

All-Employee Security Awareness Training Enrollment and Completion Instructions

NOTE: UACCESS LEARNING REQUIRES USE OF THE UA'S VPN CLIENT IF LOGGING IN FROM AN OFF-CAMPUS COMPUTER. CLICK [HERE](#) FOR INFORMATION ON DOWNLOADING, INSTALLING AND USING THE VPN.

THE VPN REQUIRES USE OF [NETID+](#), THE UA'S TWO-FACTOR AUTHENTICATION. TO ENROLL IN NETID+, CLICK [HERE](#). FOR MORE INFORMATION ON ENROLLING AND USING NETID+, CLICK [HERE](#).

You can enroll in All-Employee Security Awareness Training in UAccess Learning in one of two ways:

- [Option 1](#)
- [Option 2](#)

Option 1:

- Click [here](#) to go directly to the enrollment page for All-Employee Security Awareness Training. After logging in with your NetID and password, you will see the following:

Information Security Awareness Training

Description
Online security awareness training is provided to all employees to ensure that they understand their responsibilities in protecting University information assets.

.....
Click View Details to see more information about a class. The Plan for Later button will allow you to add it to your Learning Plan. Classes without a specified Start Date can be taken at any time.
.....

Abstract
The Arizona Board of Regents requires all three state universities to implement a security program that includes mandatory university-wide security awareness education and training for all users.

To fulfill this requirement, the UA Information Security Office provides All-Employee Security Awareness Training. This course has been designed to inform employees of their responsibilities as members of the UA community in order to assist in securing assets of the University of Arizona.

For questions about this certification please contact the Information Security office at infosec@email.arizona.edu.

Class Options for Information Security Awareness Training						
Class Code	Type	Start Date	Available Seats	Start Time		
UA-1332-3	Self-Paced		--	--	View Details	Enroll Plan for Later

[Plan for Later](#) [Return to Previous Page](#)

- Click **Enroll**.

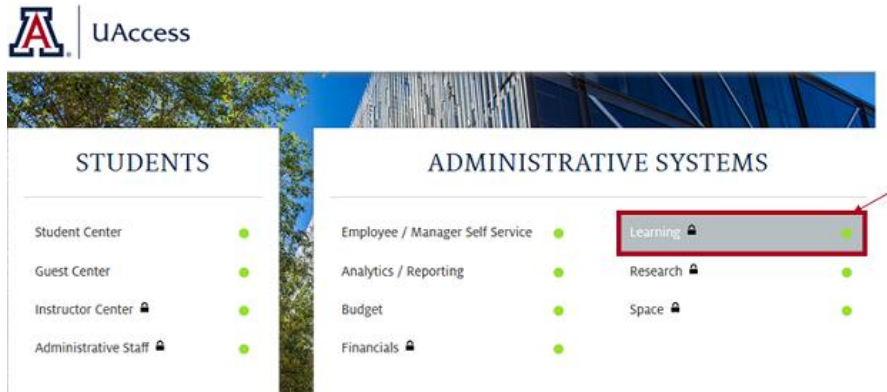
Class Options for Information Security Awareness Training					
Class Code	Type	Start Date	Available Seats	Start Time	
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[Plan for Later](#)
[Return to Previous Page](#)

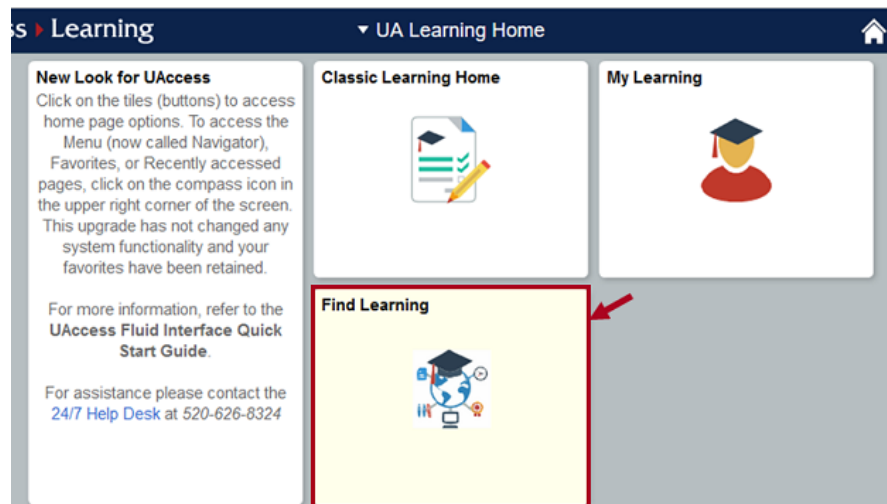
Click [here](#) to continue enrollment and completion instructions.

