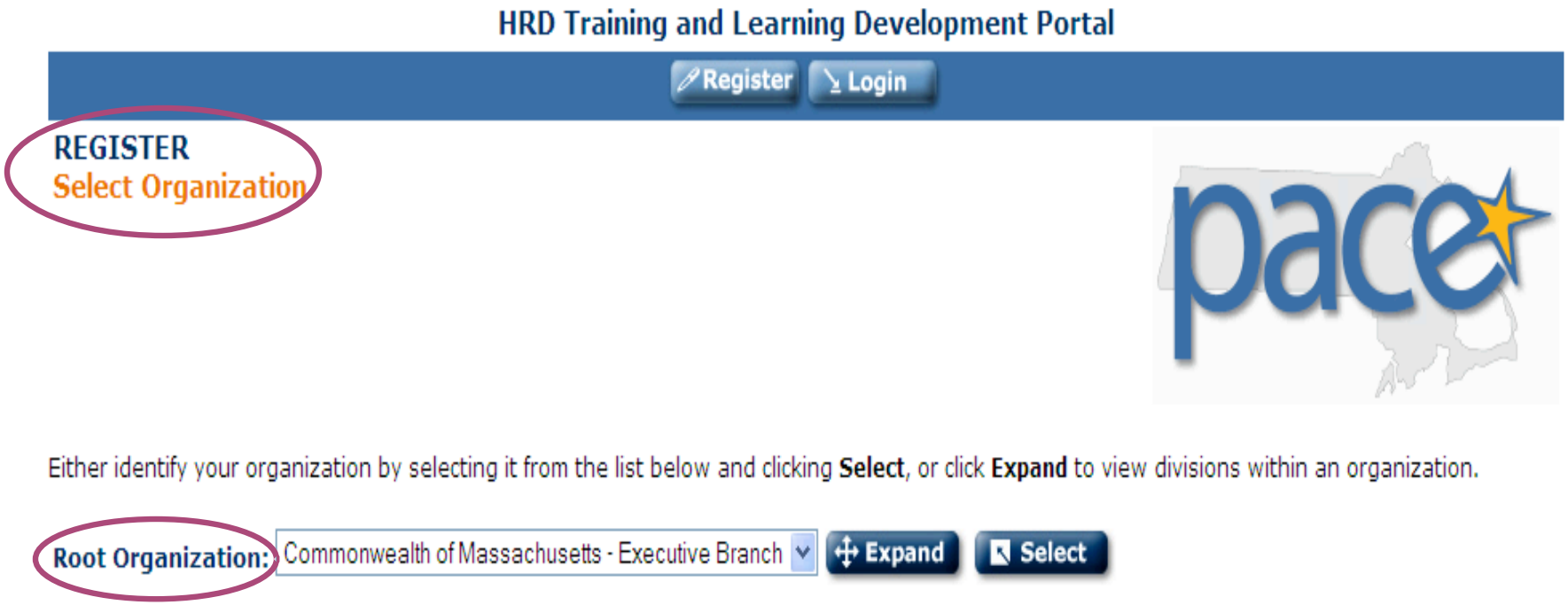
Logging into PACE in the Municipality/Non State Domain

Use this URL: http://www.pace.state.ma.us/HRDnonhrcms

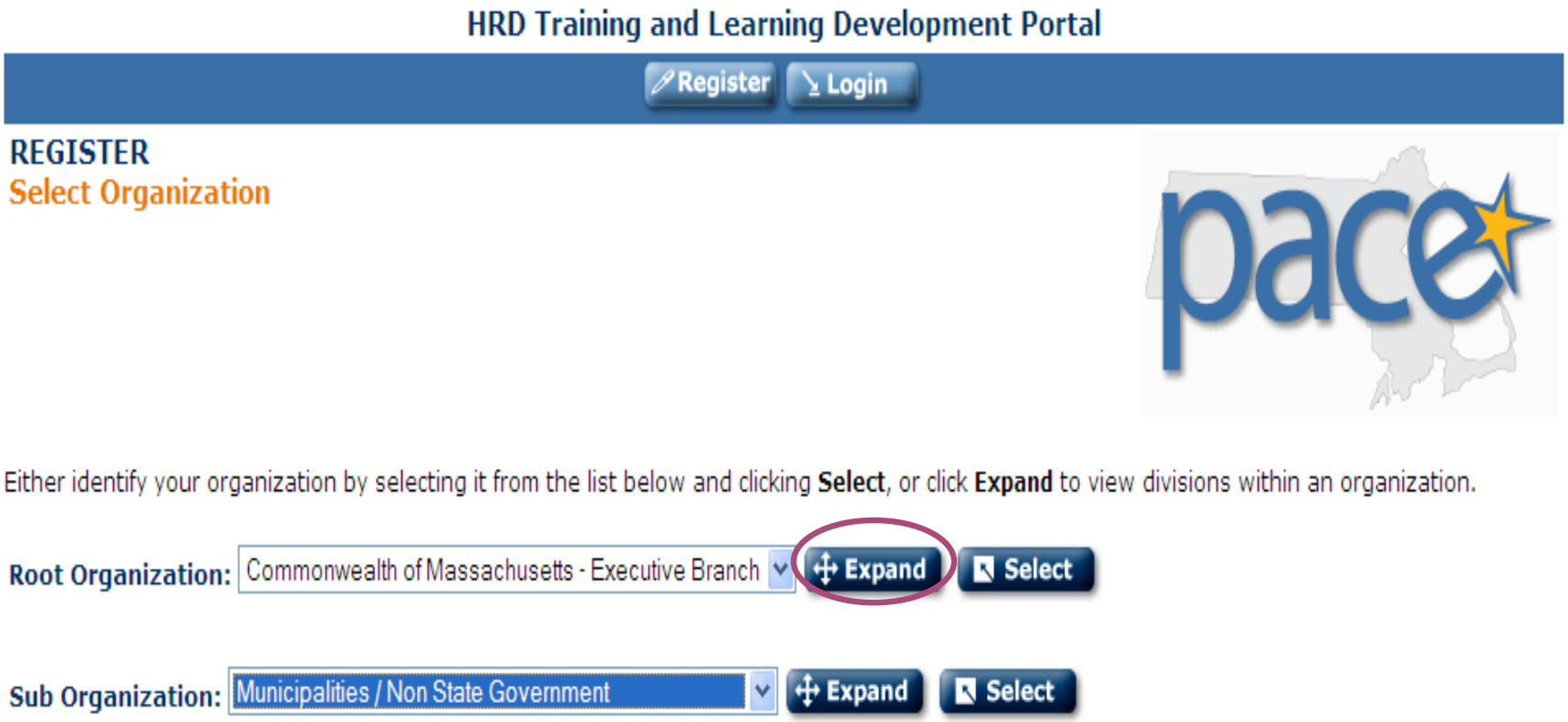
This screen will appear:

