

# 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/course/view.php?id=337>. The screen below will appear.

The screenshot shows a web browser window with the URL <https://community.ndus.edu/login/index.php>. The page header includes the North Dakota University System logo and navigation links for 'quick links' and 'ndus help desk'. Below the header, there is a breadcrumb trail 'Home / Log in to the site' and a section titled 'Is this your first time here?' which provides instructions for users who are new to the system. The main content area is titled 'Log in' and contains a form with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the form are links for 'Forgotten your username or password?' and a note about cookies. At the bottom of the form area, there is a 'Log in as a guest' button. A callout box on the right side of the page contains two numbered steps: '1. Enter your PeopleSoft/Connect ND User ID (first name.last name) & password. (For example, your sign on for Campus Connections, HRMS, or Finance)' and '2. Click the login button.' The footer of the page includes a login status 'You are not logged in.', the North Dakota University System logo, a disclaimer about the site being maintained by NDUS Core Technology Services (CTS), and the CTS logo.

1. Enter your PeopleSoft/Connect ND User ID (first name.last name) & password. (For example, your sign on for Campus Connections, HRMS, or Finance)
2. Click the login button.

Home / NDUS Employee Learning Portal / FCC2016

Turn editing on  
Your progress ?

- Administration
  - Course administration
    - Turn editing on
    - Edit settings
    - Course completion
    - Users
    - Filters
    - Reports
    - Grades
    - Gradebook setup
    - Badges
    - Backup
    - Restore
    - Import

Follow steps #1 through #5.

# Theft and Fraud *plus* Code of Conduct Training and Verification 2016



Recommended Browsers: Firefox (preferred) v. 30+, Safari v. 6+, Chrome v. 35+

### INSTRUCTIONS TO COMPLETE YOUR TRAINING REQUIREMENTS:

1. Check that your computer's volume is set at a comfortable level.
2. Click the link below to watch the video tutorial.
3. Click the links to review SBHE policies 611.10 and 308.1.
4. Click the link(s) to review your institution's policies on Theft and Fraud and Code of Conduct.
5. Complete the verification quiz to complete your training requirements.

- Navigation
  - Current course
    - FCC2016
      - Participants
      - Badges
      - General

Step #1—click on arrow to watch the video.

### Video

Begin by watching a short video:

- Thrift and Fraud plus Code of Conduct
- Tutorial Script for Hearing Impaired


### SBHE Policy Review



New messages (1)  
Go to messages Ignore

-  Theft and Fraud plus Code of Conduct
-  Tutorial Script for Hearing Impaired

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


### SBHE Policy Review

 Review the SBHE 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

Click on the hyperlinks for both the SBHE & campus policies. Read the four policies (see next page for additional instructions).

### 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

Click on & complete the verification quiz.

### Verification

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

https://community.ndus.edu/mod/url/view.php?id=7246

NDUS Community LMS: Log in... FCC2016: Theft and Fraud

Jonelle Watson Student

**NORTH DAKOTA UNIVERSITY SYSTEM**  
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my courses quick links ndus help desk

Home / NDUS Employee Learning Portal / FCC2016 / MiSU Policy Review / Theft and Fraud

## Theft and Fraud

Click [http://www.minotstateu.edu/busoffic/documents/faculty-staff/theft\\_fraud\\_abuse\\_waste.pdf](http://www.minotstateu.edu/busoffic/documents/faculty-staff/theft_fraud_abuse_waste.pdf) link to open resource.

**Administration**

- Switch role to...
  - Return to my normal role

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Current course
    - FCC2016
      - Participants
      - Badges
      - General
      - Video
      - SBHE Policy Review
      - MiSU Policy Review
        - Theft and Fraud
        - Code of Conduct
        - Verification
    - My courses

You are logged in as Jonelle Watson: Student (Return to my normal role)

Click on link & read policy. Then, click the back arrow to return to training.

https://community.ndus.edu/mod/url/view.php?id=7247

NDUS Community LMS: Log in... FCC2016: Code of Conduct

Jonelle Watson Student

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my courses quick links ndus help desk

Home / NDUS Employee Learning Portal / FCC2016 / MiSU Policy Review / Code of Conduct

## Code of Conduct

Click [http://www.minotstateu.edu/busoffic/documents/faculty-staff/code\\_of\\_conduct.pdf](http://www.minotstateu.edu/busoffic/documents/faculty-staff/code_of_conduct.pdf) link to open resource.

**Administration**

- Switch role to...
  - Return to my normal role

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Current course
    - FCC2016
      - Participants
      - Badges
      - General
      - Video
      - SBHE Policy Review
      - MiSU Policy Review
        - Theft and Fraud
        - Code of Conduct
      - Verification
    - My courses

You are logged in as Jonelle Watson: Student (Return to my normal role)

Click on link & read policy. Then, click the back arrow to return to training.

https://community.ndus.edu/mod/quiz/view.php?id=7260

NDUS Community LMS: Log in... FCC2016: Verification Quiz

Jonelle Watson Student

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my courses quick links ndus help desk

Home / NDUS Employee Learning Portal / FCC2016 / Verification / Verification Quiz

## Verification Quiz

Please click the Check button after inputing each answer.

Grading method: Highest grade

**Attempt quiz now**

**Administration**

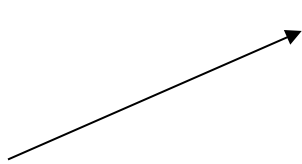
- Switch role to...
  - Return to my normal role

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Current course
    - FCC2016
      - Participants
      - Badges
      - General
      - Video
      - SBHE Policy Review
      - MISU Policy Review
      - Verification
        - Verification Quiz
        - Feedback
  - My courses

You are logged in as Jonelle Watson: Student (Return to my normal role)

Click button





## Verification Quiz

### Summary of attempt

Read each of the questions and type an answer in each box. Once you have answered each of the 2 questions, click on the button "submit all and finish".

**VERY IMPORTANT:** If you do not the "Submit all and finish" button, you will not be recorded as having completed the training.

