



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

Code of Conduct for Elected Officials Online Module Registration

The Code of Conduct for Elected Officials Mandatory Online Module is now available for registration. Please complete this module as soon as possible in the interest of ensuring everyone has a firm grasp of what the Code of Conduct entails. There will be provincial regulations soon to be distributed that create a 30-day completion deadline.

You will need to complete a short quiz after finishing the module.

This email contains important information on the process. Please read through it thoroughly.

STEP ONE: To register for the mandatory online module, please complete all sections of the NSCC online registration form found [here](#).

Participants will then receive instructions from NSCC on setting up their NSCC accounts approximately 24-48 business hours after registering for the course. These emails will be sent to the email address provided in the online registration form above.

These instructions will include two separate emails from NSCC (**please do not delete these emails and retain for future reference if necessary**):

STEP TWO: The first email from NSCC will contain information related to the participant's NSCC student ID and temporary password – please carefully follow the instructions in this email before continuing to the instructions for using the NSCC online learning management system (the second email you will receive – see step 3).

During this process you will be resetting your password. To do this you will need to enter your **NSCC email address** that is provided in the email – do not use any other email when resetting your password.

For additional information and help with setting up access and logging into NSCC call the Technology Service Desk at 1-866-898-4357.

STEP THREE: The second email from NSCC (which can take up to 24 hours to arrive) will include instructions for logging into the NSCC online learning management system (called Brightspace) which will be used to access and complete the online module and quiz. Participants will use their NSCC ID email and password (as per above) to log into Brightspace. Note: This second email is autogenerated within the NSCC system and references textbooks. Please ignore this as there are no textbooks for the online module.

Two Factor Authenticator: This is mandatory through NSCC. As part of Step 3, you will need to go through this authentication step to access the module. The simplest solution would be to select “Phone” as your verification option which will allow you to simply receive a text message with the code. Please refer to this NSCC article for further information [How to Add or Change a Phone Number for MFA.](#)

NSCC Contact for Questions or issues with resetting your password or logging in:

You can call the Technology Service Desk at the number provided under Step Two 1-866-898-4357 or you can email beth.mccormack@nsc.ca – participants need to provide their NSCC student ID# in their email.