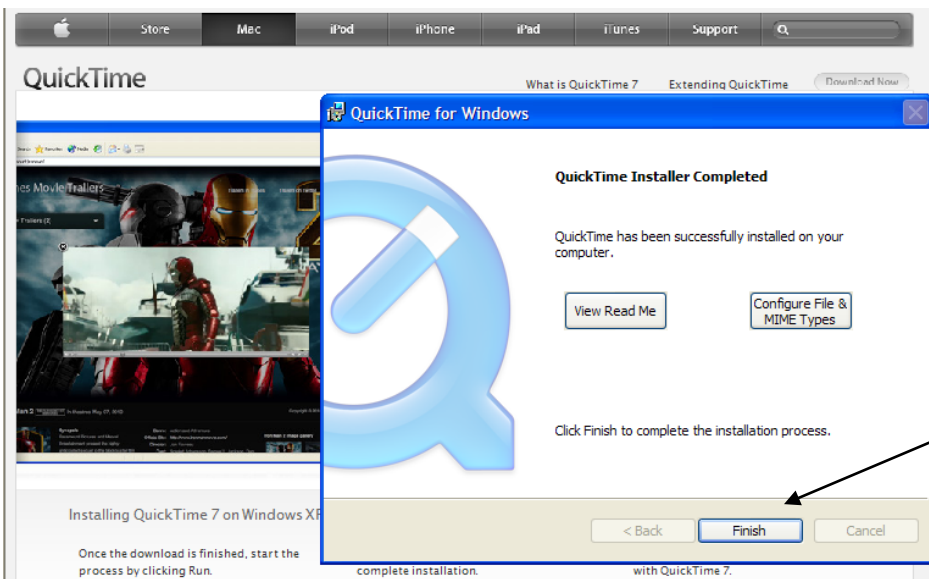
Click on the "Install" button.

## TROUBLE-SHOOTING TIPS



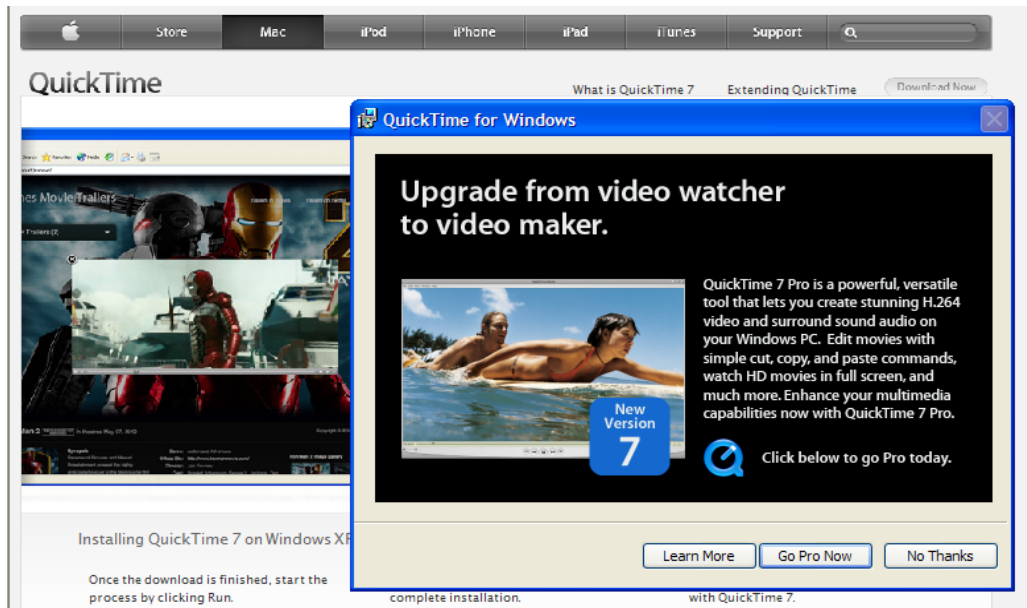
### Quick Time Error

This screen will show you that it is finishing installing the software.