Status
Correct
Correct

[Return to attempt](#)

[Submit all and finish](#)

**Quiz navigation**

1 2

[Finish attempt ...](#)

(Return to my normal role)



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Core Technology Services



Home / NDUS Employee Learning Portal / FCC2016 / Verification / Verification Quiz / Summary of attempt

## Verification Quiz

### Summary of attempt

Question	Status
1	Correct
	Correct

**Quiz navigation**

1 2

Finish attempt ...

After you click submit, this box will appear. This gives you one last chance to change your answers.

Click "OK" if you are done or "Cancel" if you need to change any answers.

To complete final submission, you must click "OK".

**Confirmation**

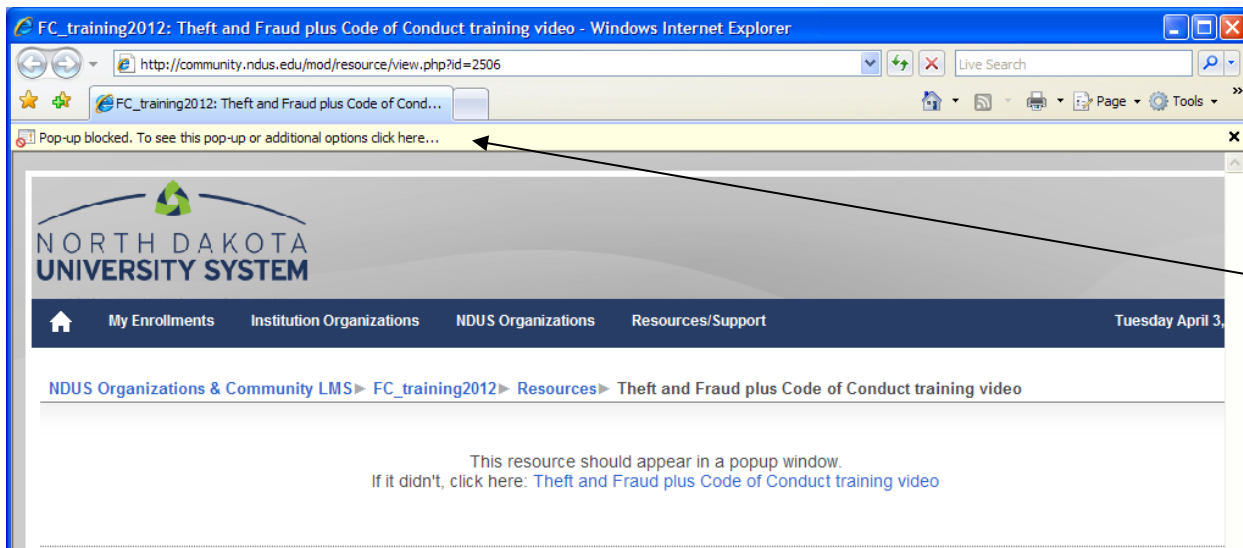
Once you submit, you will no longer be able to change your answers for this attempt.

