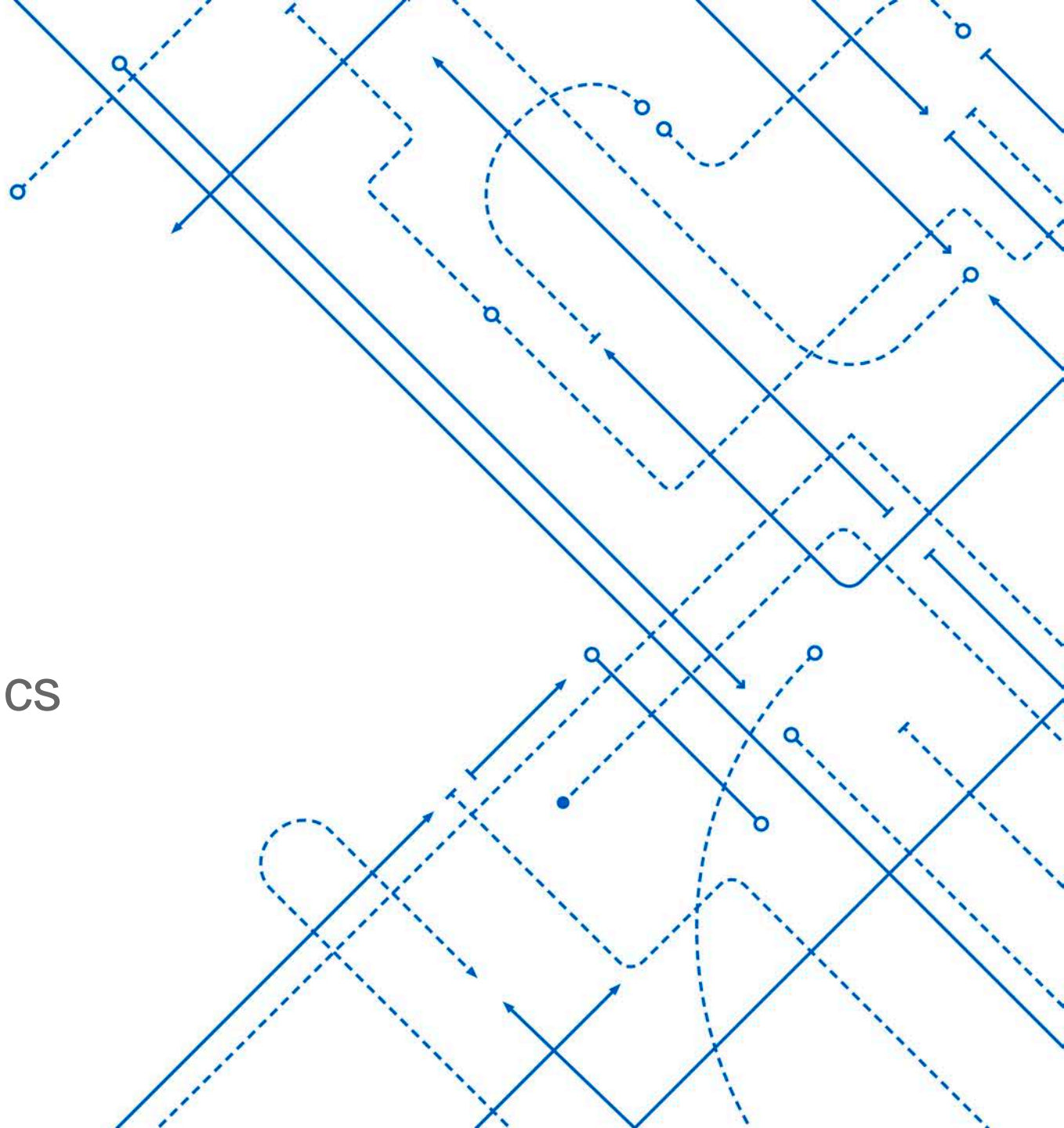


# JCOPE FILER DASHBOARD

Joint Commission on Public Ethics  
(JCOPE)



## Dashboard Access

- SUNY Users Only
- SUNY ID = SUNYxxxxxx
- Access through SUNY portal
- NYS assigned ID – see JCOPE instructions



## Dashboard Access

Go to <http://jcope.ny.gov/fds.html>

- Click on the “SUNY Employees Only” button
- SUNY Secure Sign On—choose Buffalo Univ from the drop down, click login button
- Login Required—enter UBIT name and password
- Click blue rectangle for NY.gov ID portal
- Choose JCOPE Financial Disclosure System FDS



