

CSU Conflicts of Interest: Basic FAQs

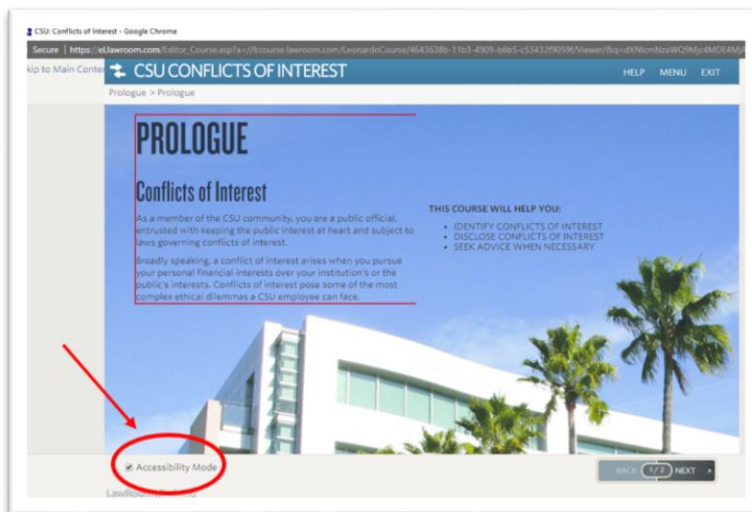
How long is the training and how do I access it?

The training takes 30 minutes to complete. You can access it here at:
<https://ds.calstate.edu/?svc=skillsoft&org=sfsu>

For step-by-step instructions on how to access the training, you can navigate to our “Step-by-Step Guide” located in the “What’s New” section of our website at <https://hr.sfsu.edu/>.

I need accessibility assistance with the Skillport training. Where can I find that?

There is an “Accessibility Mode” available in the course module which will enable screen reader software (see screenshot below).



For additional assistance, please call the Skillport accessibility support line at 1-844-462-1278.

Why do I have to complete this training?

California State law mandates that employees who must file a Statement of Economic Interest Form (FPPC Form 700), or “Designated Employees”, must take an ethics training every two years or within six months of first assuming their designated position. “Designated Employees” are those who are likely to encounter decisions where a conflict of interest might arise. To help employees navigate these situations, the course introduces them to the relevant statutes, regulations, and university policies that govern their conduct.

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Who are “Designated Employees”?

Designated Employees could fall under a number of categories. The most common types of employees who must complete this training are the following:

- MPPs, Administrators, Executives
- Procurement Card holders and approvers
- Other employees who may encounter a situation where a CSU/SF State decision could affect their personal financial interests.

What is a “conflict of interest”?

Broadly speaking, a conflict of interest arises when you pursue your personal financial interests over your institution's or the public's interests. Conflicts of interest pose some of the most complex ethical dilemmas a CSU employee can face.

I am unable to login and/or access the training.

- For SF State Global Login assistance, please contact SF State’s ITS Help Desk at <http://its.sfsu.edu/support>
- For Skillport technical assistance, please contact their 24/7 Help line at <http://support.skillssoft.com/>
- For additional assistance, please contact our Human Resources’ main line at 415-338-1872 or hrwww@sfsu.edu.