

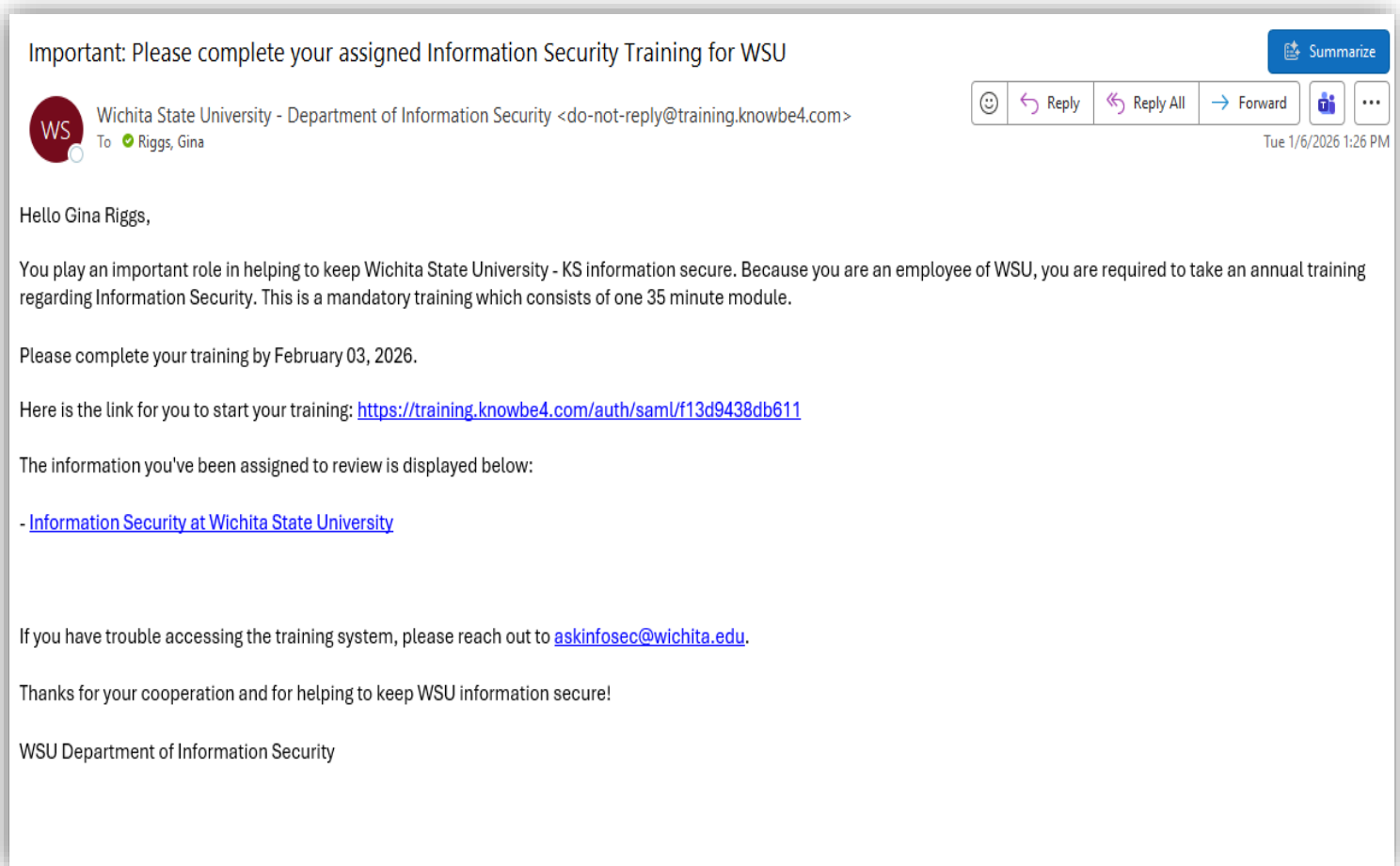
Instructions for Accessing the Information Security Training at WSU

You are required to take this training annually as long as you are an employee of Wichita State University.

Accessing the Training System from Email

The following instructions should help you navigate how to access the training when it is sent to you via your WSU email.

You will be notified of the training via a few email(s) that look like this:



When you receive this email, you will see a few links. One is a link that says the name of the required training such as, "Information Security at Wichita State University," and the other is located under a statement that says, "Please use this link to start your training." Make sure this is the link you click, and not the name of the training. Once you click the link, it may take you to

a page that asks for your WSU email (which you should enter), or it may take you to a page that shows something like the picture on the right. You can either click “show me around” to find out about the training system, or you can click “skip tour” to proceed directly to the training.

KnowBe4
Human error. Conquered.

Log in to your account

Next

[Forgot your password?](#)



Welcome to Your Training

Cybercriminals know it's easier to trick people than break through security technology. This means we're all at risk.

You will be assigned training to help protect yourself and your organization. You can get started right away or click Show Me Around for a quick tour.

[Show Me Around](#)

Want to jump right in? [Skip Tour](#)

Accessing the Training System from Your myWSU Portal

You will want to start by logging into your myWSU from the Wichita State Website.

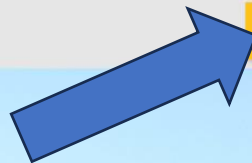


WICHITA STATE
UNIVERSITY

[Login to myWSU](#)

[Manage Password](#)

[Password Management Resources](#)



Once you have logged in and are on the faculty/staff tab, please scroll down to the section labeled “Employee Required Training” at the bottom left hand of the webpage. You will find a link to the Knowbe4 training system to log into your WSU account.