Option 2:

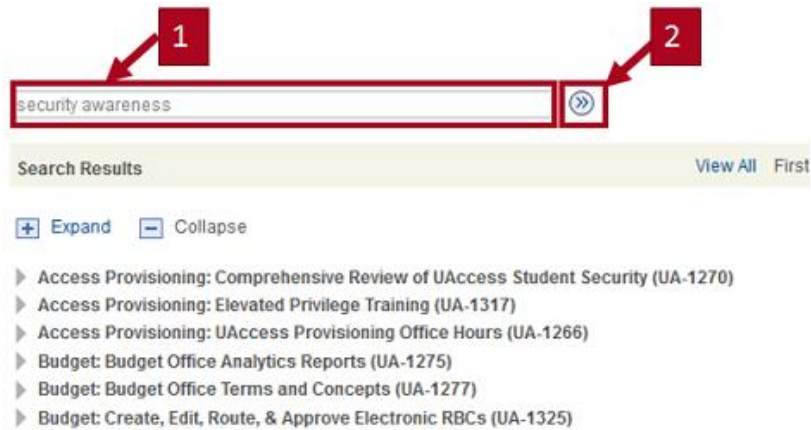
- Go to uaccess.arizona.edu. Click on **UAccess Learning**.



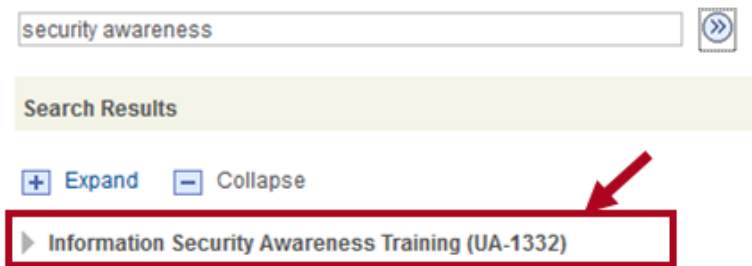
- **Login** with your NetID and password. The UAccess Learning home page will appear. Click **Find Learning**.



- Type **security awareness** in the search box located above class listings. Click **arrow** button to activate search.



- Information Security Awareness Training (UA-1332)** will appear. Click the class name.



- You will see the following screen:

Information Security Awareness Training

Description
 Online security awareness training is provided to all employees to ensure that they understand their responsibilities in protecting University information assets.

Click View Details to see more information about a class. The Plan for Later button will allow you to add it to your Learning Plan. Classes without a specified Start Date can be taken at any time.

Abstract
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Class Code	Type	Start Date	Available Seats	Start Time		
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[Plan for Later](#) [Return to Previous Page](#)

- Click **Enroll**.

Class Options for Information Security Awareness Training						
Class Code	Type	Start Date	Available Seats	Start Time		
UA-1332-3	Self-Paced		--	--	View Details	Enroll Plan for Later

[Plan for Later](#) [Return to Previous Page](#)

- After clicking **Enroll**, you will be taken to a screen that contains the list of 10 short modules. You begin training by clicking **Launch** by **Introduction: What is Information Security**.

Class Progress			
Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	
Instructor Teresa Banks			
Class Syllabus			
To receive credit for this class you must complete all required tasks in order.			
1	Introduction: What is Information Security		Launch
	Required eLearning		
	Progress Not Attempted	(Duration : 5 Mins)	

- A second Table of Contents screen will appear. Click **Launch** again on this screen.