**Submit all and finish**

**Cancel**

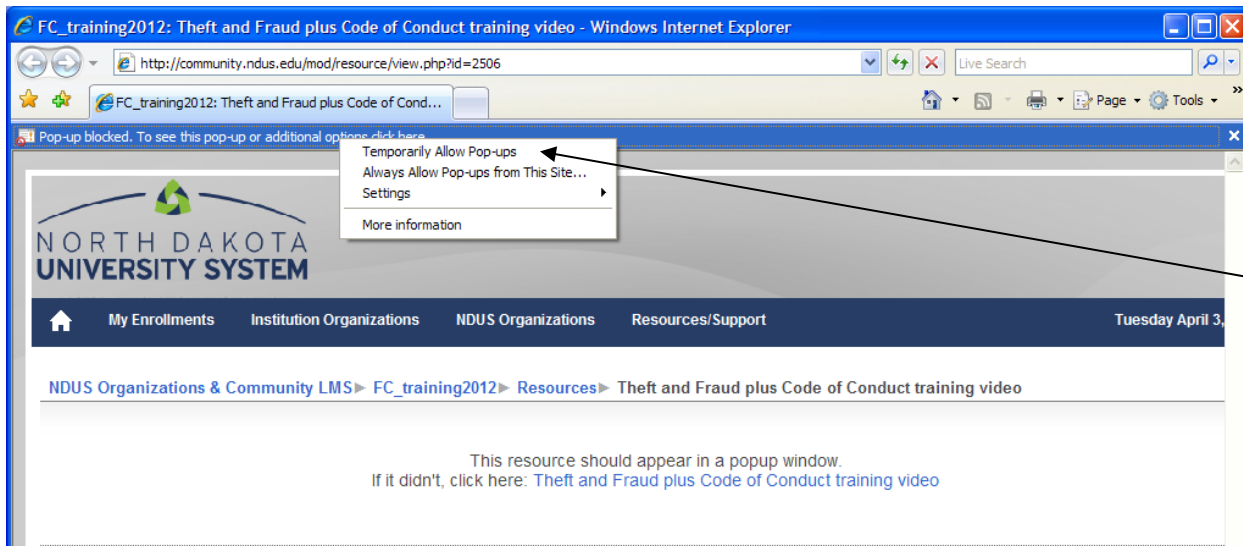


## TROUBLE-SHOOTING TIPS



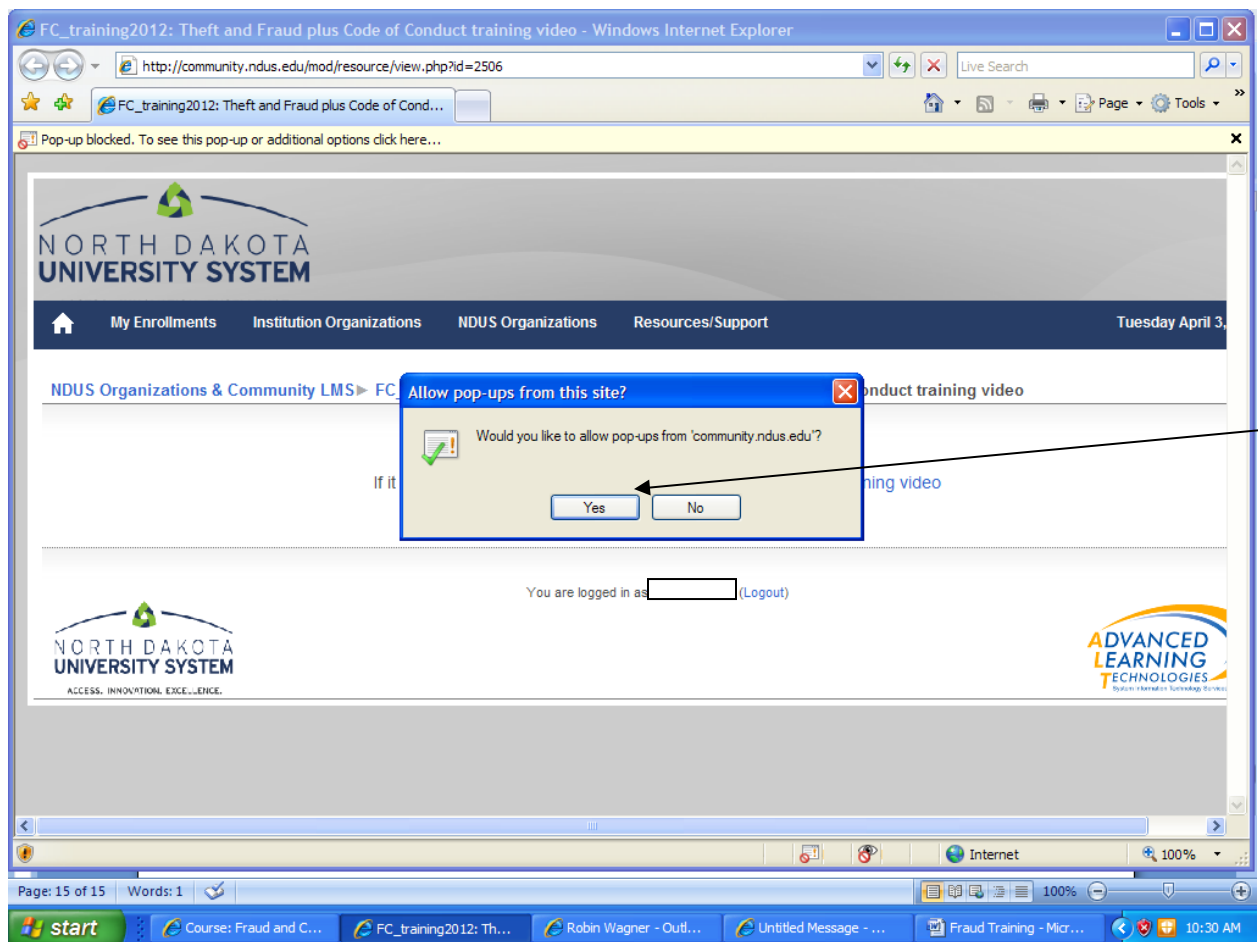
**POP-UP BLOCKER ERROR**

***Error occurred when trying to load video*** – Pop-up blocked. Click on this error.



This box will appear. Click on "Temporarily Allow Pop-ups" line.

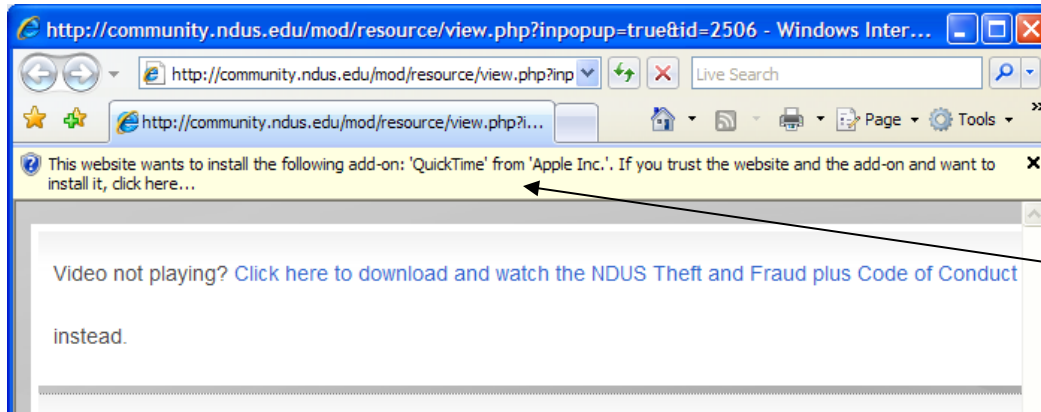
## TROUBLE-SHOOTING TIPS



POP-UP BLOCKER ERROR

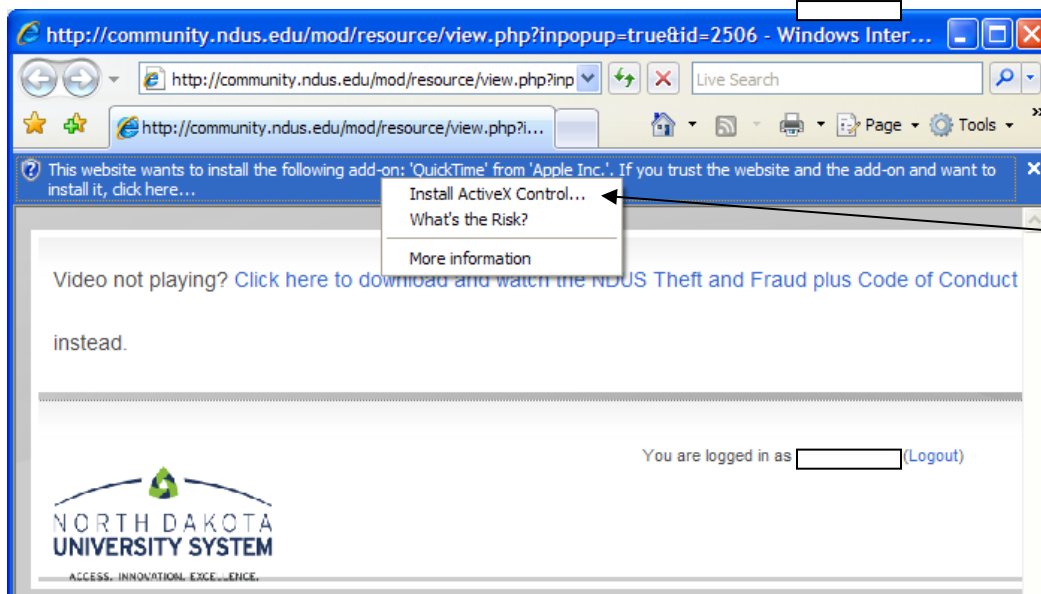
Click on the "Yes" button.

