

**ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU**

925 DILLINGHAM BOULEVARD, SUITE 190 • HONOLULU, HAWAII 96817
PHONE: (808) 768-7787 • FAX: (808) 768-7768 • EMAIL: ethics@honolulu.gov • INTERNET: www.honolulu.gov/ethics



KIRK CALDWELL
MAYOR

JAN K. YAMANE
EXECUTIVE DIRECTOR
AND LEGAL COUNSEL

August 3, 2017

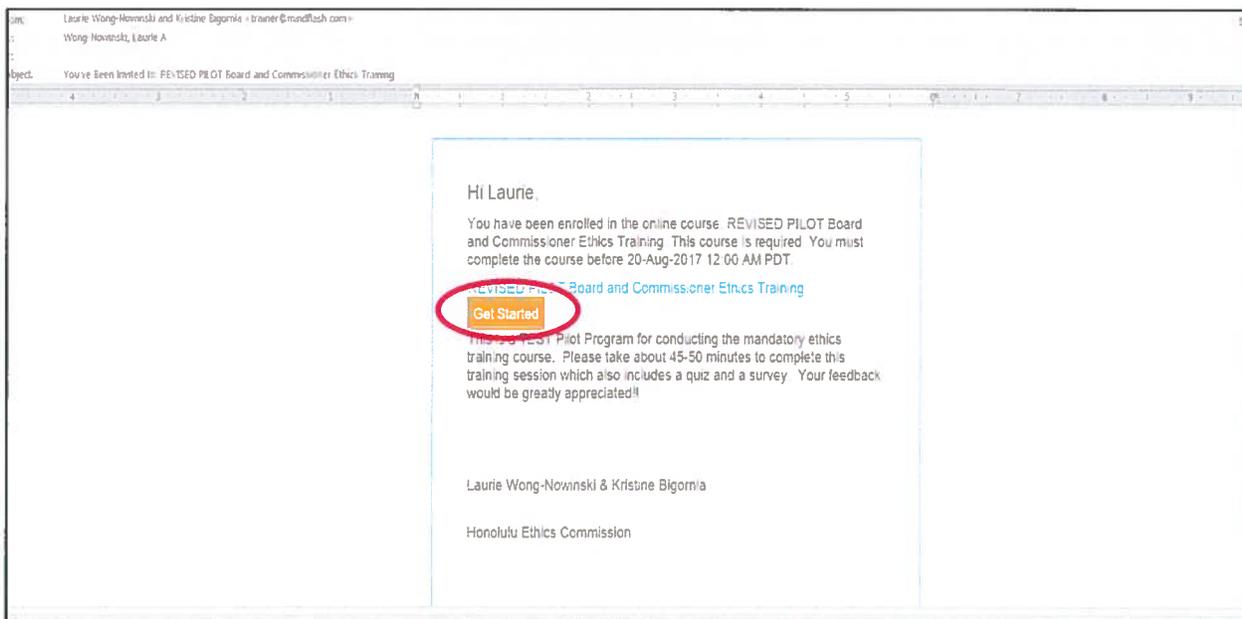
MEMORANDUM

TO: City Employees Who Take the Board and Commission Ethics Training Using Mindflash

FROM: Ethics Commission Training Administration 

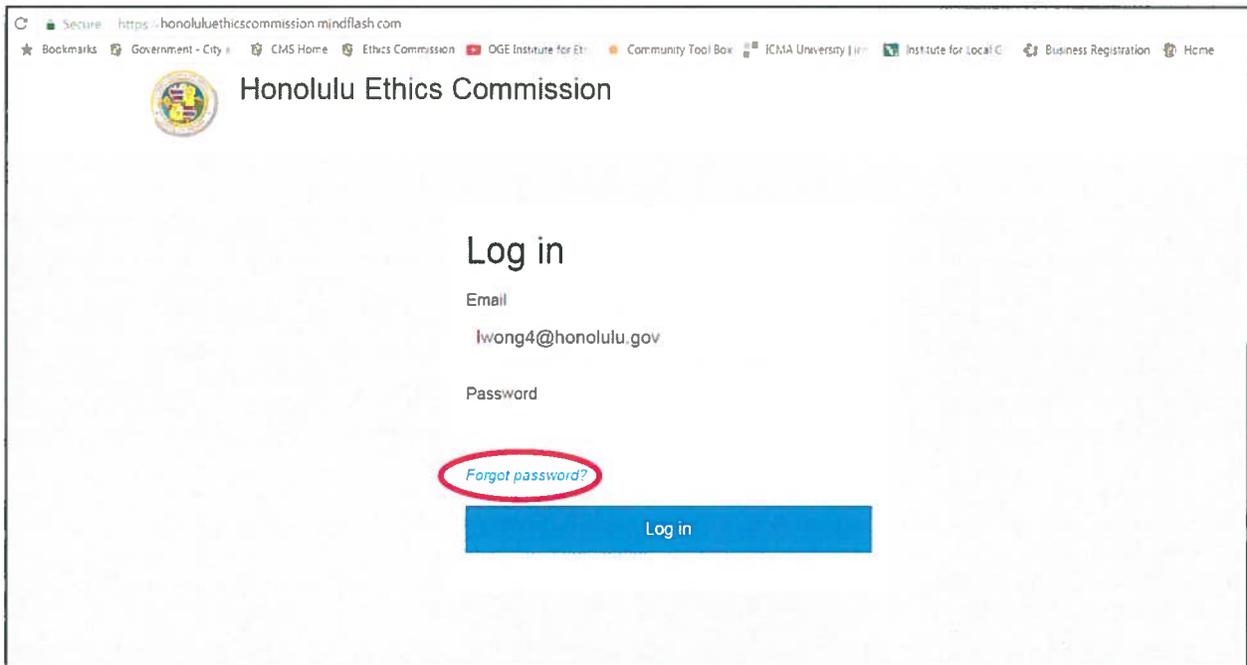
SUBJECT: Instructions for Mindflash Program

At present, the Board and Commission ethics training is being administered through Mindflash. Mindflash is a private vendor web-based software learning management system and is not a city software application. If you need to take training using Mindflash, you will receive an email invitation from Mindflash like the one below. If you do not receive a Mindflash invitation, please check your "Junk E-Mail Folder." Click on "Get Started."