Table Of Contents

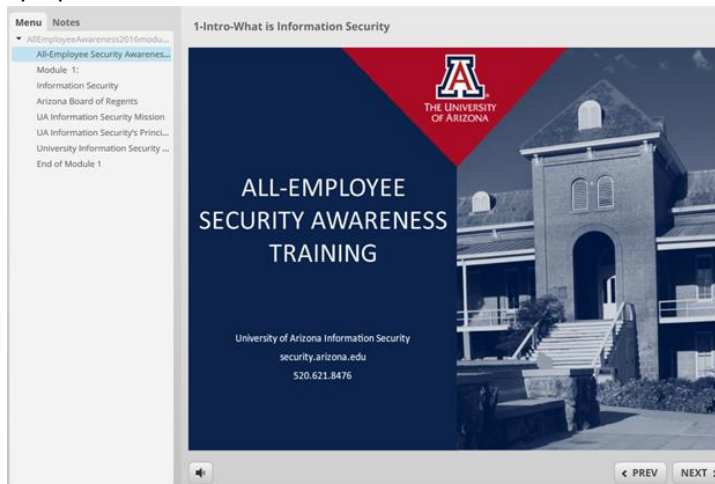
Teresa Banks, Manager Univ Info Tech Svcs Admin

Component Name: Introduction: What is Information Security Type: eLearning
 Class: Information Security Awareness Training Duration: 5 Minutes

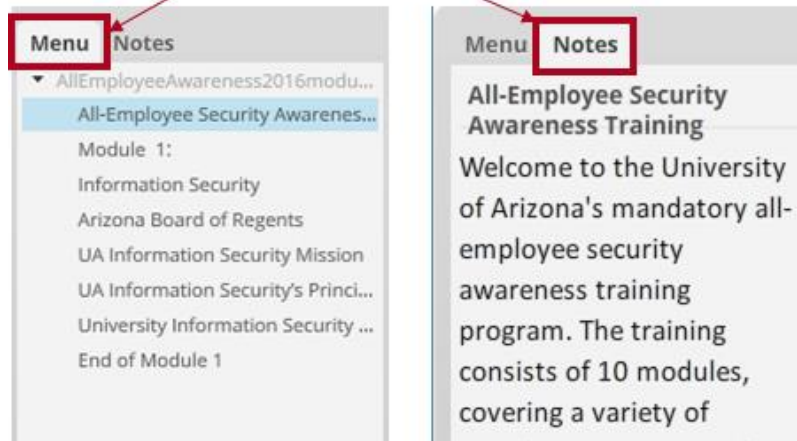
Table Of Contents		
Title	Status	Score
1-Intro-What is Information Security	Not Attempted	Launch

[Return To Class Progress](#)

- The training will pop up in a new window.



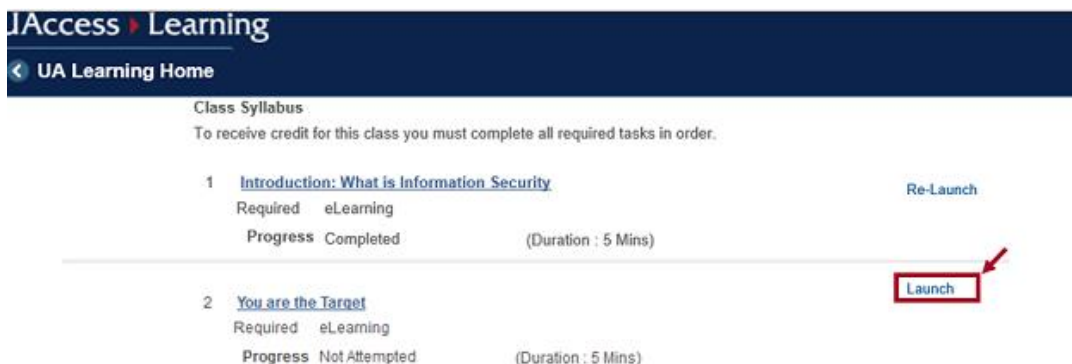
- On the left side of the screen, you can choose to view the **Menu** with each slide title, or you can select the **Notes** tab to read along with the training audio.



- After each module is finished, close the window containing the training module and return to UAccess Learning. Click **Return to Class Progress**.



- You will now be able to launch the second module. Click **Launch**, and click Launch on the next screen that pops up. The second module will open. Continue this process through the 10 modules.





- After completing all modules, you will be able to print a certificate. Click the **Print** symbol to the right of the completion record in UAccess Learning.

Information Security Awareness Training

Self-Paced

Completed

09/30/2016



- You can then print the certificate. *PLEASE NOTE: THE DATE MAY NOT BE CORRECT ON THE CERTIFICATE. HOWEVER, COMPLETING TRAINING IS ALL THAT IS REQUIRED, SO YOU CAN SUBMIT THIS TO YOUR SUPERVISOR.*