## TROUBLE-SHOOTING TIPS



### Quick Time Error

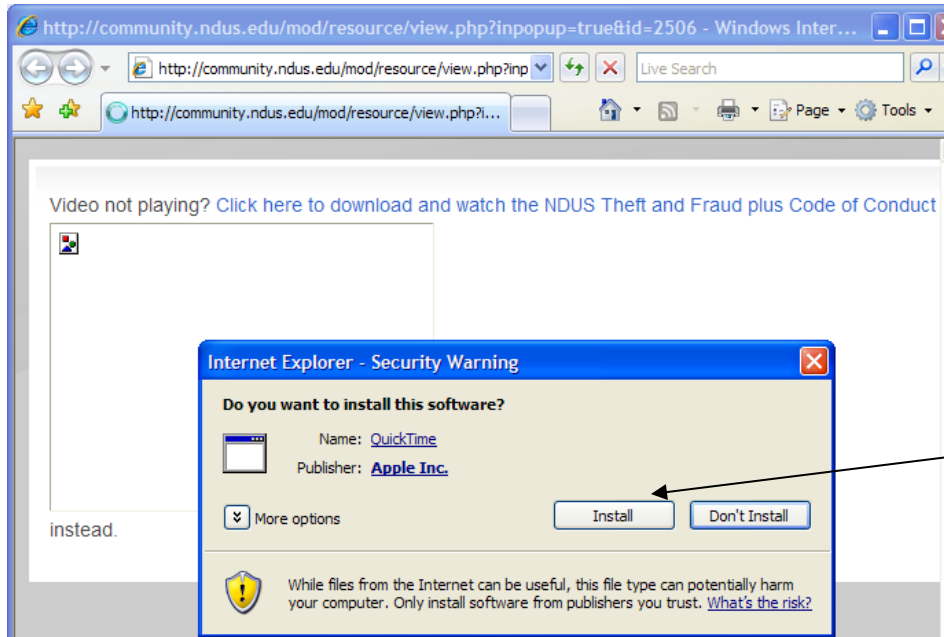
This error occurred since the viewer "QuickTime" is not installed on your computer. Click on the box as indicated.



This box will appear. Click on "Install ActiveX Control..."

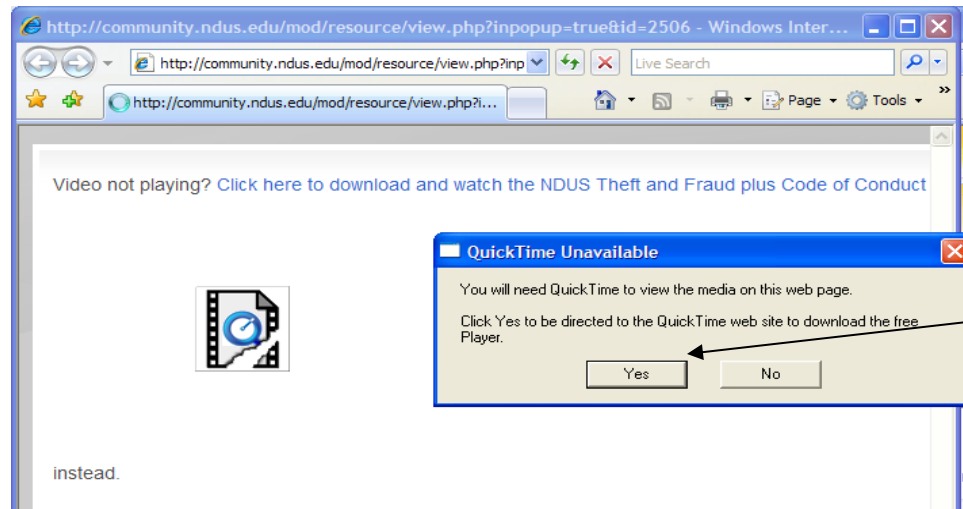
(This box could also say "Install this add-on for all users on this computer" – click on this link if that is the wording)

# TROUBLE-SHOOTING TIPS



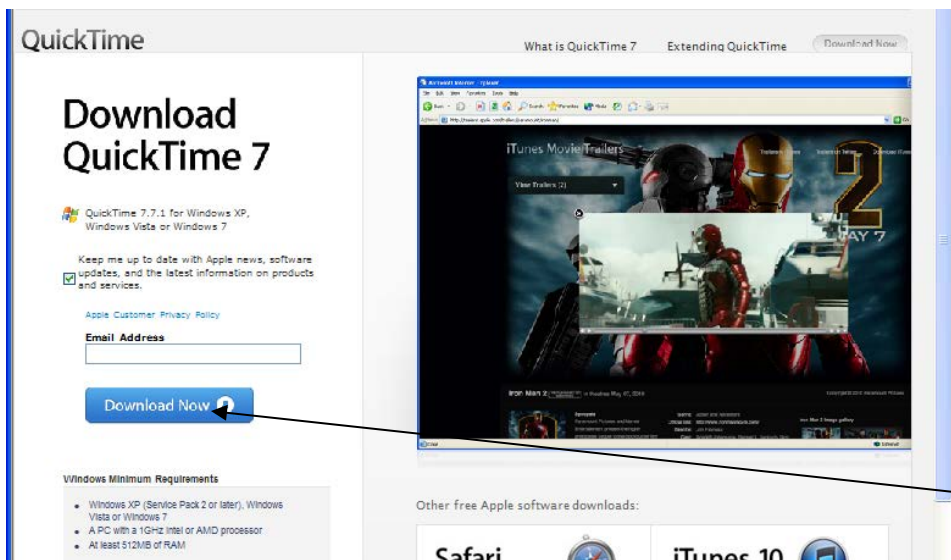
Quick Time Error

Click on the "Install" button.



