



TOWN OF FREETOWN MASSACHUSETTS

Office of the Town Clerk

3 North Main Street
P.O. Box 438
Assonet, MA 02702
Phone: 508-644-2201, ext. 2
Fax: 508-644-9826
www.freetownma.gov

Cheryl C.A. Estrella, CMC
Town Clerk

Timothy J. McIntosh
Assistant Town Clerk

Changing Your Organization on the New Ethics Portal

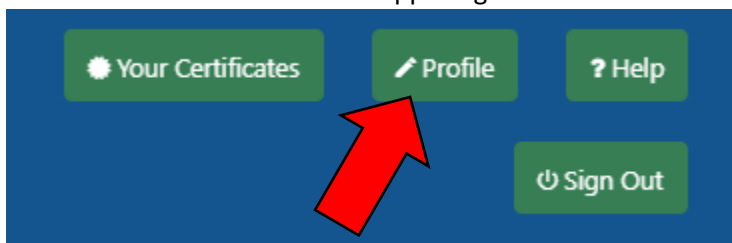
If you completed the Ethics training but the Office of the Town Clerk says they have no record of that, you *may* have selected the wrong organization. The Town of Freetown is listed as “Freetown” and is directly above the Freetown Lakeville Regional School District – it’s very easy to select the wrong one!

If this is the case, you do not have to re-take the training, you simply need to switch your organization to get in compliance for the Town.

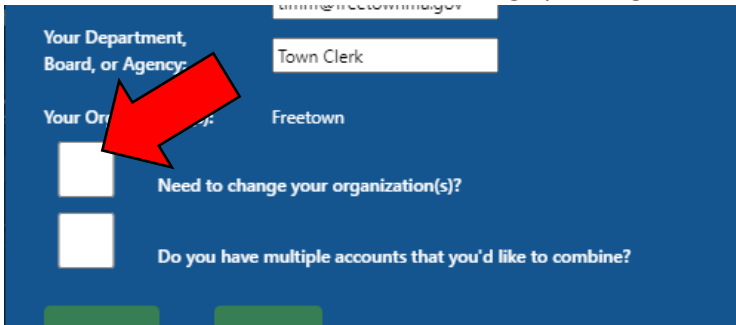
- Log in to the Ethics portal at <https://massethicstraining.skillburst.com> using the credentials you created.
- The home screen will look like this:

If the organization shows Freetown Lakeville Regional Schools or anything else, you’ll need to change your organization to show up in our records in the system.

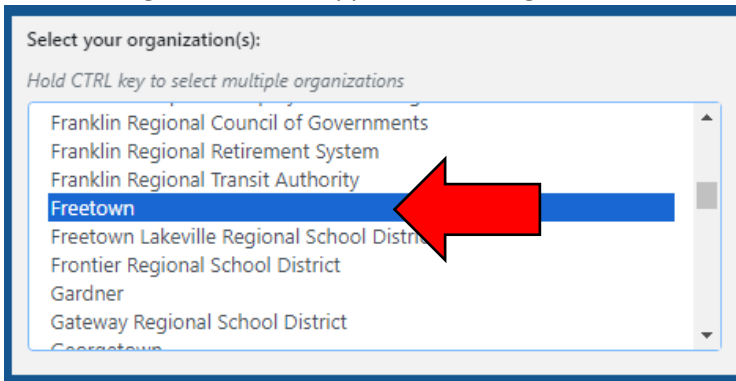
- Select the Profile button in the upper right corner



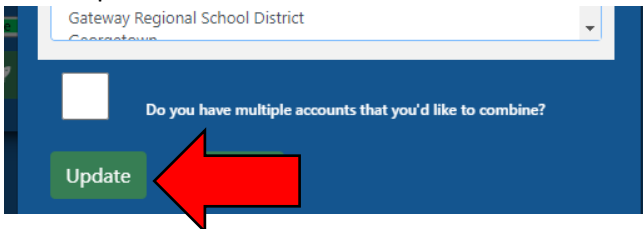
- Click on the first check box, “Need to change your organization(s)?”

A screenshot of a web form with a blue background. At the top, there is a text input field containing "Town Clerk". Below it, another text input field contains "Freetown". There are two checkboxes. The first checkbox is checked, and a red arrow points to it from the left. The text next to the first checkbox is "Need to change your organization(s)?". The text next to the second checkbox is "Do you have multiple accounts that you'd like to combine?".

- Scroll through the list that appears, selecting “Freetown”

A screenshot of a dropdown menu titled "Select your organization(s):". Below the title is the instruction "Hold CTRL key to select multiple organizations". The dropdown list contains several options: "Franklin Regional Council of Governments", "Franklin Regional Retirement System", "Franklin Regional Transit Authority", "Freetown", "Freetown Lakeville Regional School Distr", "Frontier Regional School District", "Gardner", "Gateway Regional School District", and "Georgetown". The "Freetown" option is highlighted in blue, and a red arrow points to it from the right.

- Click “Update”

A screenshot of a web form with a blue background. At the top, there is a dropdown menu showing "Gateway Regional School District". Below it, there is a checkbox. The text next to the checkbox is "Do you have multiple accounts that you'd like to combine?". At the bottom left, there is a green button labeled "Update". A red arrow points to the "Update" button from the left.

- **You should be all set!** Send the Office of the Town Clerk a quick e-mail to let us know you made the update. We will double check that your information appears on our end and will let know if we still don't see you.