- To create a municipal account: Click the **Register** link.
- The system will ask for a Login ID and Password.

- The Login ID and password must both be at least 4 characters.
- The password does not expire.



- A new screen will appear, **REGISTER – Select Organization**. The *Root Organization: Commonwealth of Massachusetts – Executive Branch* will be the listed as the default organization.



- Click on the **Expand** button and then find and choose **Municipalities/Non State Government** from the drop down list.

HRD Training and Learning Development Portal

Register Login

REGISTER

Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization: Commonwealth of Massachusetts - Executive Branch Expand Select

Sub Organization: Municipalities / Non State Government Expand Select

- Click on the **Select** button.

HRD Training and Learning Development Portal

Register | Login

REGISTER
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* First Name:	Reporting
* Last Name:	Arlington
* Email Address:	(must be valid email address)
	☑ *Send me updates and notification of content changes at this email address.*
Title:	
Address 1:	
Address 2:	
City:	Arlington
State:	Massachusetts
Province/Other:	
Zip:	
Country:	(Select one)
Phone:	
Fax:	
Manager's Email:	Note: All users will select (City/Town name), Reporting — Find Manager

- User will be brought to the **REGISTER – User Profile** Screen. The information must be inputted to establish administrator access in order to run reports.

HRD Training and Learning Development Portal

Register | Login

REGISTER
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* First Name:	Reporting
* Last Name:	Arlington
* Email Address:	(must be valid email address)
	☑ *Send me updates and notification of content changes at this email address.*
Title:	
Address 1:	
Address 2:	
City:	Arlington
State:	Massachusetts
Province/Other:	
Zip:	
Country:	(Select one)
Phone:	
Fax:	
Manager's Email:	Note: All users will select (City/Town name), Reporting — Find Manager

Establish one account for the person(s) who will be running reports.

- First Name entered as **Reporting**.
- Last Name entered as the name of the **Municipality**.

HRD Training and Learning Development Portal

Register | Login

REGISTER
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* First Name:	Reporting
* Last Name:	Arlington
* Email Address:	(must be valid email address)
	☑ *Send me updates and notification of content changes at this email address.*
Title:	
Address 1:	
Address 2:	
City:	Arlington
State:	Massachusetts
Province/Other:	
Zip:	
Country:	(Select one)
Phone:	
Fax:	
Manager's Email:	Note: All users will select (City/Town name), Reporting Find Manager

- Select one valid email address for the person who will receive/run reports.