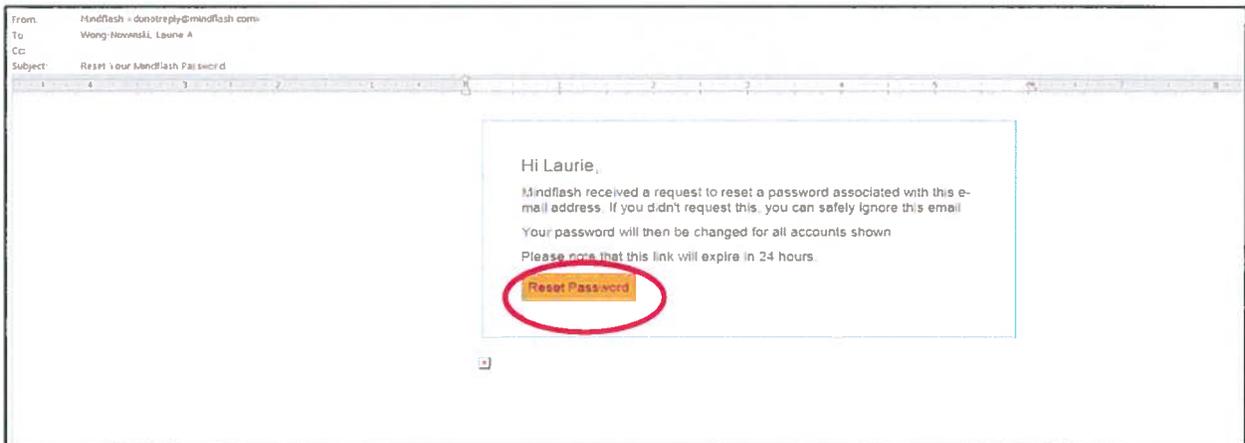


City Employees Who Take the Board and
Commission Ethics Training Using Mindflash
August 3, 2017
Page 2

You will be routed to the “Log in” screen. Create a password to log in to the Mindflash program.¹ The password you create must be at least eight (8) characters, and contain one upper case letter, lower case letter, number, and symbol. Please write down the password and keep it in a safe place. If you forgot your password, click on “Forgot password?” on the “Log in” screen.

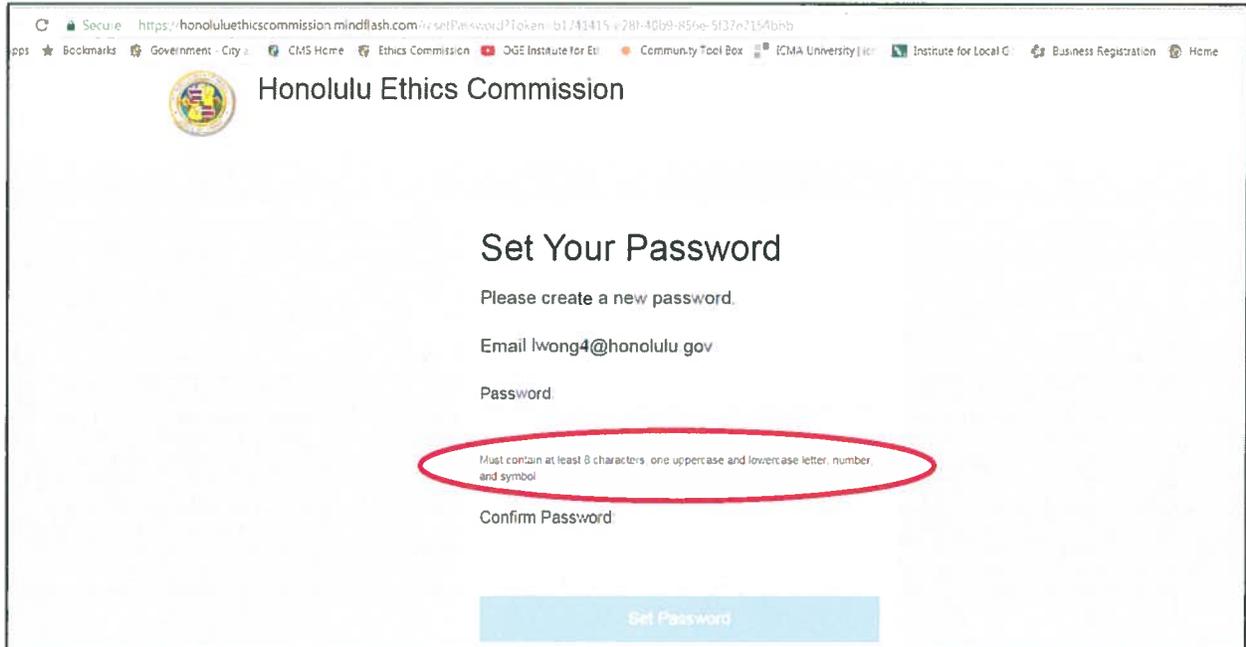


Mindflash will send you an email with a link to reset your password. Click on “Reset Password.”