Filer Name 's Dashboard

Help

File FDS 2015

**Open Activity**

Showing 1 to 9 of 9 records

Date	Activity	Notes	Status
12/19/2017 11:57:36 AM	Education Completion Email Sent	Ethics Seminar/Refresher	
10/16/2017 08:39:32 AM	Filer Updated		
10/13/2017 02:15:11 PM	Filer Updated		
10/11/2017 10:54:56 AM	Admin Override - Inactive		
10/10/2017 01:47:40 PM	Filer Updated		
09/20/2016 10:11:09 AM	Filer Updated		
09/20/2016 09:41:43 AM	Filer Updated		
11/23/2015 12:10:48 PM	Filer Updated		
10/08/2015 09:47:28 AM	FDS filing	2014	Due Date: 12/16/2015

Showing 1 to 9 of 9 records

**Training**

All Upcoming Complete

Showing 1 to 4 of 4 records

Class	Due	Completed	Info
Ethics Seminar/Refresher	05/31/2020	not complete	

Showing 1 to 4 of 4 records

Training Extension Request

**Filing**

All FDS Extension Exemption Paper


Filing Due Date: 11/15/2018


Year	Filing Status	Due	Actions
▶ 2016	Filed	11/15/2017	


**Officer**

Showing 1 to 1 of 1 records

Name	Agency	Email	Type	Training
			Ethics Officer	Y

JCOPE - FDS   Dashboard   Preferences   Filer Name (Filer)      Logout

Filer Name 's Dashboard 

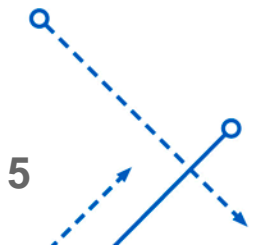
File FDS 2015 

**Open Activity** Showing 1 to 9 of 9 records

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11/23/2015 12:10:48 PM	Filer Updated		
10/08/2015 09:47:28 AM	FDS filing	2014	Due Date: 12/16/2015

Showing 1 to 9 of 9 records

- Open Activity
  - Routine updates
  - JCOPE internal use



## Training

All Upcoming Complete

Showing 1 to 4 of 4 records

Class	Due	Completed	Info
Ethics Seminar/Refresher	09/26/2017	5/31/2017	CETC, No CLE Credit
Comprehensive Ethics Training Course	12/31/2013	10/23/2013	
Online Ethics Orientation	03/31/2012	2/23/2017 1:40:48 PM	Tested Out
Ethics Seminar/Refresher	05/31/2020	not complete	

Showing 1 to 4 of 4 records

[Training Extension Request](#)

- Training
  - Online Ethics Orientation (OEO)
  - Comprehensive Ethics Training Course (CETC)
  - Ethics Seminar/Refresher

## Training

### Class

Ethics Seminar/Refresher

Training Extension Request

## Filing

All FDS Ext

### Year Filing Status

▶ 2016	Filed
▶ 2015	Inactive
▶ 2014	Filed
▶ 2013	Filed
▶ 2012	Filed
▶ 2011	Filed

### Training Extension Request

A filer may be granted an extension of time within which to complete required ethics training only upon a showing of:

1. Justifiable cause
2. Undue Hardship

Please provide reason in box below. You will receive an email with a determination once your request has been reviewed.

For general questions about training requirements, email [education@jcope.ny.gov](mailto:education@jcope.ny.gov)

Only two extensions are allowed per class

Reason







(Max 250 Characters)

Class	Due	Approvals	
Ethics Seminar/Refresher	05/31/2020	0	<p>Request Extension</p>

### Filing

All FDS Extension Exemption Paper

Filing Due Date: 11/15/2018

Year	Filing Status	Due	Actions
▶ 2016	Filed	11/15/2017	
▶ 2015	Inactive		
▶ 2014	Filed	12/16/2015	
▶ 2013	Filed		
▶ 2012	Filed		
▶ 2011	Filed		
▶ 2010	Filed		

### Officer

Showing 1 to 1 of 1 records

Name	Agency	Email	Type	Training
Ethics Officer Contact Info			Ethics Officer	Y

Showing 1 to 1 of 1 records

- Filing
  - Year
  - Filing Status
  - Due
  - Actions
- Officer





## FDS in progress, not able to submit

- Click on the triangle next to the year
  - Expands the row to show any unanswered questions
- Click on pencil icon to edit, then resubmit

## Amend a FDS once submitted

- Click on the triangle next to the year to expand row
- Click on the amend icon under the Actions column



## View a submitted FDS

- Click on the hourglass icon under the ID column (once the row is expanded, first column on left)