HRD Training and Learning Development Portal

Register | Login

REGISTER
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

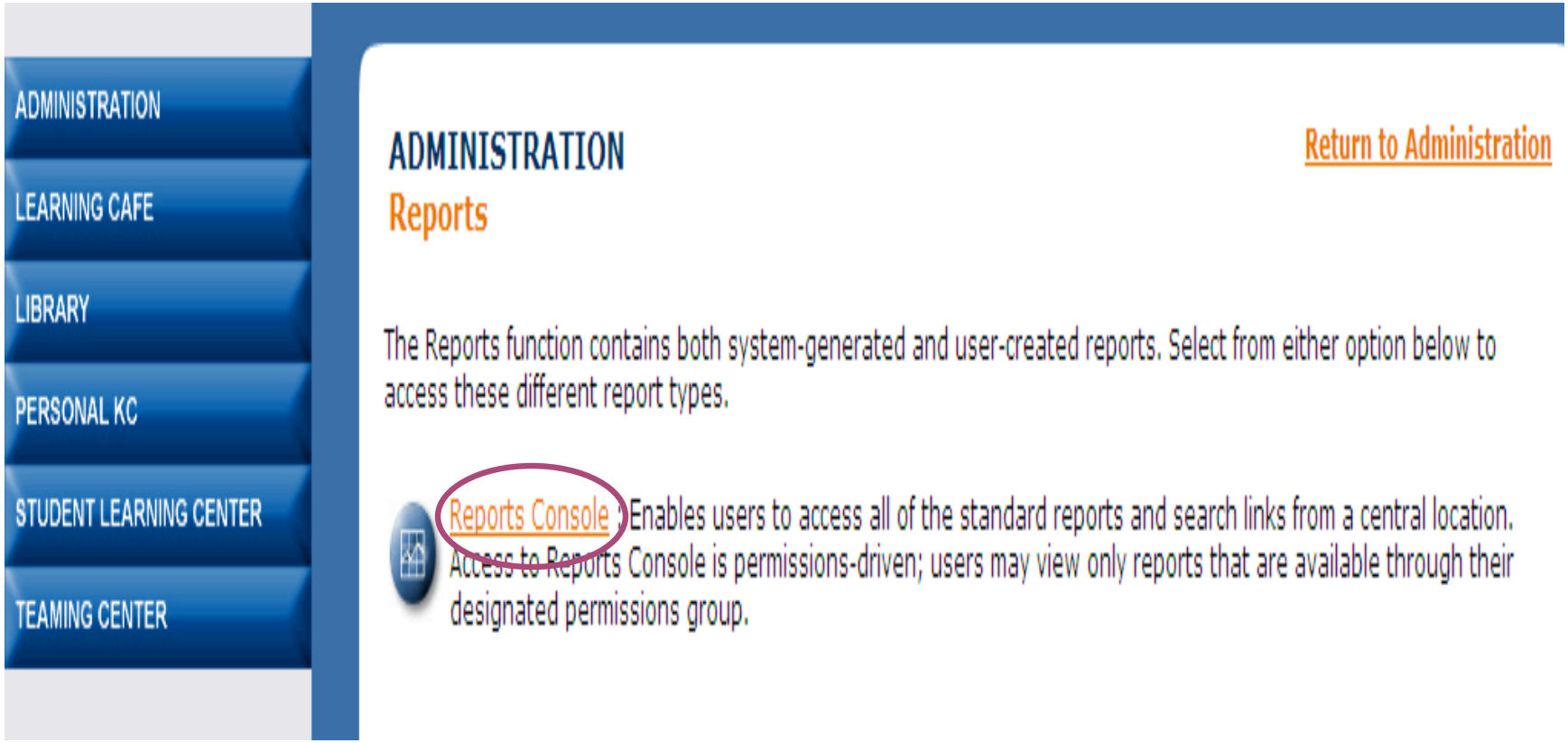
* First Name:	Reporting
* Last Name:	Arlington
* Email Address:	(must be valid email address)
	☑ *Send me updates and notification of content changes at this email address.*
Title:	
Address 1:	
Address 2:	
City:	Arlington
State:	Massachusetts
Province/Other:	
Zip:	
Country:	(Select one)
Phone:	
Fax:	
Manager's Email	Note: All users will select (City/Town name), Reporting — Find Manager

- Users will be instructed to select this name in the Manager's Email field. The Manager's Email field is critical in that this is how you will be able to run reports as to who has completed the online training program.