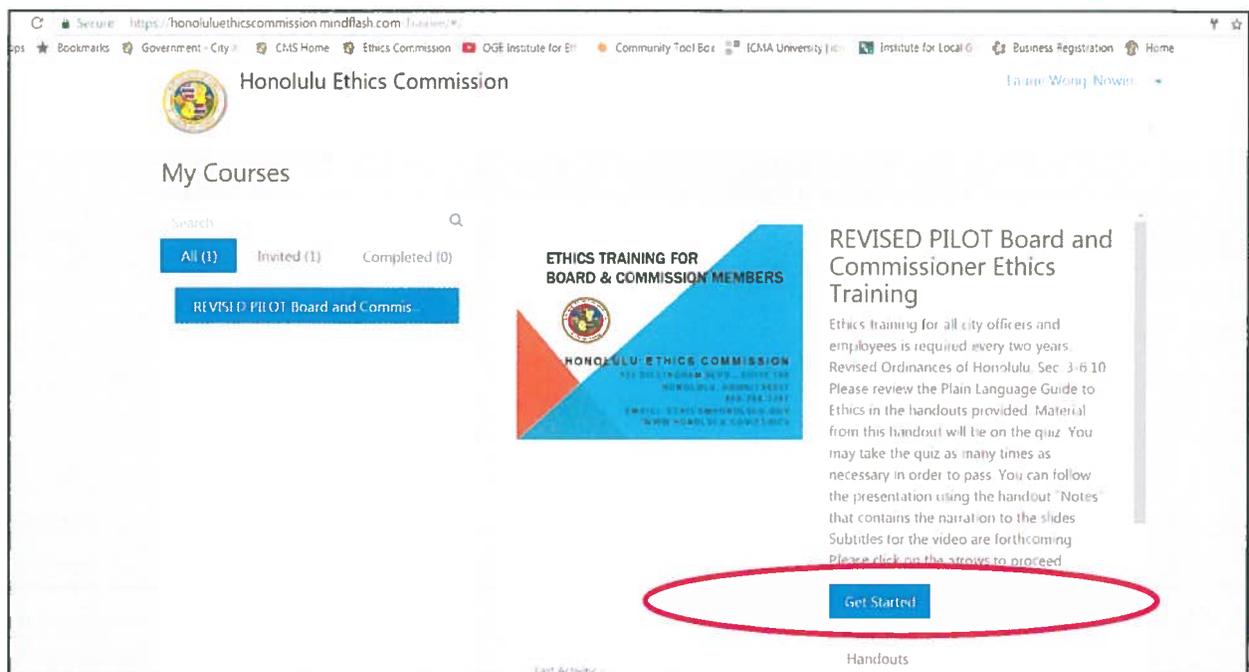


¹ NOTE: For City employees, the password you choose for this program will not affect the password that you use to log in to the City system.

A “Set Your Password” screen will appear in your web browser.

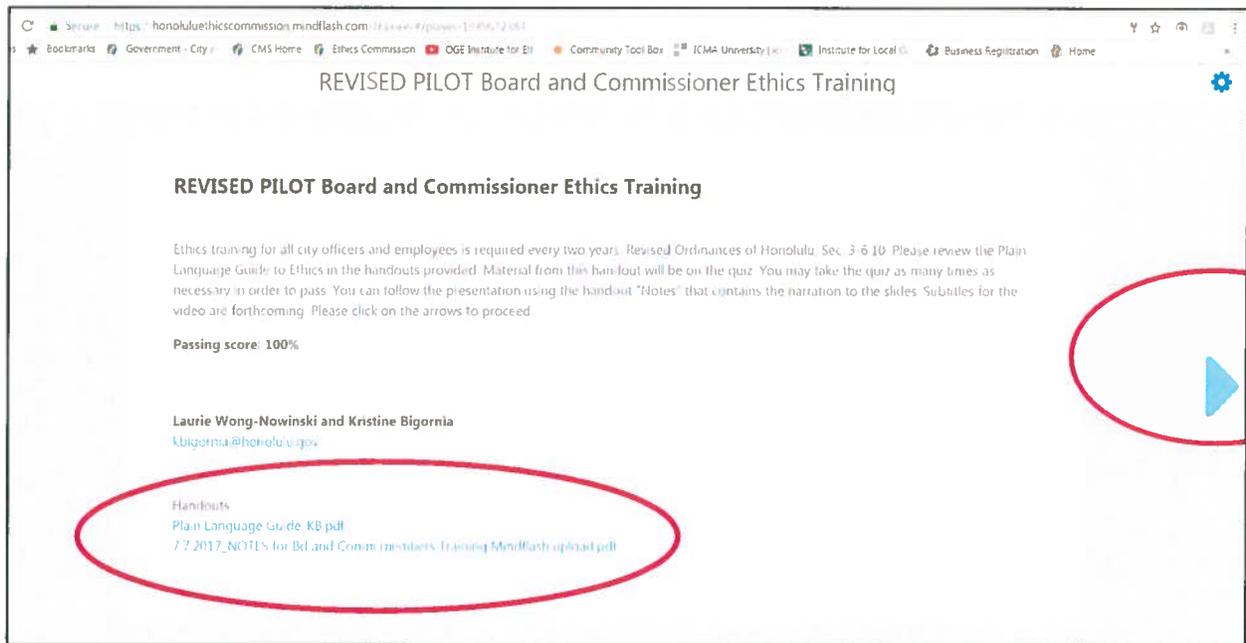


Follow the directions to access the site. You should now be on the “My Courses” page. Click on “Get Started.”