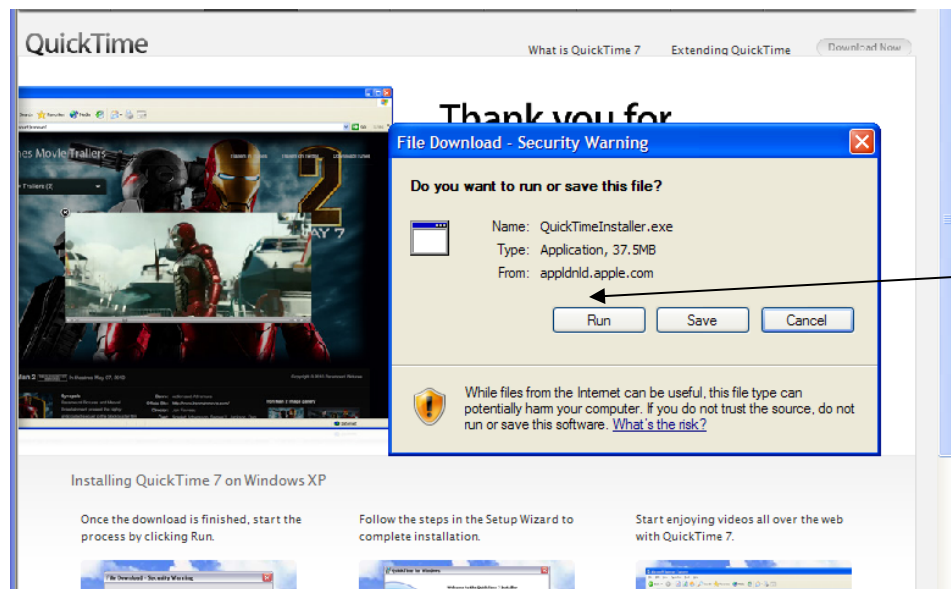
Click on the "Yes" button.

## TROUBLE-SHOOTING TIPS



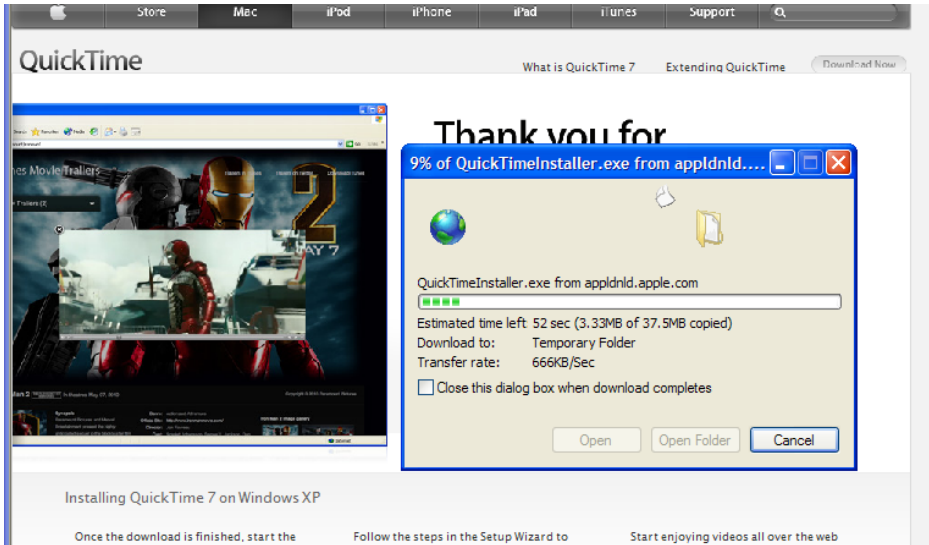
Quick Time Error

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



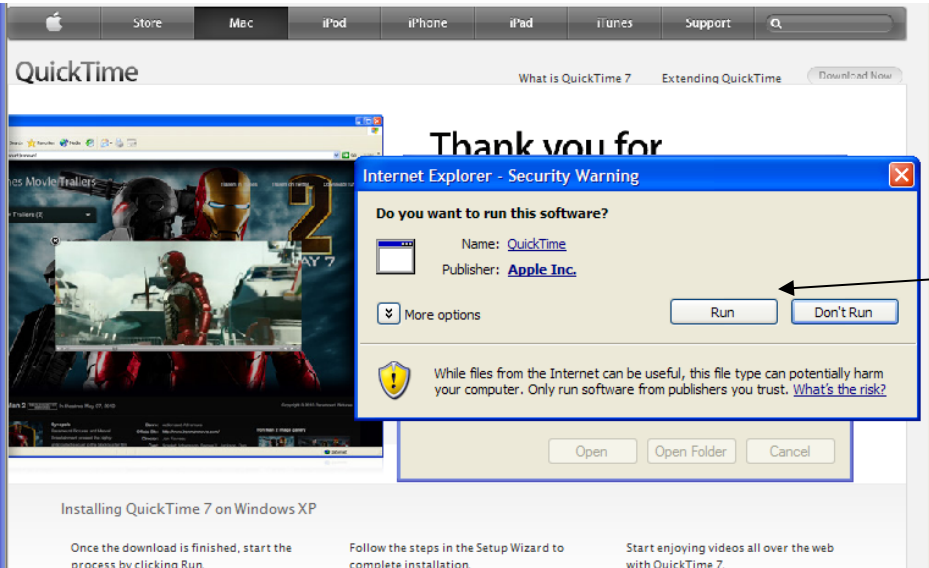
Click on the "Run" button.