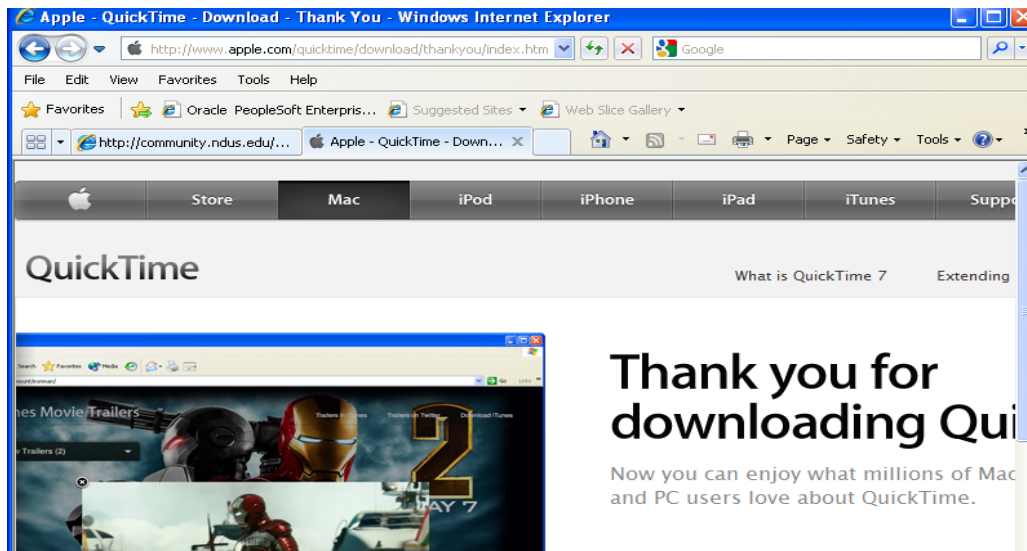
This screen shows that installation is complete. Click on the "Finish" button.

## TROUBLE-SHOOTING TIPS



### Quick Time Error

This is the final screen of QuickTime installation. You can click on “No Thanks” to close this screen.



If this screen appears, you can click on the upper right “X” to close it and return to the main training page.

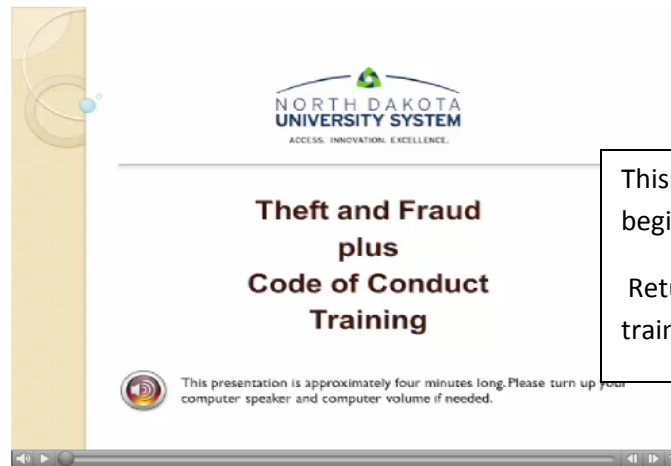
## TROUBLE-SHOOTING TIPS

### Quick Time Error

The screenshot shows a web interface for a training course. At the top, there's a navigation bar with 'HOME', 'MY COURSES', and 'FC\_TRAINING2013'. A sidebar on the left contains a 'NAVIGATION' menu with links like 'Home', 'My home', 'Site pages', 'My profile', and 'My courses'. Under 'My courses', 'FC\_training2013' is expanded, showing sub-links for 'Participants', 'General', 'Video', 'NDUS Policy Review', 'MISU Policy Review', 'Verification', 'Financial System End Users', and 'PeopleSoft Financial Systems'. The main content area has a title 'Theft and Fraud plus Code of Conduct Training and Verification 2013' with a woman pointing at a 'NO YES' sign. Below the title, it says 'Please proceed through this course by working through the sections below. You must take the verification quiz at the bottom for completion.' There are two sections: 'VIDEO' with a play button icon and the text 'Begin by watching a short video:' followed by a link 'Theft and Fraud plus Code of Conduct training video', and 'NDUS POLICY REVIEW' with a magnifying glass icon and the text 'Review the NDUS Policies regarding Theft and Fraud and Code of Conduct:'. A URL bar at the bottom shows 'https://community.ndus.edu/mod/page/view.php?id=3349&inpopup=1'.

Click back on the "Theft and Fraud plus Code of Conduct training video" link and the video should begin.

Video not playing?



This screen displays the video is beginning.

Return to page 5 to continue training.

instead.

Last modified: Tuesday, 26 March 2013, 9:36 AM