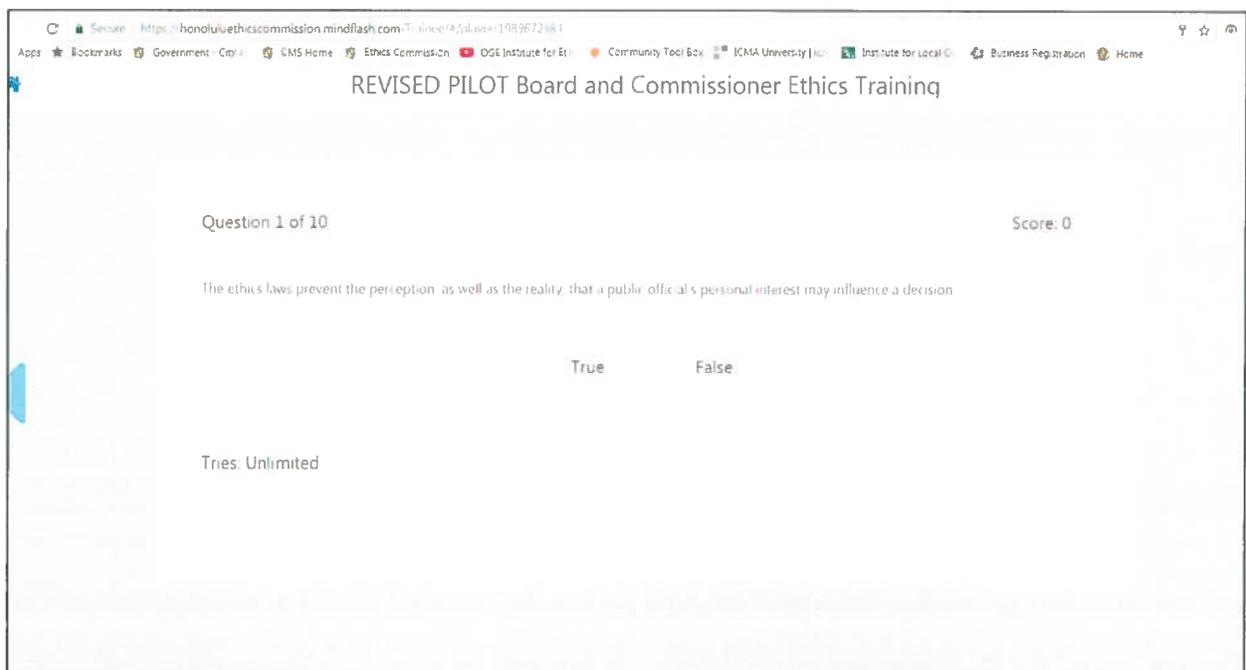


City Employees Who Take the Board and
Commission Ethics Training Using Mindflash
August 3, 2017
Page 4

Read the instructions. Click on the links to review the handouts. Move your mouse cursor to the right-hand side of the screen until a right arrow appears. Then, click on the right arrow to continue. After reviewing each slide, click on the right arrow to complete the training.

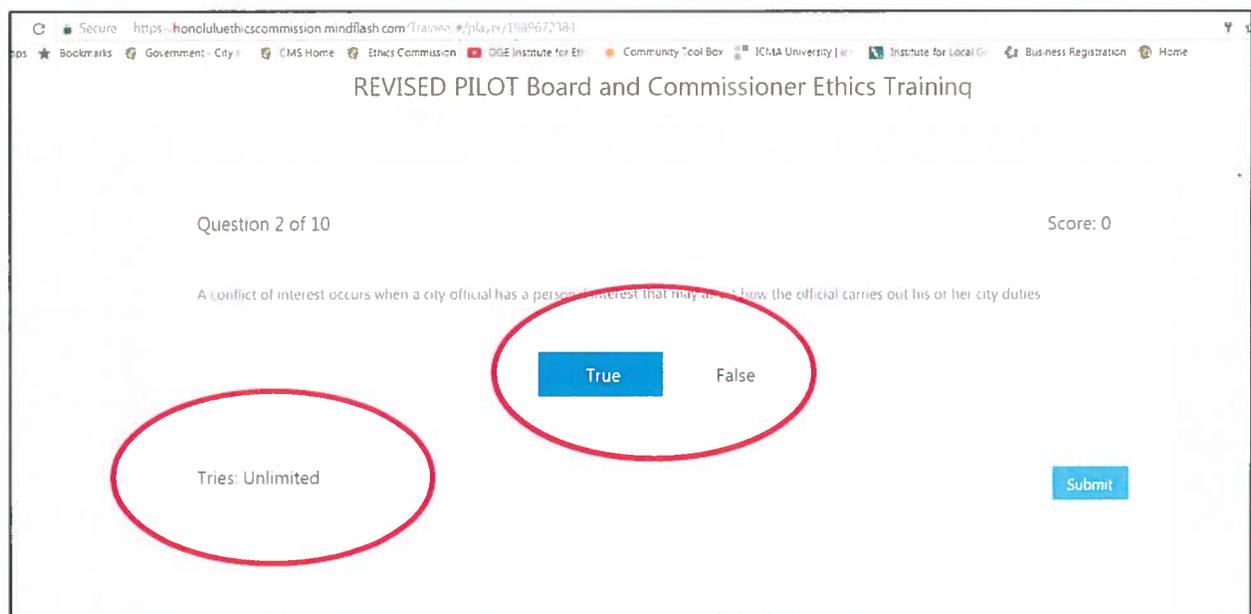


When you are finished with the slide and video portion of the training, take the quiz.