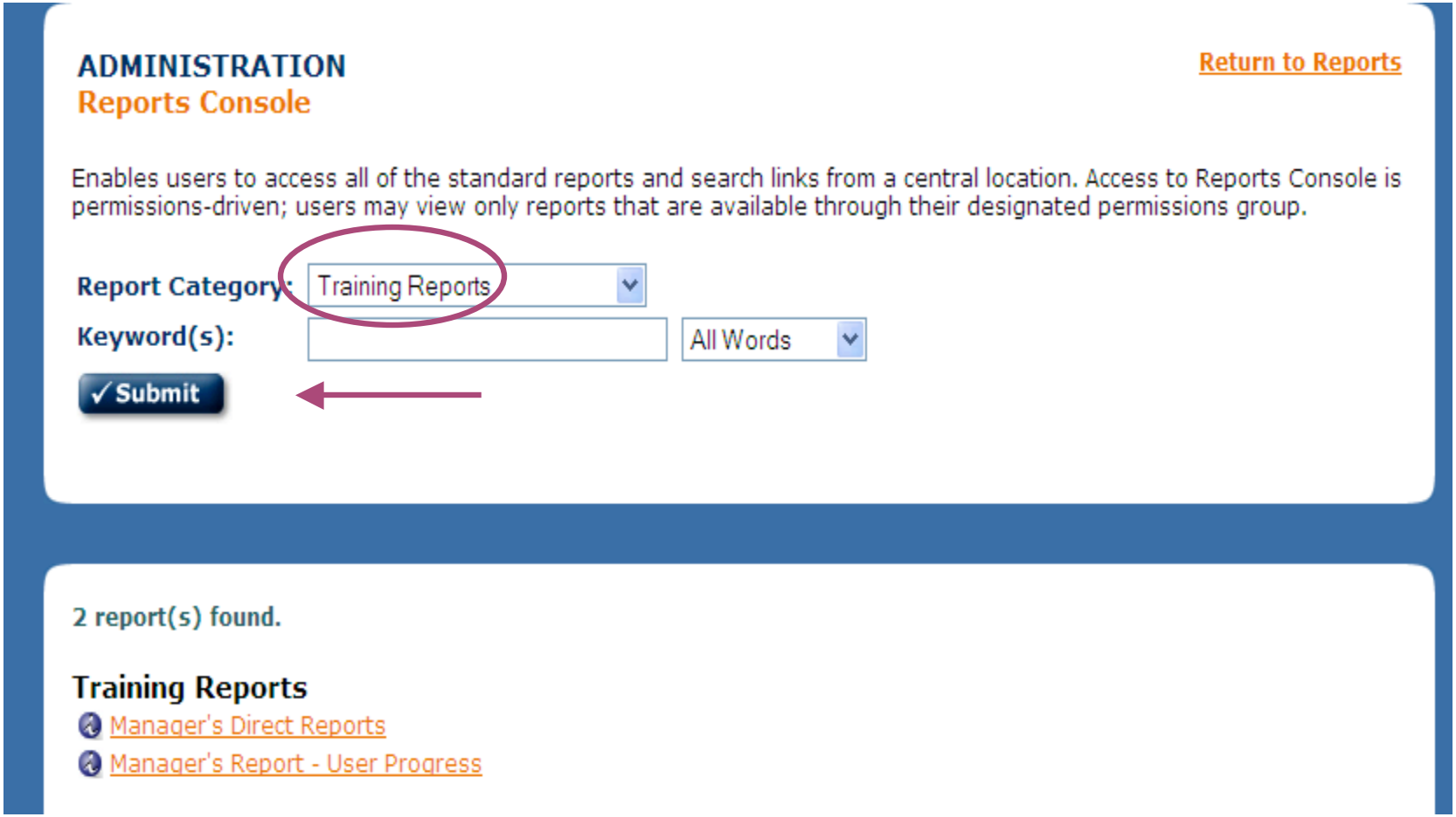
Once you create a log in account and then log in, the PACE Home Page will display each time a person logs into PACE.

To run manager reports, click on **Administration** (either the tab on the menu in the left hand column or the tab in the center of the page.

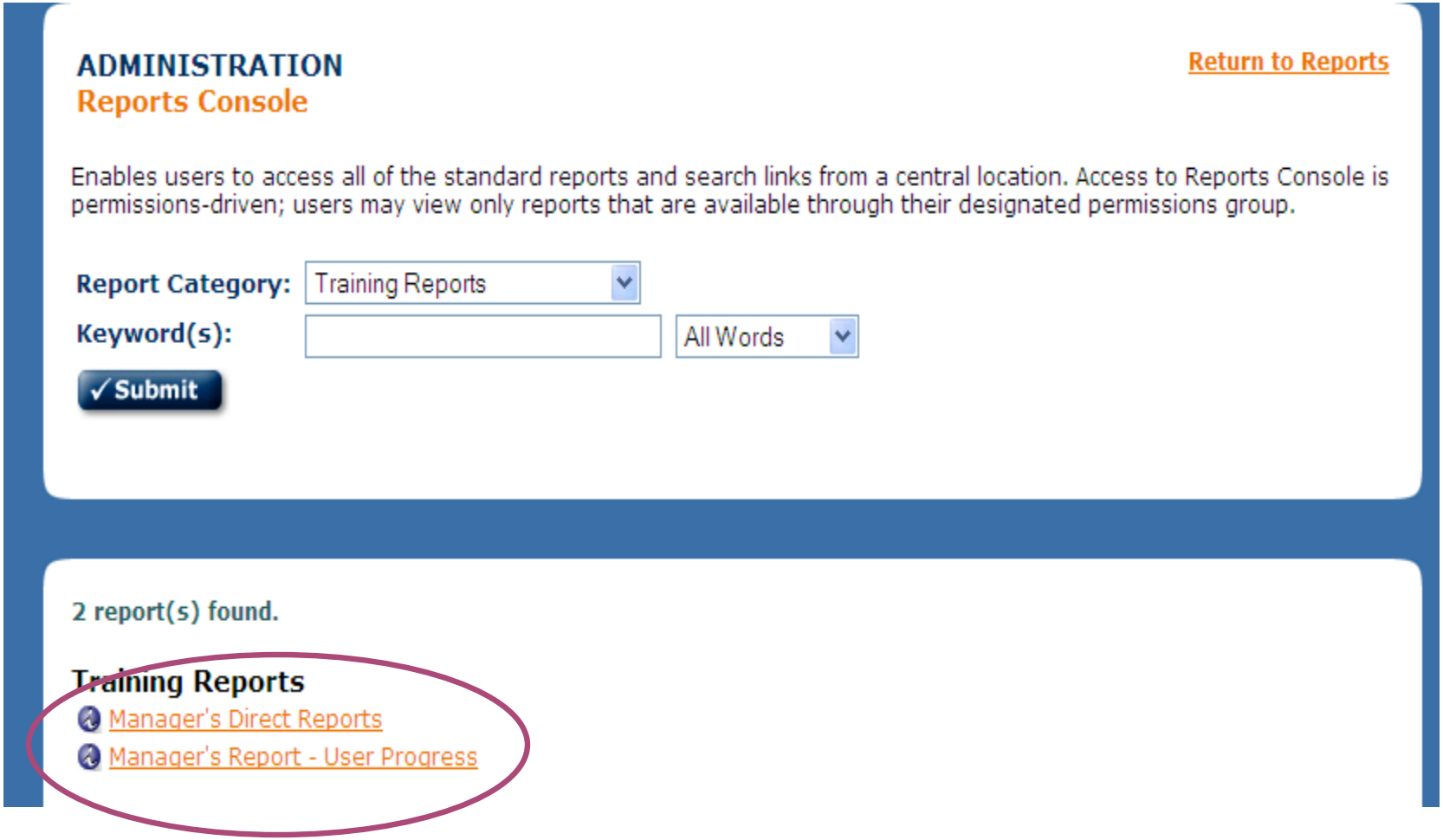
- This page will then display.



