



## 2016 - 2017 Elected Officials Online Training

While we recommend that public officials attend a training class, the MEL is also making available an on-line training program for Elected Officials and Authority Commissioners to earn their \$250 training credit. Please follow the steps below to access the program. To receive credit, the program must be completed by May 1, 2017.

**Step 1:** Go to the MEL's website <http://njmel.org/>

**Step 2:** On the MEL homepage, click on the MSI logo at the top to access the MSI page.

**Step 3:** On the MSI page, click "MSI Login" to access the login page.

**Step 4:** Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

**Step 5:** On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

**Step 6:** On the course selection page, click "Ethics in Local Government" on the left. Then click "enroll" on the right.

**Step 7:** The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

**Step 8:** On your authorized course list, click "Ethics in Local Government" to access the course.

**Step 9:** When the course appears, click the start symbol in the middle of the screen to begin the course.

**You must complete the entire program and the affidavit at the end of the program to receive credit. If you need additional assistance please call the MSI help line at (866) 661-5120 during business hours.**