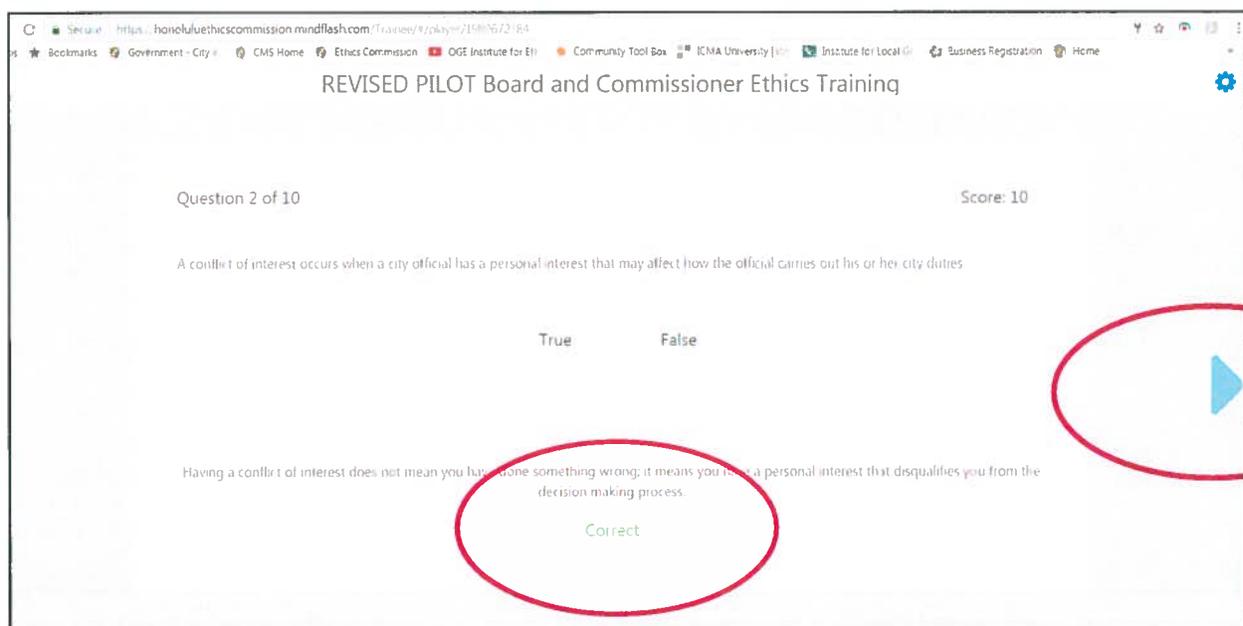


City Employees Who Take the Board and
Commission Ethics Training Using Mindflash
August 3, 2017
Page 5

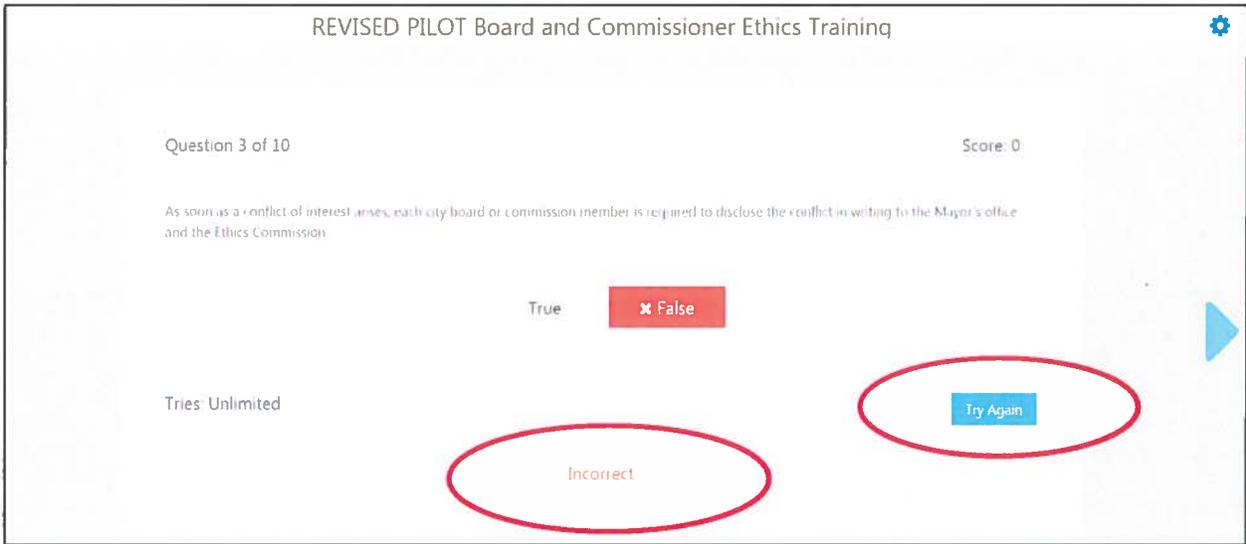
Choose either “True” or “False” and click “Submit.” You have an unlimited number of tries to answer correctly.



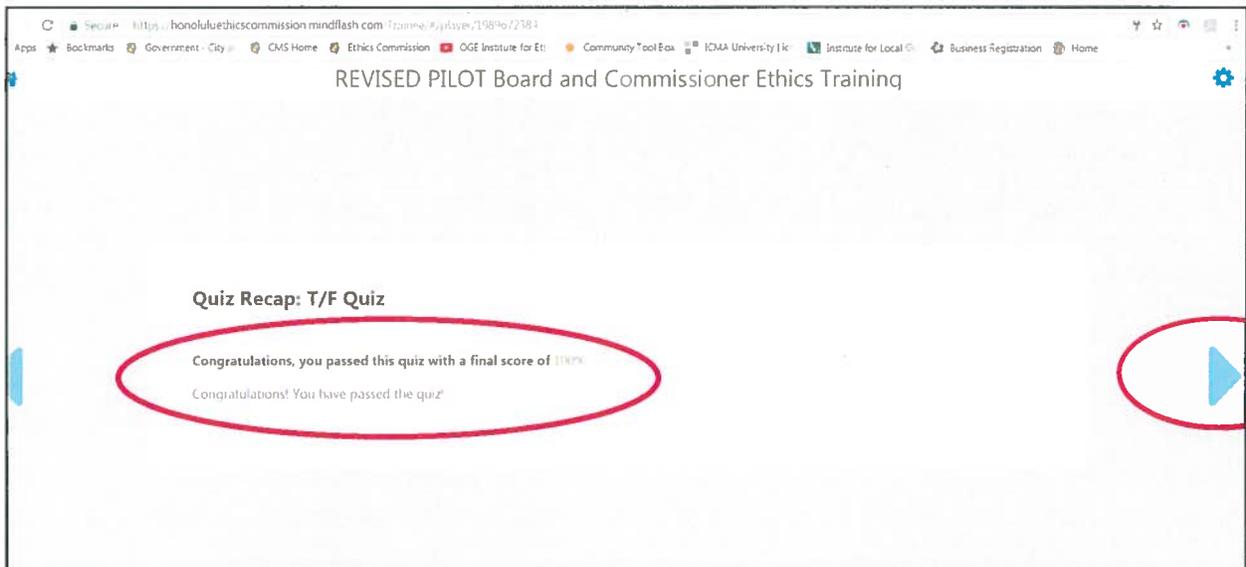
If your answer is correct, the word “Correct” will appear in green below the explanation. After reviewing the explanation, click on the right arrow to proceed to the next question.



If you choose the wrong answer, "Incorrect" will appear in red. Click on "Try Again" to answer the question.