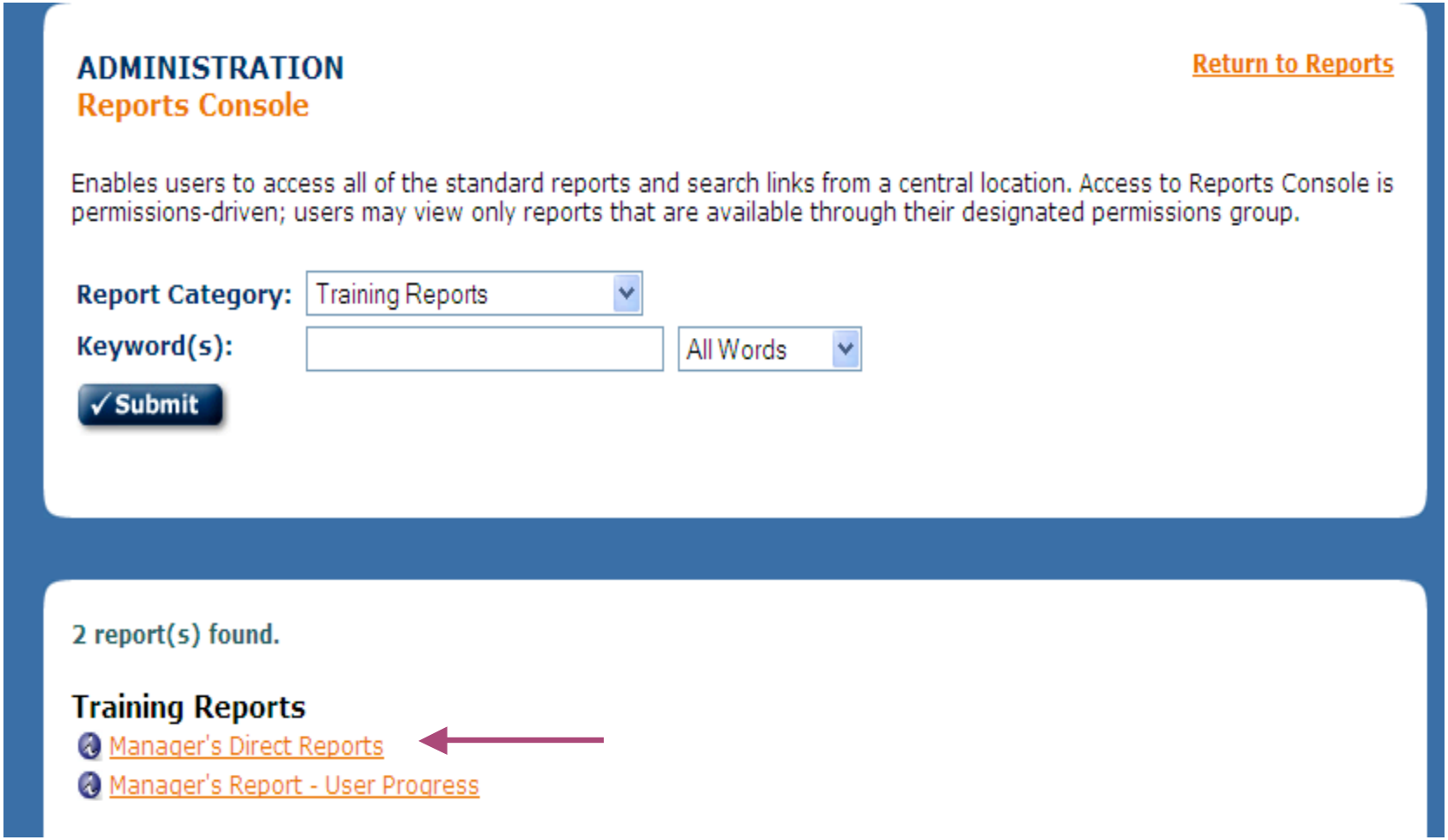
- Click on the **Reports Console**.