# TROUBLE-SHOOTING TIPS



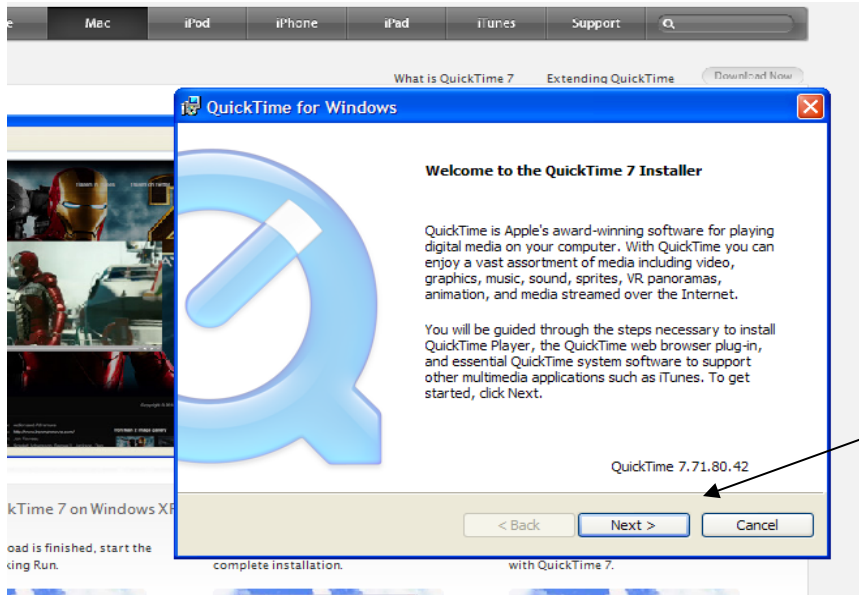
Quick Time Error

This box will appear showing you the software is installing.



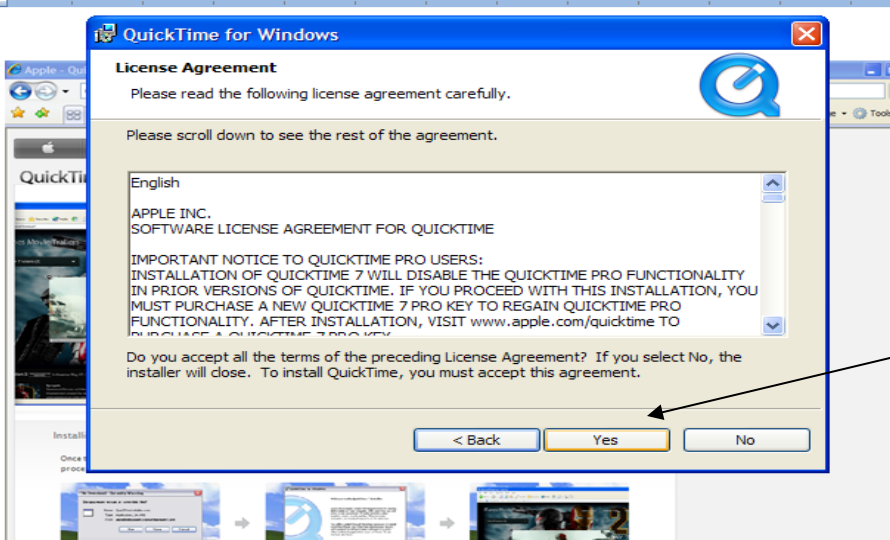
Once the software is installed, you will need to run it to complete installation. Click on the "Run" button.