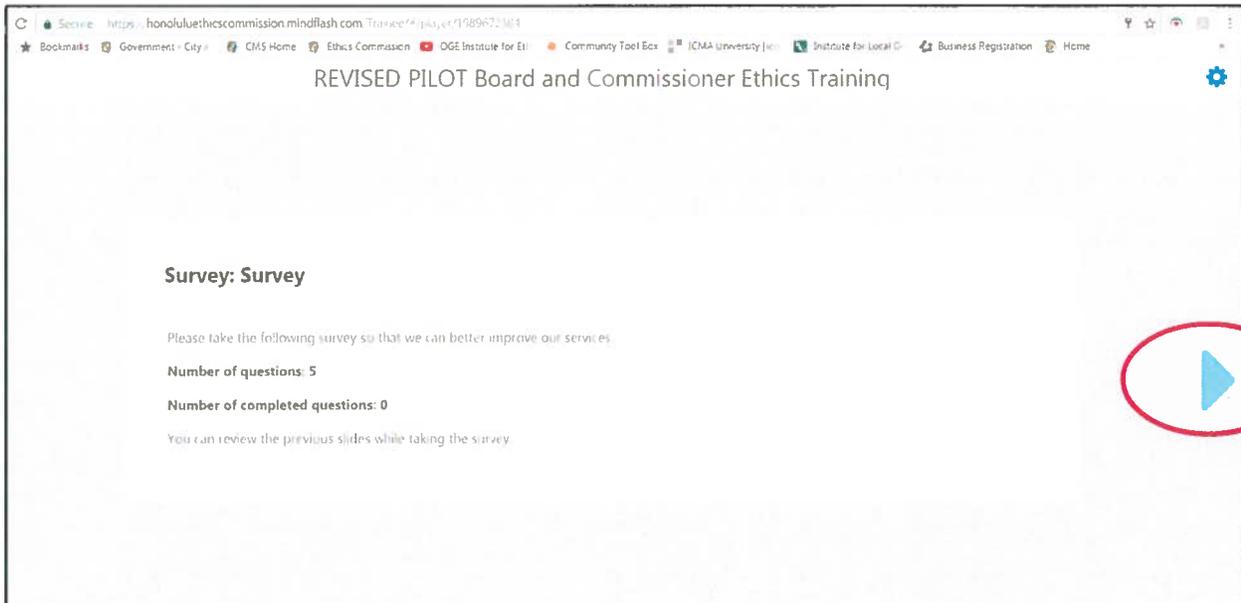


Answer each question until you pass the quiz with a final score of 100%. Click on the right arrow to proceed to the survey.

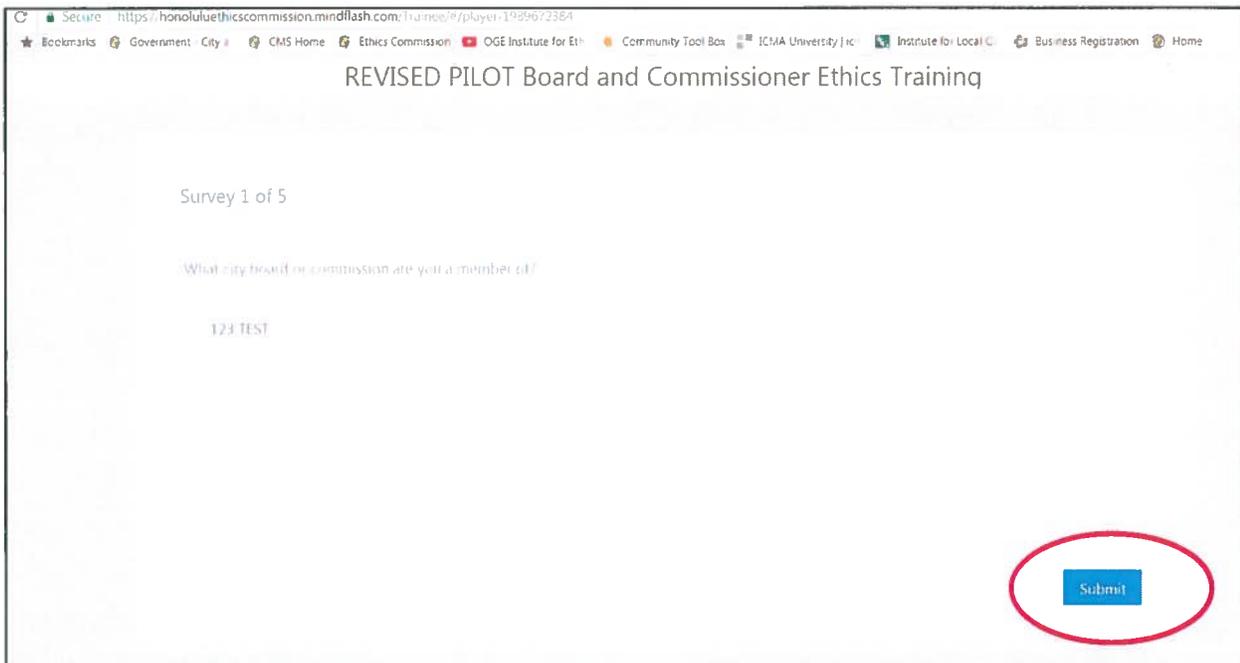


City Employees Who Take the Board and
Commission Ethics Training Using Mindflash
August 3, 2017
Page 7

Click on the right arrow to begin the survey.