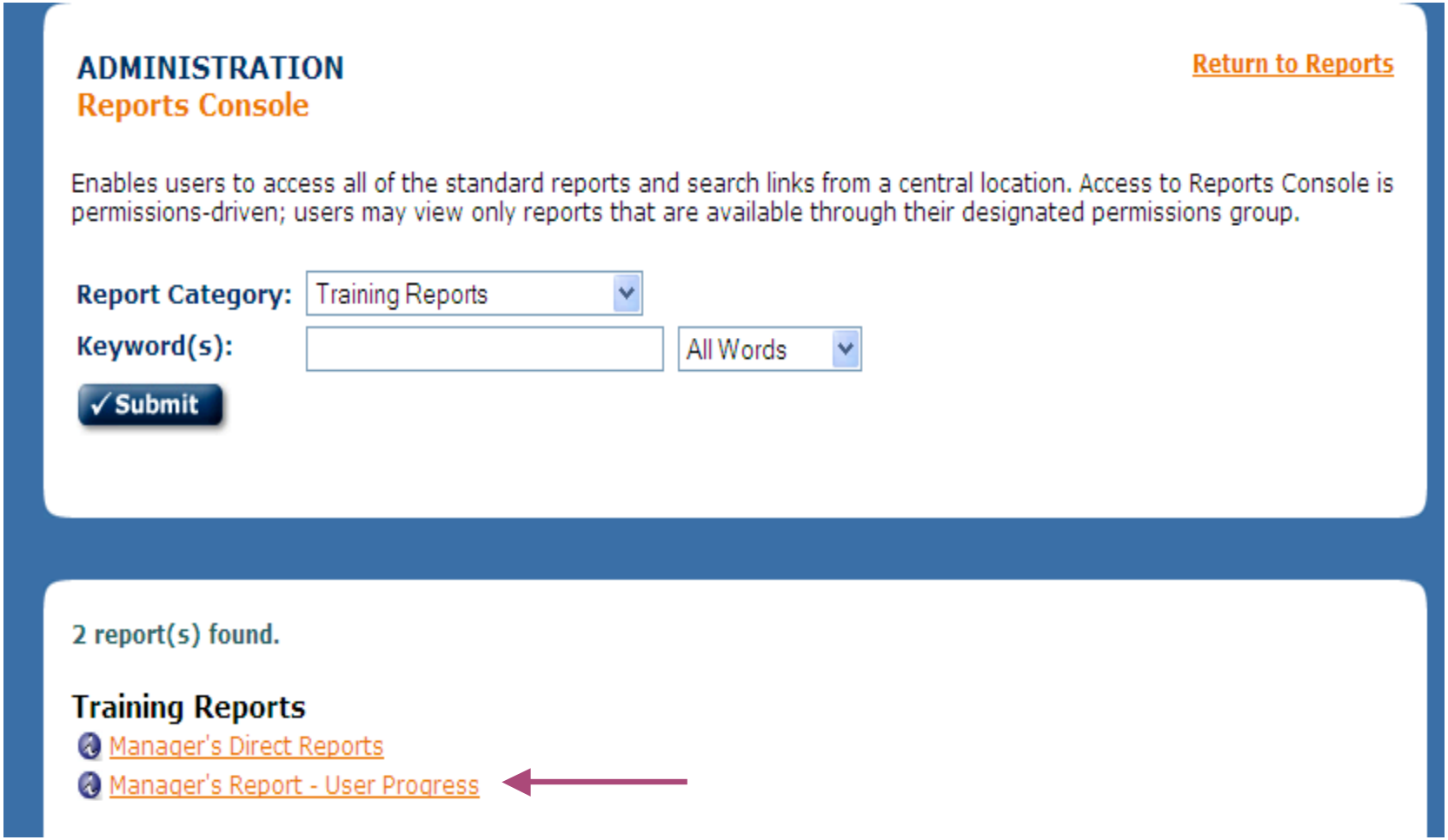
- Select **Training Reports** from the drop down menu in the **Report Category**, then click the submit button.