## Print a submitted FDS

- Click on the hourglass (see above), then click on the print symbol (upper right hand corner of new screen)





**Filer**  ID: FDS ID

<b>NYSDS ID</b>	<b>NYS Emp ID</b>	<b>Status</b>
Directory Services ID		Active
<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
<b>Street</b>		
<b>City</b>	<b>State</b>	
New York	NEW YORK	
<b>Zip</b>	<b>Country</b>	
10028	UNITED STATES	
<b>Phone Number</b>		
<b>Email</b>	<b>Filer Exemption Status</b>	
	Not Exempt	

**Agency**

**Agencies**

CUNY Hunter College (70030) 

CUNY Hunter College (70030)  *Primary Agency*

<b>Agency Name</b>	<b>Salary</b>	<b>Designation</b>
CUNY Hunter College (70030)	\$	Academic Filer
<b>Job Title</b>		
Professor		
<b>Job Status</b>		
Active		

**Personal Info History**



Showing 1 to 4 of 4 records

Modified	Changed Items
10/16/2017 08:39:32 AM	NYSDS ID:
10/10/2017 01:47:40 PM	Agency 70030 - Salary: \$1
09/20/2016 10:11:09 AM	Agency 70030 - Job Status Start: 1/1/1900 Agency 70030 - Job Status End:
11/23/2015 12:10:48 PM	NYSDS ID: Address 1: City: NEW YORK State: NEW YORK Zip: 10028 Country: UNITED STATES

Showing 1 to 4 of 4 records

**Filing**

Filing Due Date: 11/15/2018

Year	Filing Status	Due	Actions
▶ 2016	Filed	11/15/2017	
▶ 2015	Inactive		
▶ 2014	Filed	12/16/2015	

**Officer**

Showing 1 to 1 of 1 records

Name	Agency	Email	Type	Training
			Ethics Officer	Y

Showing 1 to 1 of 1 records

## My Profile

- Access
  - Click on silhouette at the top right corner of the dashboard
- NY SDS ID
  - SUNYxxxxxx
  - JCOPE assigned
- Status (Active, Inactive)
- Filer Exemption Status (Not Exempt, Exempt)

## My Profile (continued)

- Agency
  - Primary Agency identified with a star
    - If multiple agencies, click on hourglass to view
  - Job Title = Official Job Title, not In House Title
  - Designation
  - Job Status
- Personal Information History
- Filing
- Officer

## Links

- JCOPE website: <http://jcope.ny.gov>
- Public Officers Law and Commission Regulations:  
[http://jcope.ny.gov/about/laws\\_regulations.html](http://jcope.ny.gov/about/laws_regulations.html)
- FDS filing guide:  
[http://jcope.ny.gov/forms/2016%20FDS%20Instructions%20\(clean%20version%20as%20of%201-18-18\).pdf](http://jcope.ny.gov/forms/2016%20FDS%20Instructions%20(clean%20version%20as%20of%201-18-18).pdf)
  - Guide to 2016 FDS, update pending from JCOPE
- SUNY Edition – Online Filing System  
[http://jcope.ny.gov/SUNY%20FDS%20Filer%20Instructions%20-%2010\\_23.pdf](http://jcope.ny.gov/SUNY%20FDS%20Filer%20Instructions%20-%2010_23.pdf)

## Links: 2017 versions, 2018 pending from JCOPE

- Request for an exemption  
[http://jcope.ny.gov/forms/2017%20FDS%20Individual%20Exemption%20Form\\_writeable.pdf](http://jcope.ny.gov/forms/2017%20FDS%20Individual%20Exemption%20Form_writeable.pdf)
- Request for a filing extension
  - Non-academic: [http://jcope.ny.gov/forms/Extension%20Application%202016%20Non-Academic%20\(FINAL\).pdf](http://jcope.ny.gov/forms/Extension%20Application%202016%20Non-Academic%20(FINAL).pdf)
  - Academic:  
[http://jcope.ny.gov/forms/Extension%20Application%202016%20Academic%20\(FINAL\).pdf](http://jcope.ny.gov/forms/Extension%20Application%202016%20Academic%20(FINAL).pdf)

## JCOPE Contact Information

### General Inquiries

- 1 (800) 873 -8442
- 1 (518) 408-3976

### FDS Filing

- [ethel@jcope.ny.gov](mailto:ethel@jcope.ny.gov)

### Ethics/Legal Guidance

- [legal@jcope.ny.gov](mailto:legal@jcope.ny.gov)

### Training

- [education@jcope.ny.gov](mailto:education@jcope.ny.gov)