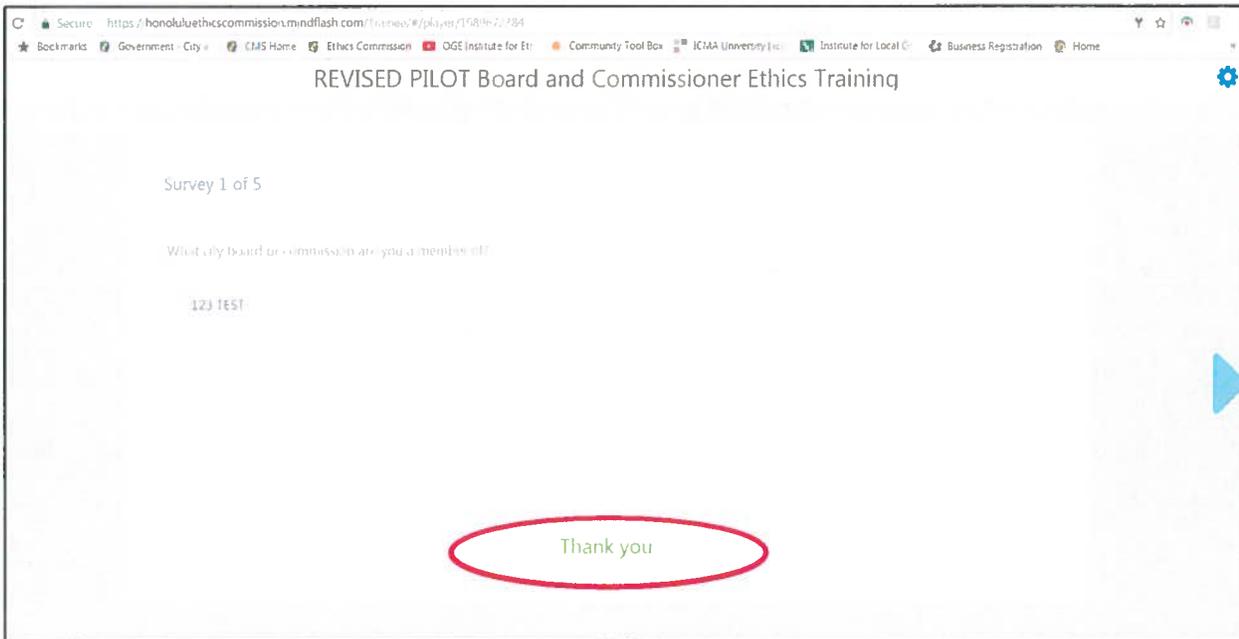


Answer each question and click "Submit."

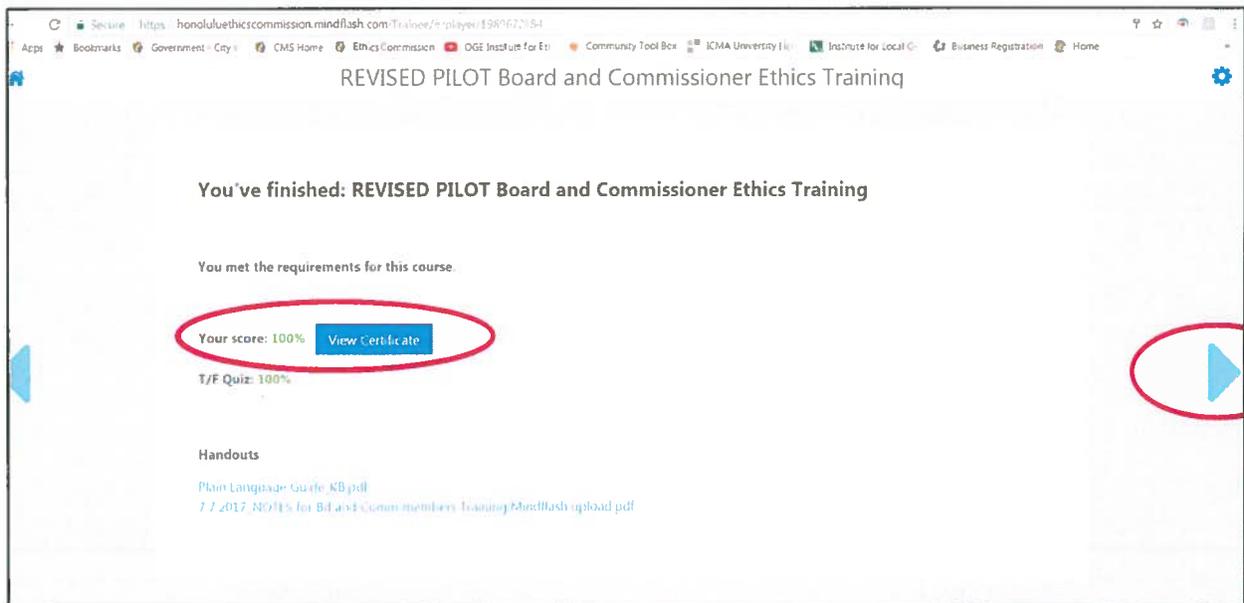


City Employees Who Take the Board and
Commissioner Ethics Training Using Mindflash
August 3, 2017
Page 8

“Thank you” will appear in green on the bottom of the screen. Click on the right arrow to proceed to the next survey question.



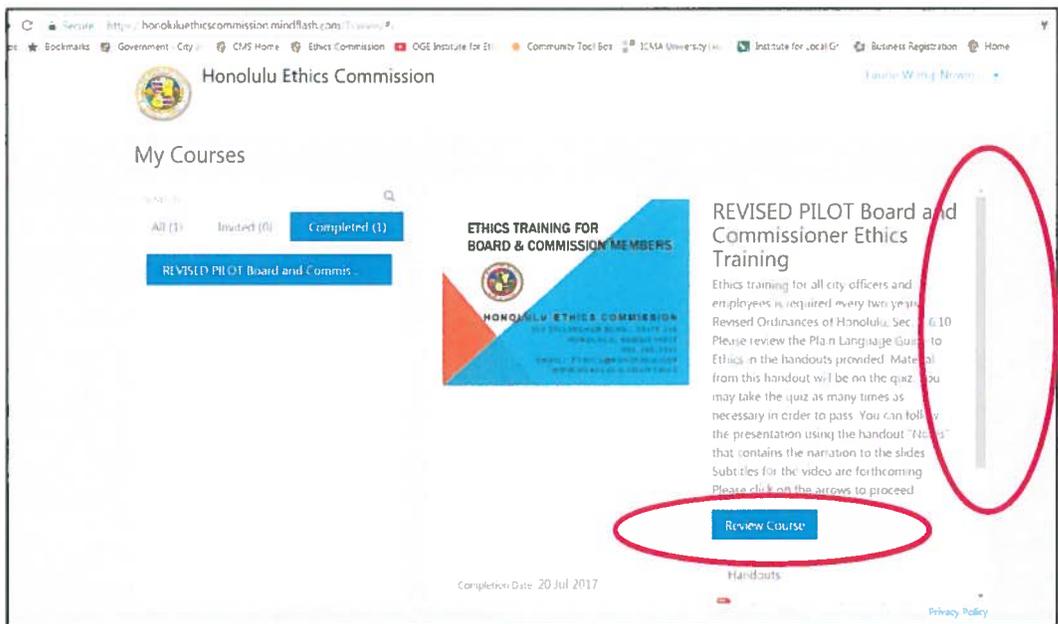
When you have completed the survey, a screen showing “You’ve finished: REVISED PILOT Board and Commissioner Ethics Training” will appear. You may view your training certificate by clicking on “View Certificate.”