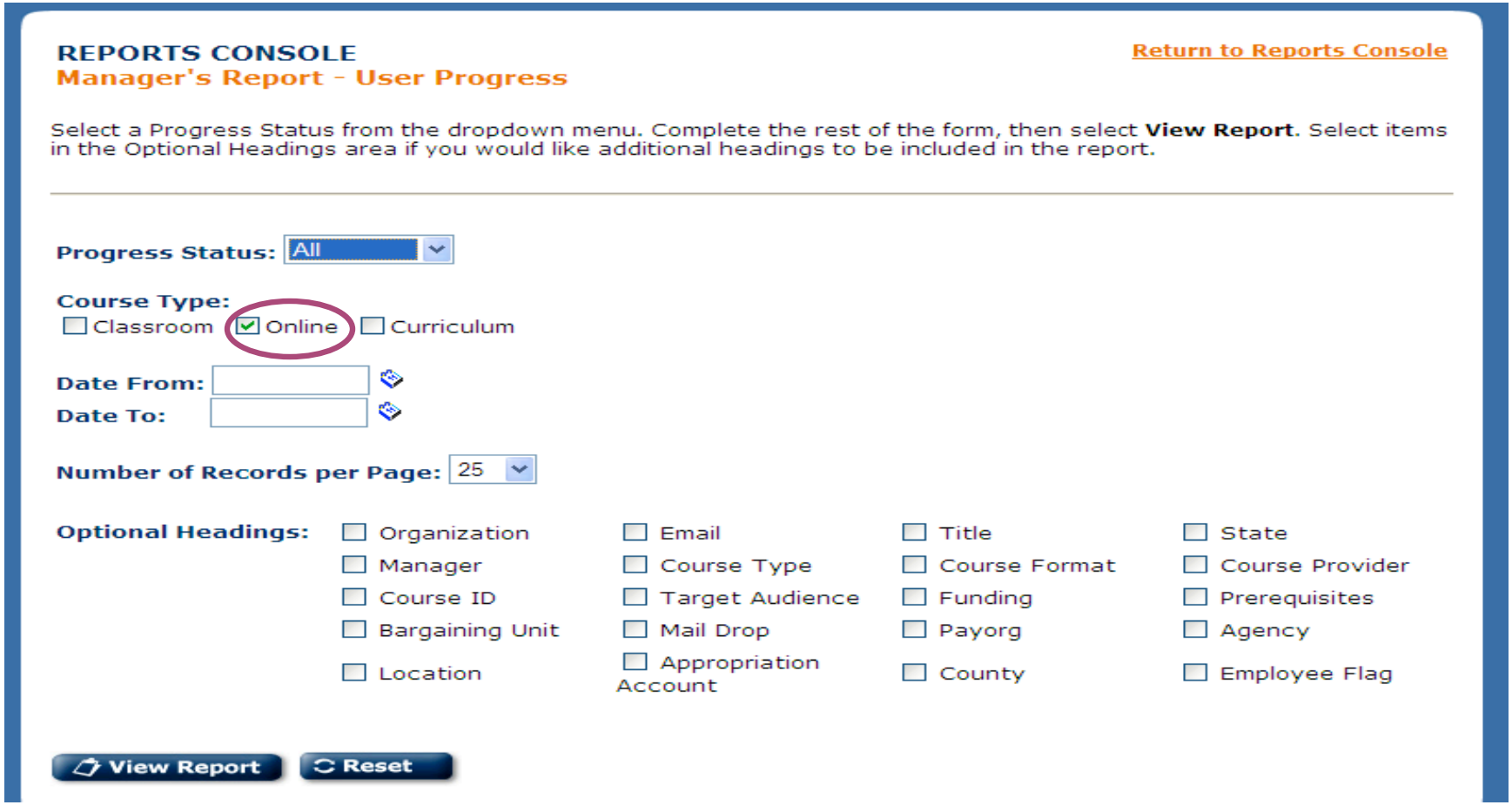
- Access to these reports is restricted to those who have users reporting to them, therefore, it is critical that user select the **[(Name of city/town), Reporting**] as the Manager under Manager's Email on the User Profile page.



- The **Manager's Direct Reports** will allow you to view an individual's record.



- The **Manager's Report – User Progress** lets you view everyone who has completed the course.



Options for selecting information you want to capture.

- Always select **Online** for Course Type.

REPORTS CONSOLE
Manager's Report - User Progress

Return to Reports Console

Select a Progress Status from the dropdown menu. Complete the rest of the form, then select **View Report**. Select items in the Optional Headings area if you would like additional headings to be included in the report.

Progress Status: All

Course Type:
☐ Classroom ☑ Online ☐ Curriculum

Date From:
Date To:

Number of Records per Page: 25

Optional Headings:

☐ Organization	☐ Email	☐ Title	☐ State
☐ Manager	☐ Course Type	☐ Course Format	☐ Course Provider
☐ Course ID	☐ Target Audience	☐ Funding	☐ Prerequisites
☐ Bargaining Unit	☐ Mail Drop	☐ Payorg	☐ Agency
☐ Location	☐ Appropriation Account	☐ County	☐ Employee Flag

View Report Reset

The Date fields should encompass the period the course is available through the date you are running the report. Otherwise you won't capture the completion of someone who may have started the course, left it, and then went back at a later date to complete it.

Employees will follow the same procedure to create a login account.

- Click **Register** and the system will ask for a **Login ID** and **Password**.

To find the online training course, after logging in, the user will log in and click on the **Student Learning Center** (either the tab on the menu in the left hand column or the tab in the center of the page).

- Click the **Expand** button and then find and choose **Municipalities/Non State Government** from the drop down list.
- Click Select

