



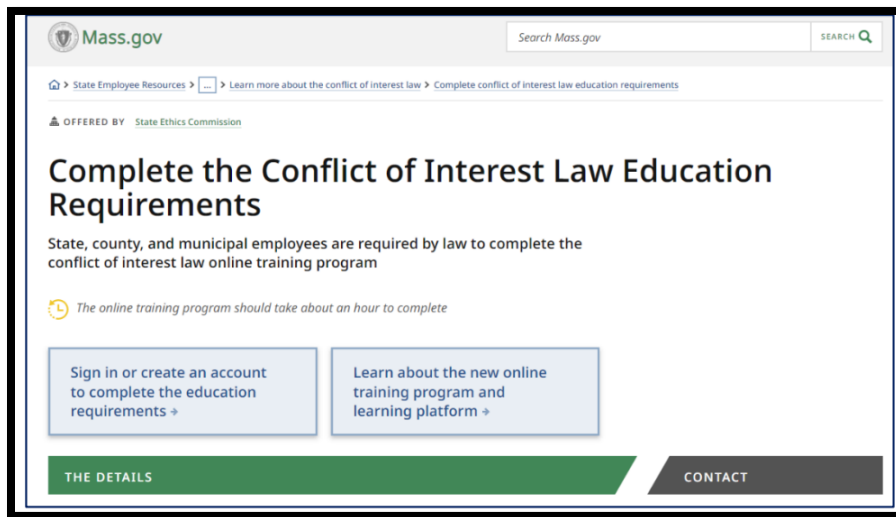
# OFFICE OF TOWN CLERK

175 Central Street, P.O. Box 387  
East Bridgewater, Massachusetts 02333-0387  
Phone: 508-378-1606 / Fax: 508-378-1638  
Email: [townclerk@eastbridgewaterma.gov](mailto:townclerk@eastbridgewaterma.gov)

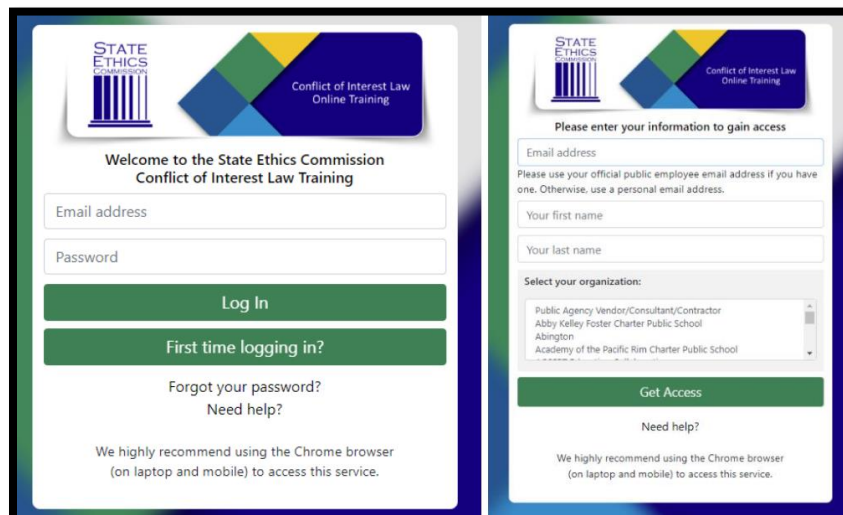
**KATHLEEN CAVANAGH**  
Interim Town Clerk

While you may have taken the online Conflict of Interest test fewer than two years ago, we ask that all East Bridgewater employees, volunteers, board, committee, and commission members take the NEW Ethics Training in 2023 through the new state system.

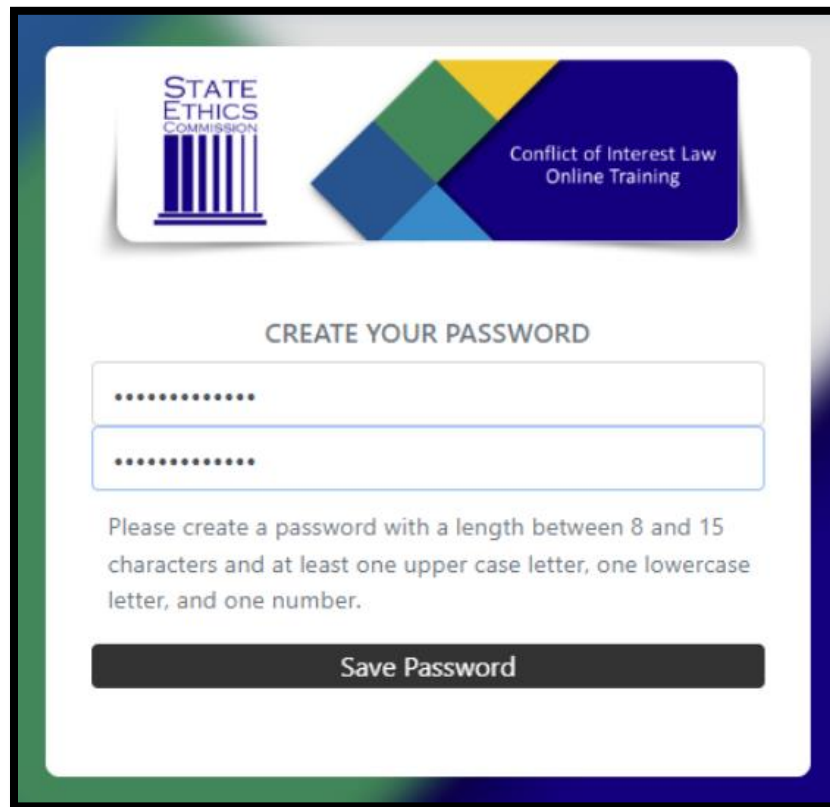
To do so, go to <https://massethicstraining.skillburst.com>, where you should see this:



1. Click on the "Sign in or create an account..." button.
2. You will see two buttons:
  - a) First-time users click on the "First time logging in?" button.
  - b) Enter your email address and name in the fields of the new window that pops up.
  - c) Under "Select your organization," scroll down until you find "East Bridgewater" and select.
  - d) Click the "Get Access" button, and the following message will appear: *A message has been sent to the email address you specified with instructions for creating your password.* **Please be sure to check your Spam folder.** You may close this window.



3. You will then receive an email to create a login.
4. Click the long “Skillburst” link in the email, and you will get a screen to create a new password.



STATE ETHICS COMMISSION

Conflict of Interest Law  
Online Training

CREATE YOUR PASSWORD

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Please create a password with a length between 8 and 15 characters and at least one upper case letter, one lowercase letter, and one number.

Save Password

5. You will return to the original sign-in screen after you click the "Save Password" button. Sign in as you would any website requiring a password, using your email address and the password you just created.
6. There will be two links on the initial screen. One takes you to the training, which you will complete every two years (starting this year), and the other is the "Acknowledgement of Receipt... for Municipal Employees" required annually. For this initial training, please complete both.
7. The training is estimated to take approximately one hour. You should be able to stop part-way through and resume later.  
**Note:** There is music behind the intro and audio throughout. Check your volume before starting!
8. You won't have to do anything when you finish the training. You should receive an email acknowledging completion and linking to a copy of your certificate. If you need a copy of the certificate, you can print it out for your records. The system will show us, through an administration panel, who is working on or has completed the training.

If you have any questions about this, please feel free to contact the Town Clerk's office.

Phone: 508-378-1606

Email: [townclerk@eastbridgewaterma.gov](mailto:townclerk@eastbridgewaterma.gov)