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Overview
A 2008 IT performance audit charged all three Arizona universities with implementing a security program that includes mandatory university-wide security awareness education and training for all users. To fulfill this requirement, UA Information Security provides user-friendly online modules, ensuring that all employees can easily participate in and complete the security awareness program. The program has been designed to not only inform employees of their responsibilities as members of the UA community, but to also assist them in securing their information at home.

These training modules are configured so that they can be used with adaptive technology, should the user require this.

Prior to Training
1. You will be enrolled for security awareness training if you have not previously completed awareness training, you are a new employee, or you work in an area that requires annual training for compliance purposes.
2. After you are enrolled, you will receive two email notifications:

   a. Communication #1:

      Dear <department> employees,

      As part of the University’s commitment to information security awareness, you have been assigned SANS Securing the Human Security Awareness training.

      Shortly, you will receive an email message from securingthehuman.org, with details about logging into the training site. Please be assured that this is a legitimate email, and that you will be logging in via a UA WebAuth page.

      We are aware that the initial email looks suspicious, since it is not from an arizona.edu address. However, due to the nature of the University’s agreement with SANS, the initial welcome email must come from an outside source.

      Please complete the training as time allows. If you have any questions, please don’t hesitate to contact me or UA Information Security (621-8476; infosec@email.arizona.edu).

      Sincerely,
      <IT Security Manager>

   b. Communication #2:

      Dear $$firstname$$,

      SANS Securing the Human Employee Security Awareness Training has been assigned to you by your department.

      An account has been created for you so that you can access and complete the SANS Security Awareness Training.
To start using your SANS Employee Security Awareness Training account, log in at https://sso.securingthehuman.org/arizona (copy and paste the URL, and replace "hxxps" with "https"). This link will take you to the University of Arizona's standard WebAuth page, where you will log in with your NetID and password. You will then be redirected to the SANS training area.

If you have any questions, please contact our office at 621-8476 or infosec@email.arizona.edu.

Sincerely,
Gil Salazar
UA Information Security

3. As directed in the second email, go to https://sso.securingthehuman.org/arizona, and login with your NetID and password.

**Navigation through Training Videos**
Before you begin your awareness training, here are some helpful tips for navigating the training on the SANS website.
1. You will see a screen listing the library of training videos after you login to the site. There will be at least 12 modules on your dashboard, with the title and time duration for each module clearly visible.

<table>
<thead>
<tr>
<th>Mandatory modules and duration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction (1:06)</td>
<td>You Are The Target (2:09)</td>
</tr>
<tr>
<td>Data Security (3:47)</td>
<td>Personally Identifiable Information (.43)</td>
</tr>
</tbody>
</table>

**TOTAL MANDATORY TIME: 36:02**

2. Click the **module** you wish to view to begin training.
As the video opens, there are features and shortcuts available to use with Assistive Technologies. There are also other viewing options that you can select to assist you in completing viewing the videos.

**Assistive Technologies Instructions**

To access a list of keyboard shortcuts for the modules, select **Show Shortcuts (Press S)**, or simply click **S** on your keyboard.

A screen will open outlining the keyboard shortcut keys:

* Play/Pause - Space Bar or Q
* Closed Captions - C
* Show Transcript - T
* Expand Video - E
* Change Volume - +/−
* Mute - M
* Change Quality - Q
* Skip Back (5 sec) - H

The instruction on this page are as follows:

*This page provides keyboard shortcuts for Assistive Technologies. Users of JAWS should disable it temporarily (Insert-Z) to gain access to these controls.*
You can also use your keyboard to control the video
- **Play/Pause = Space Bar or O**
- **Closed Captions = C**
- **Show Transcript = T**
- **Expand Video = E**
- **Change Volume = + or –**
- **Mute = M**
- **Change Quality = Q**
- **Skip Back (5 seconds) = H**

### Other Viewing Options

#### Show/Hide Transcript
On the lower right-hand side of the screen, you can select **Show/Hide Transcript**.

This will open up the transcript below the video screen.

To close the transcript, click **Show/Hide Transcript** again.

#### Closed Captioning
Closed Captioning automatically starts with each video. If you wish to disable this feature, click the **CC** button on the right side of the screen.
Volume/Mute Control
You can adjust the volume or mute the sound if you wish by using the Volume/Mute Control.

Full Screen
To the right of the Volume/Mute Control, you can select the button to view the video in Full Screen.

To exit full screen, hit the escape key (ESC) on your keyboard.
Completing Security Awareness Training
You can complete all 12 modules at once, or divide them up over several sessions. There are simple two-question quizzes at the end of each module. If you miss an answer, you can request another question until you correctly answer two questions.

1. To navigate the quizzes, select your answer, and then click **Submit Answer**.

2. Upon completion of all modules, you will be directed to the UA Information Security website, where additional resources are available. You must click the URL and view the resource page in order to continue on to completion. Then, return to this page and click the “Continue” button.

After clicking **Continue**, you will receive a certificate of completion via email.