



How to use the SETA Class Registration Self-Enrollment Form

To attend live ethics training with the COELIG Training Team, the state workforce (state officers, employees, paid and unpaid board commission members and employees and faculty of the SUNY and CUNY campuses) must enroll by utilizing our SETA Class Registration Self Enrollment Form.

How does it work?

The Statewide Ethics Training Application (SETA) contains the names of over 237,000 employees. To streamline the reporting of your yearly ethics training requirement, COELIG with the assistance of our ITS team has developed a class registration page that allows you to enter your employee information and view our live ethics training opportunities.

After your attendance has been verified and recorded, you will receive a system-generated completion email and your employee training record will be updated. [SETA Class Registration Self Enrollment Form](#).

Step-by-step Instructions

1. Begin typing the name of your state **agency**. For best results, begin by typing the main identifier of your agency name. *Example:* type 'Ethics' instead of 'Commission on Ethics and Lobbying in Government'.
2. If you receive a paycheck from the Office of State Comptroller ('OSC'), enter your '**Employee ID**' so the application can match you to your existing employee profile in SETA. Employee ID numbers begin with a capital 'N' or 'C' and are followed by (8) numeric digits. *Example:* N12345678
3. Enter your '**First Name**' and '**Last Name**' in the applicable fields. Enter your **full first name**, **do not** enter your preferred or abbreviated name (e.g. Tom instead of Thomas). Please include the name on your Government Issued ID and/or employee paystub.
4. Enter and confirm your '**Business Email**' address in the applicable fields. The Webex link, class information AND training completion notification will be sent to you from the email address you

enter – do not enter email addresses from shared inboxes or incorrect email addresses. If there is a problem with your enrollment, we will not be able to communicate with you otherwise!

5. Click the **'Find a Training'** button to view available live training sessions.
6. Click the radio button next to the class date and time you would like to attend.
7. Click **'Enroll'**. You're all set. Check your email inbox for the Webex link and other important course information. If you do not receive an email within 20 minutes of enrollment, check your spam and junk folders.

Class Registration

NYS Employee Information

When entering your 'First Name' please enter your full first name, do not abbreviate, shorten or include your preferred name (e.g.Tom instead of Thomas). Please include the name on your Government Issued ID and/or employee paystub.

***Agency**
 ✓ Clear Agency

***Employee ID**

***First Name** ***Last Name** **Suffix**

***Business Email** ***Confirm Business Email**

Find a Training

Select Class

Search:

ID	Type	Hosted By	Start	End
<input checked="" type="radio"/> 166	Comprehensive Ethics Training Course	COELIG	9/26/2024 10:00:00 AM	9/26/2024 11:00:00 AM
<input type="radio"/> 166	Comprehensive Ethics Training Course	COELIG	1/1/2025 1:00:00 AM	1/1/2025 5:00:00 AM
<input type="radio"/> 167	Comprehensive Ethics Training Course	COELIG	9/9/2026 9:00:00 AM	9/9/2026 12:00:00 PM
<input type="radio"/> 170	Comprehensive Ethics Training Course	COELIG	12/31/2024 9:52:00 AM	12/31/2024 12:52:00 PM
<input type="radio"/> 172	Comprehensive Ethics Training Course	COELIG	9/13/2024 10:00:00 AM	9/13/2024 12:00:00 PM

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Enroll

Need help? Contact us at COELIGEducation@ethics.ny.gov.