# TROUBLE-SHOOTING TIPS



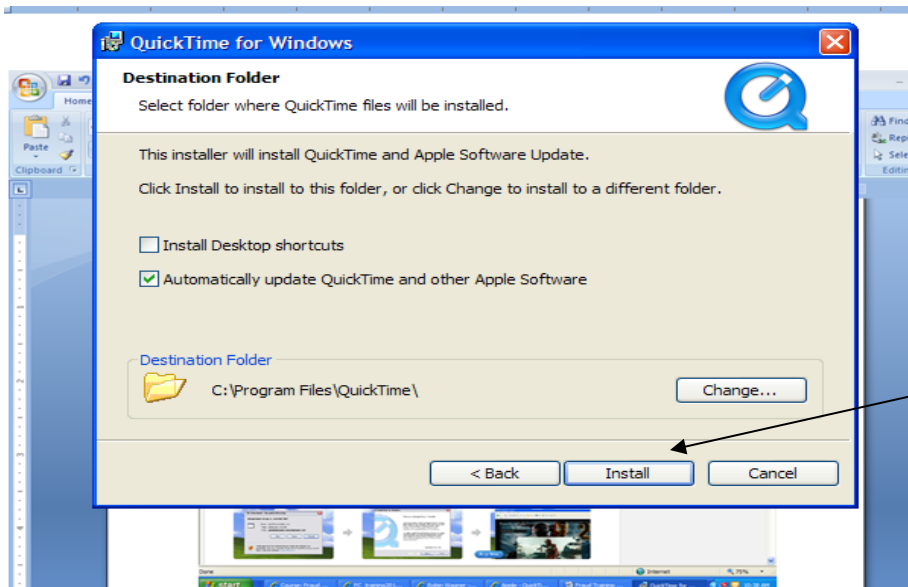
Quick Time Error

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



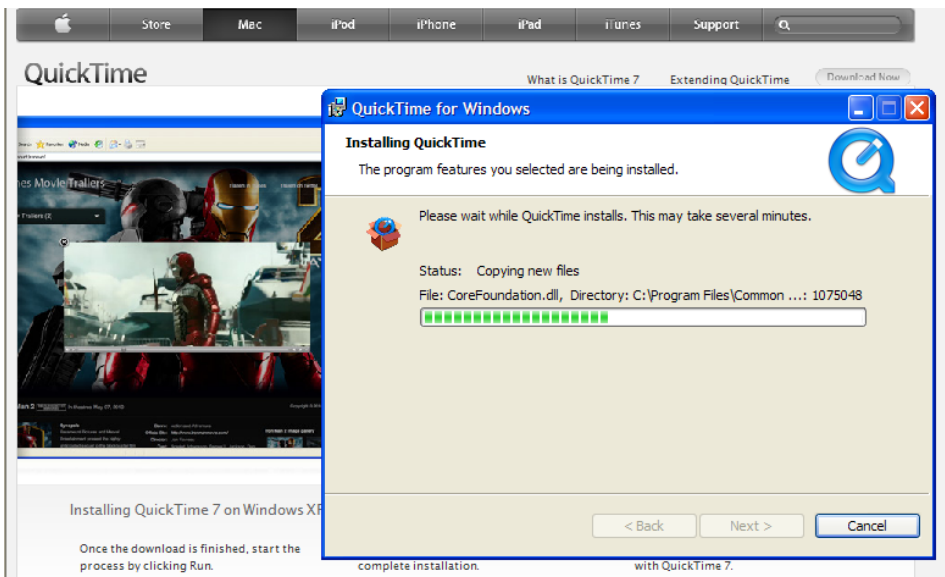
Click on the "Yes" button.

## TROUBLE-SHOOTING TIPS



Quick Time Error

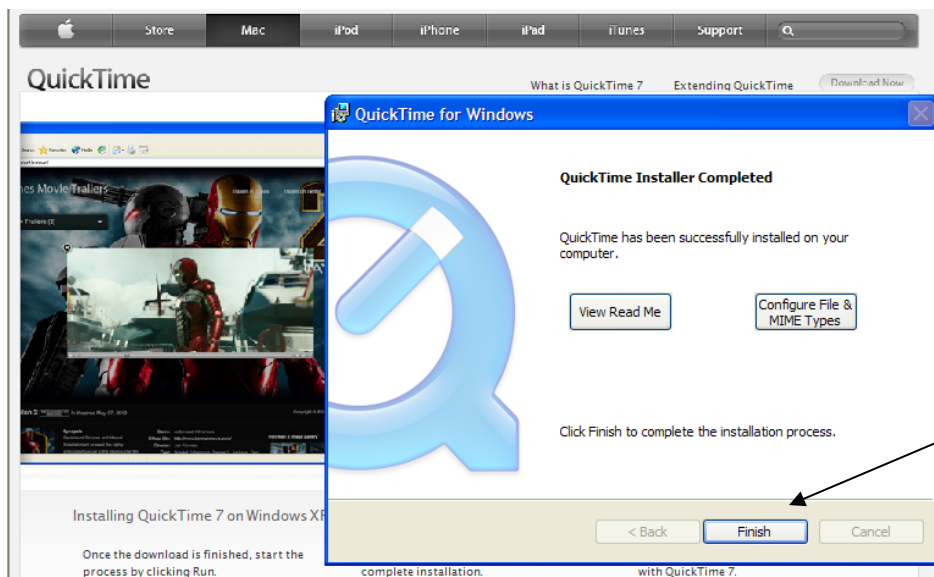
Click on the "Install" button.