HRD Training and Learning Development Portal

Register | Login

REGISTER
User Profile

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* Last Name:	Arlington
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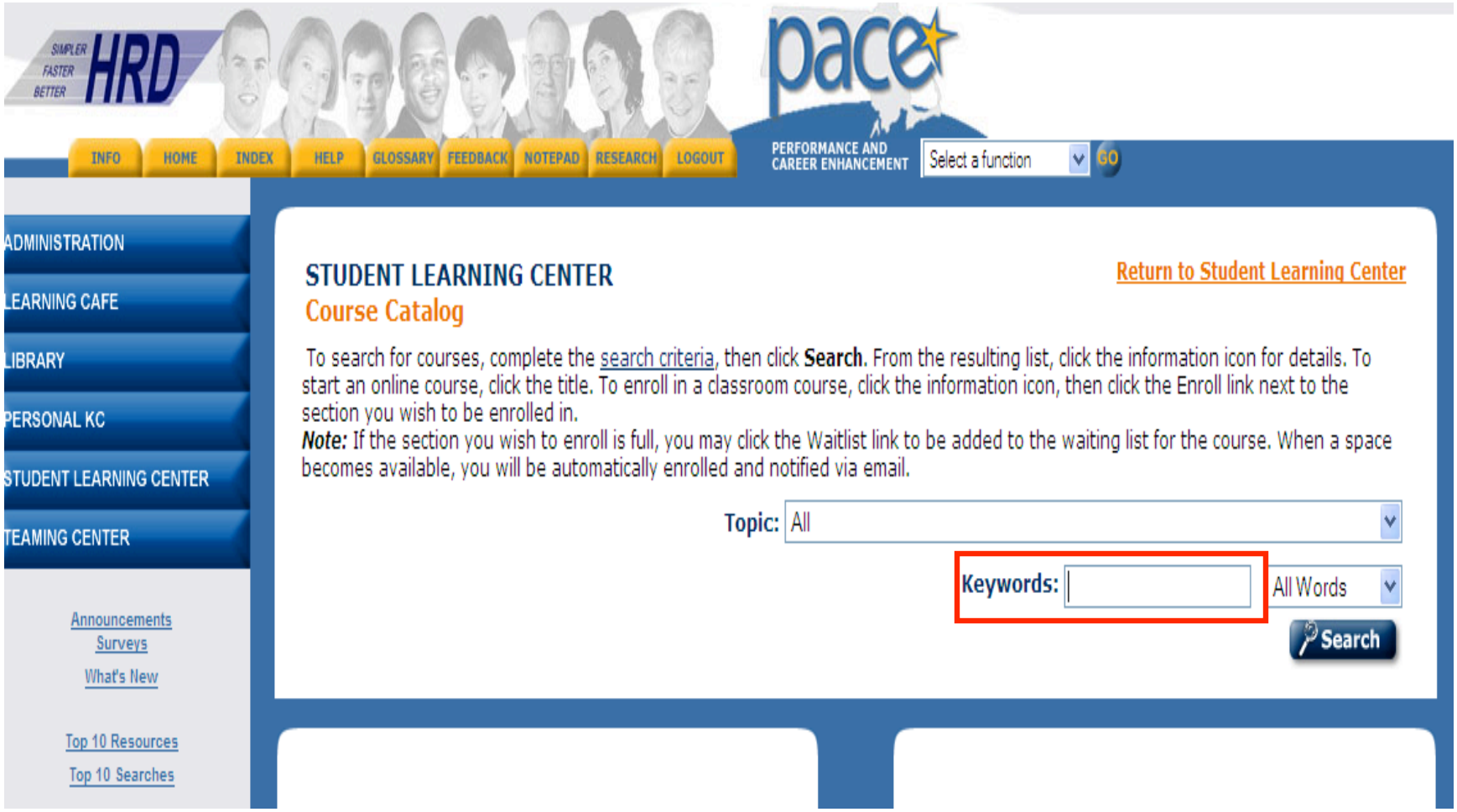
	☑ *Send me updates and notification of content changes at this email address.*
Title:	
Address 1:	
Address 2:	
City:	Arlington
State:	Massachusetts
Province/Other:	
Zip:	
Country:	(Select one)
Phone:	
Fax:	
Manager's Email:	Note: All users will select (City/Town name), Reporting Find Manager

Users will complete the registration information. For **Manager's Email** they will be directed to click **Find Manager** and then select their municipality. This will link their course completion information to the correct database for reports.

- The employee will then be brought to the PACE home page. To find a course, the user will click on the **Student Learning Center** (either the tab on the menu in the left hand column or the tab in the center of the page.

- This will bring the user to a new screen
- Click on the **Course Catalog** link and another screen will appear



- The user will enter a keyword to find the course and then click the **Search** button. Keywords are **conflict**, **interest**, **ethics**, **COI**. Any of these can be used to find the course.

Knowledge Centre - Windows Internet Explorer

http://www.pace.state.ma.us/kc/main/kc_frame.asp

File Edit View Favorites Tools Help

Convert Select

Knowledge Centre

Page Tools

MASSACHUSETTS DEPARTMENT OF REVENUE

pace

PERFORMANCE AND CAREER ENHANCEMENT

INFO | HOME | INDEX | HELP | GLOSSARY | FEEDBACK | NOTEPAD | RESEARCH | LOGOUT

Select a function GO

- ADMINISTRATION
- CAREER CENTER
- CONFERENCE & MEDIA CENTER
- LEARNING CAFE
- LIBRARY
- PERSONAL KC
- STUDENT LEARNING CENTER
- TEAMING CENTER

Announcements
Surveys
What's New

Top 10 Resources
Top 10 Searches

STUDENT LEARNING CENTER

Return to Student Learning Center

Course Catalog

To search for courses, complete the search criteria, then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in.
Note: If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

Topic: All

Keywords: conflict All Words

Search

Results

1 record(s) found.

Conflict of Interest Law [Online]

Course Bookmarks | Course Catalog | Learning Track | Notes & Assignments | Software & Plug-ins

Done Internet 100%

start Inbox - Microsoft ... FW: Access PACE ... Document6 - Micro... Knowledge Centre ... 3:09 PM

- Click on the course

You will be able to select whether to take the course, browse the course, or review the course. Your login in will allow you to start the course and resume it at a later time if you wish.