

# Ethics for MN Assessors User Guide

## How to Get Started

- Use the link that was emailed to you to create your learner profile. If you need a new link, email us at [proptax.outreach@state.mn.us](mailto:proptax.outreach@state.mn.us).
  - **NOTE:** this link is only used for creating a profile, you will use a different link to access the system in the future. That link can be found on [our website](#) and at the bottom of this user guide.
- Once a profile is created, you will be directed to your personal dashboard.
- You will find the Ethics course listed under featured courses, select the course to get started.

## Navigating through the course

- The course will open in a browser window. There are a few menu options for you to utilize to enhance your experience.
  - On the right side you'll find the three chapters that you are required to complete. When you finish one chapter you can click the next button to move onto the next chapter.
  - The upper left-hand corner you'll find three lines, click those and you'll be able to view each heading within the chapter. You cannot jump ahead; however, you can use this to go back to a section for additional review.
  - Bottom menu you'll find two up arrow icons, this will bring up the overview/lesson details. Next to the arrow icons you'll find a square icon, this provides different views for you to choose from based on your preference.

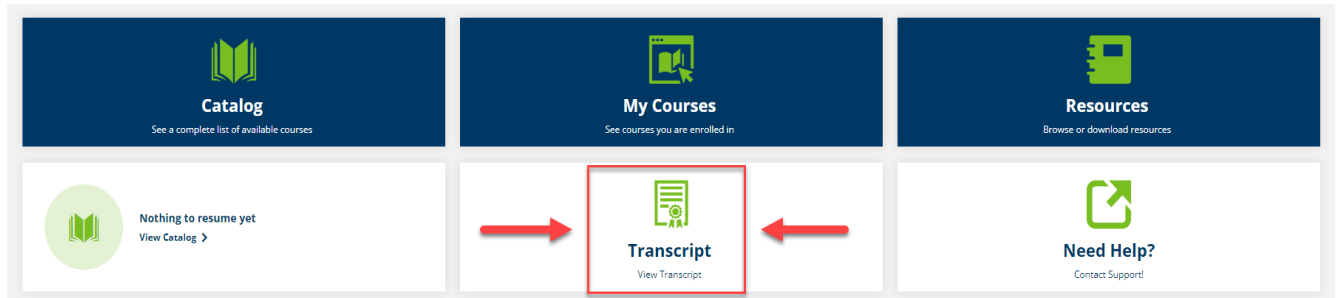
The screenshot displays the 'Ethics for Minnesota Assessors' e-Learning interface. The main content area features the 'm1 DEPARTMENT OF REVENUE e-Learning' logo. The interface includes a top navigation bar with a hamburger menu icon (annotated with a red box and arrow) and a title 'MN Ethics for Property Tax Assessors'. On the right side, there is a course progress sidebar with a 'Previous' button (annotated with a red arrow) and a 'Next' button (annotated with a red box and arrow). The sidebar lists course sections: 'Assessor Code of Conduct' (0/1), 'MN Ethics for Property Tax Assessors' (0/1), 'Why Ethics Matters' (0/1), 'MN Ethics for Property Tax...', and 'Reflection' (0/1). At the bottom, there is a control bar with a play button, volume icon, and settings gear (annotated with a red arrow). Below this bar are 'Overview' and 'Lesson Details' tabs (both annotated with red boxes). On the far right of the control bar, there are two up arrow icons (annotated with red arrows) and an 'Expand Course Details' button (annotated with a red box).

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- If you need to pause or close out of the training and come back to it at a different time you are welcome to do so. Hit the X and leave the lesson. The system will save your place and pickup where you left off when you sign back in.

## Completing the Course

- Upon completion of the course, you will find a completion certificate listed in the transcript section of your dashboard.



- Once you are marked as complete and a certificate is generated, you **do not** need to do anything else.
- **Do not upload your certificate to the assessor licensing system.**
- Revenue will report your completion status to the board.
- The certificate will remain in Absorb for your personal record keeping.
- Within **4 – 6 weeks** of completing the training, you will see your assessor profile updated within the [assessor licensing system](#).

## Accessing the system in the future

- Visit: <https://mnrevenue.myabsorb.com> for future access to the system once your profile is created.
  - Bookmark this link
- Your email address is your username
- If you forget your password, you can reset it by clicking the forgot password link on the login page.