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

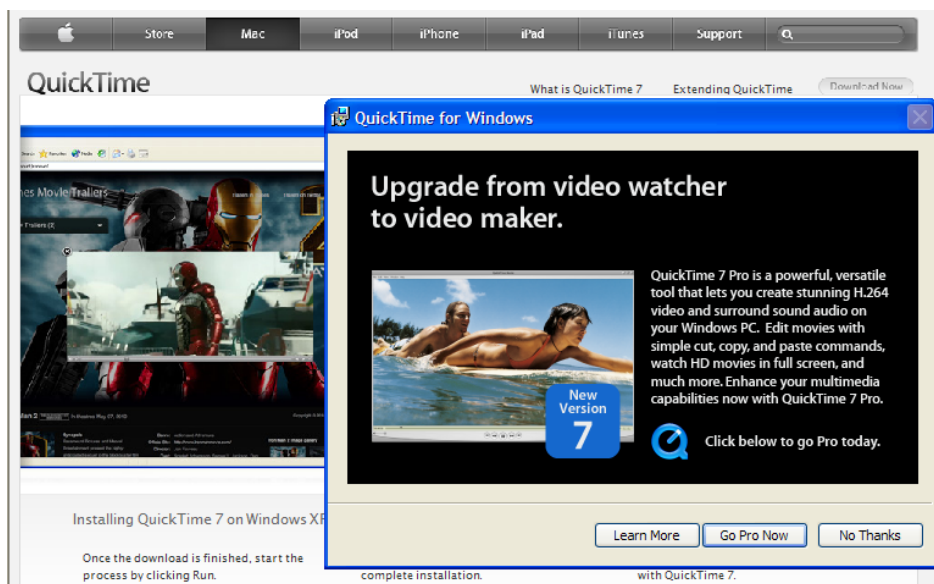


## TROUBLE-SHOOTING TIPS



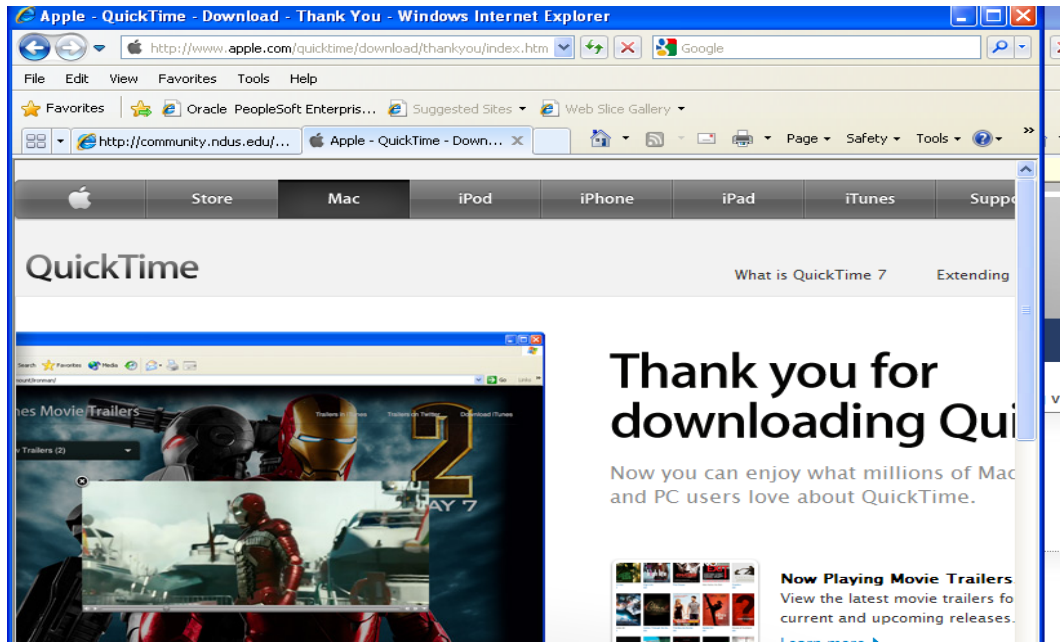
### Quick Time Error

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



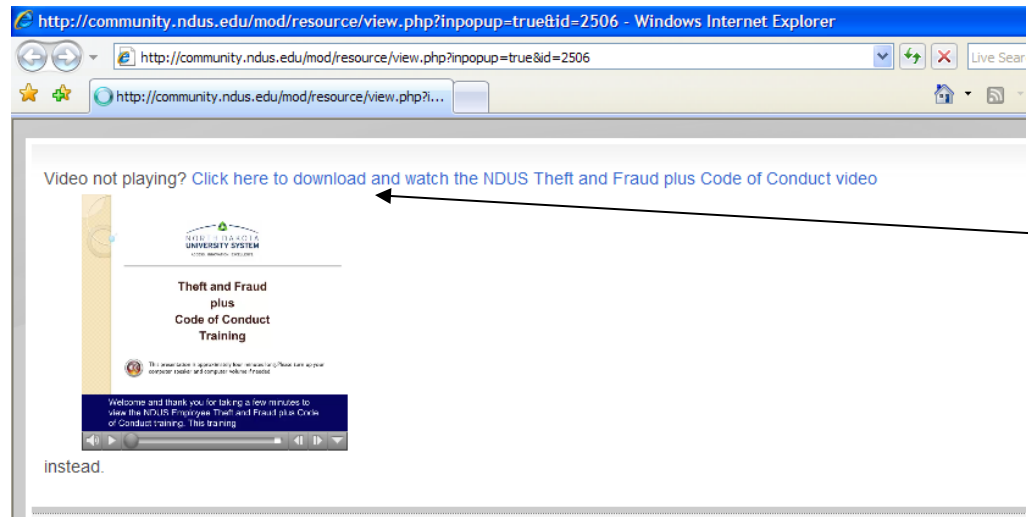
This is the final screen of QuickTime installation. You can click on "No Thanks" to close this screen.

# TROUBLE-SHOOTING TIPS



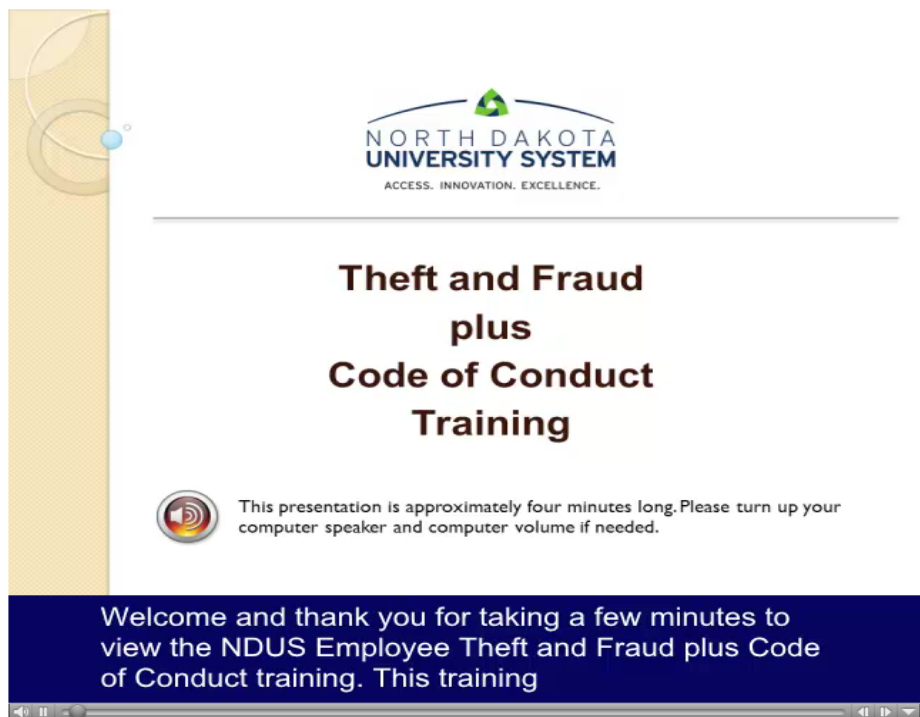
Quick Time Error

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



Click back on the "Click here to download" link and the video should begin.

## TROUBLE-SHOOTING TIPS



The screenshot shows a video player interface. At the top center is the North Dakota University System logo with the tagline "ACCESS. INNOVATION. EXCELLENCE." Below the logo, the title "Theft and Fraud plus Code of Conduct Training" is displayed in a large, bold, black font. Underneath the title is a speaker icon and the text: "This presentation is approximately four minutes long. Please turn up your computer speaker and computer volume if needed." At the bottom of the video frame, there is a dark blue banner with white text that reads: "Welcome and thank you for taking a few minutes to view the NDUS Employee Theft and Fraud plus Code of Conduct training. This training". The video player controls are visible at the very bottom of the frame.

### Quick Time Error

This screen displays the video is beginning.

Return to page 6 to continue training.