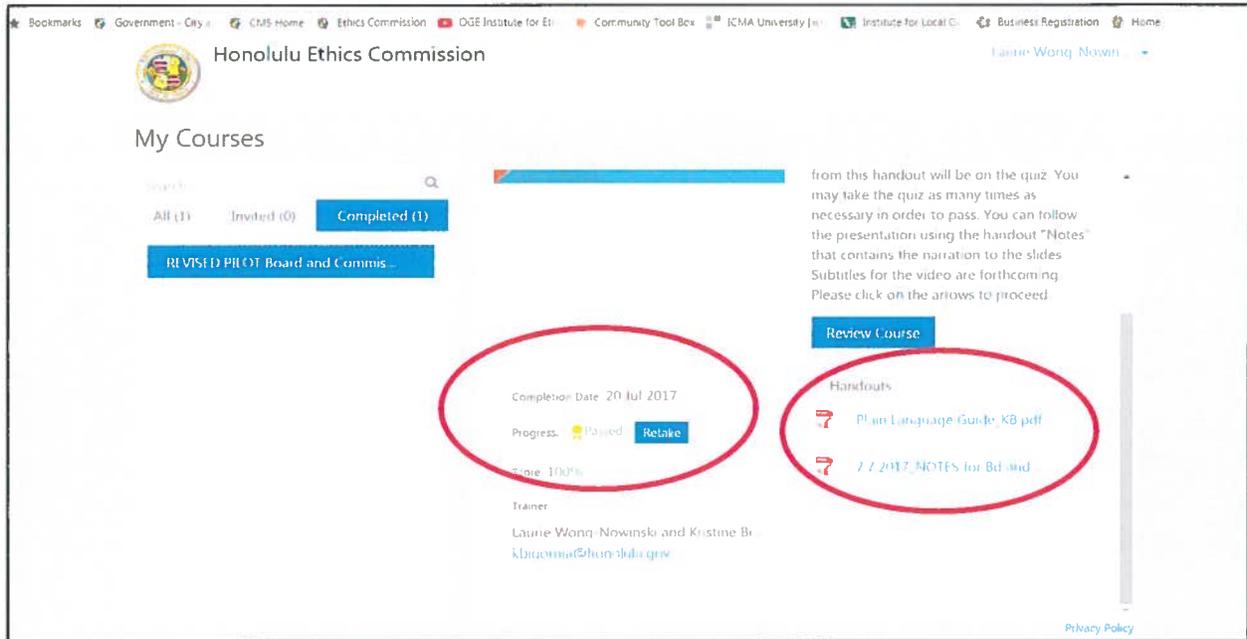
A “Certificate of Completion” will appear. Make sure the completion certificate is yours and that your name is spelled correctly.



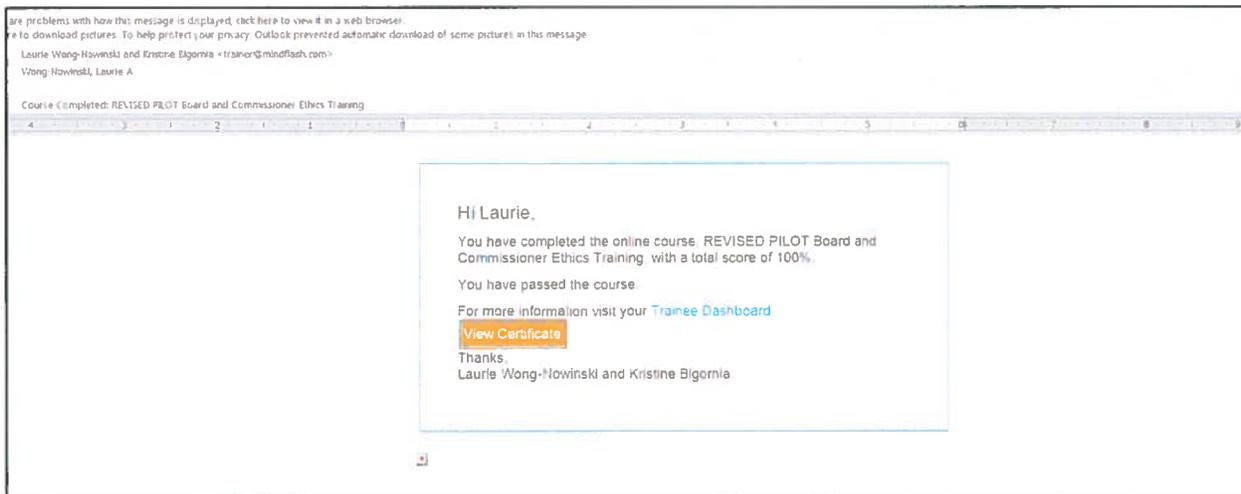
Congratulations! You have now completed the Board and Commission Ethics Training course. To review the course, click on “Review Course.” Scroll down using the grey vertical bar on the right side of the screen to see additional information.



Additional information shown on this page includes your completion date,
progress, score, trainers, and links to handouts.



Finally, you will receive an email confirming that you have completed the training.



Please email ethics@honolulu.gov or kbigornia@honolulu.gov if you have any questions or concerns.