Employee Required Training

Click that link and go to the KnowBe4 sign in page. Once you are there, use your WSU email to log in.

KnowBe4
Human error. Conquered.

Log in to your account

Next

[Forgot your password?](#)

Accessing Module 1 in the KnowBe4 System

Once you have logged into KnowBe4, ensure the “training” tab is selected at the top of the screen. Avoid use of the “library” tab, as assigned trainings will not show up there.



Dashboard **Training** Library Badges KnowBe4 Learner App



You should see a training that looks like the picture below. Click the gold “Start” button to begin training.



The banner features the Wichita State University Information Security logo on the left, which is a circular seal with wheat stalks and circuitry. To the right, it displays course details: 'Expected course duration of 35 minutes' and '28 days left until due date'. The main title is 'Information Security at Wichita State University'. Below the title is a gold 'Start' button and a language dropdown menu set to 'English (United States)'. At the bottom, it repeats the course title.

WICHITA STATE UNIVERSITY
INFORMATION SECURITY

Expected course duration of 35 minutes 28 days left until due date

Information Security at Wichita State University

Start English (United States) ▼

Information Security at Wichita State University

A pop-up webpage should open that looks like the picture below. You will click the black “START COURSE” button in the middle.



The pop-up has a yellow background on the left with the text 'WSU Information Security Campus Wide Training' and a black 'START COURSE' button. The right side features a blue background with a hand typing on a laptop, overlaid with a digital security interface including a shield with a green checkmark, a padlock, and various icons like a cloud, email, and database. The WSU logo is at the bottom left.

WSU Information Security Campus Wide Training

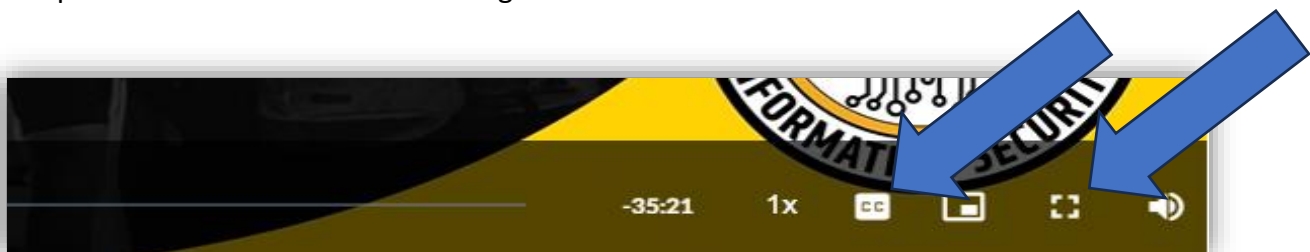
START COURSE

 WICHITA STATE
UNIVERSITY

Then click the triangle in the middle of the next screen to start the training.



Closed captioning can be toggled on or off by clicking the white box with the CC on it, at the bottom right hand of the webpage. The screen can be made larger by clicking the segmented square also located at the bottom right-hand corner.



Please watch the entirety of the video as it will not let you skip ahead or finish it early. Once it has been watched, you will need to scroll down and click on the yellow “continue” button to complete the training.

CONTINUE

Accessing Module 2 in the KnowBe4 System

From within the System, look for module 2 entitled, *CTAC Review*. Click on the gold button to start the module



Video Module

CTAC Review

This is a quick video about CTAC compliance.

⌚ Expected Duration: 6 minutes | 📅 Last Updated: 02/02/2026 | 🌐 Default Language: English (United States)

Start

The video should open in another browser, and then you can click the play button in the middle to start it.



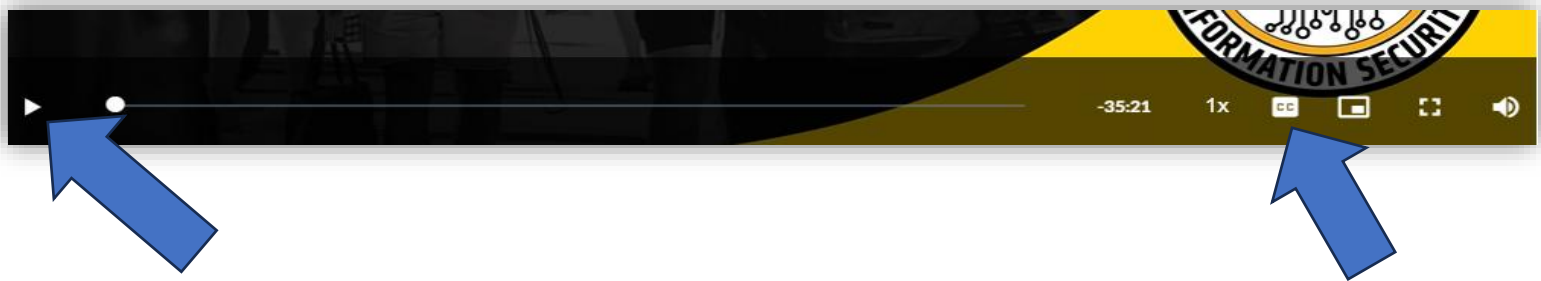
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Office of Civil Rights, Title IX, and ADA Compliance

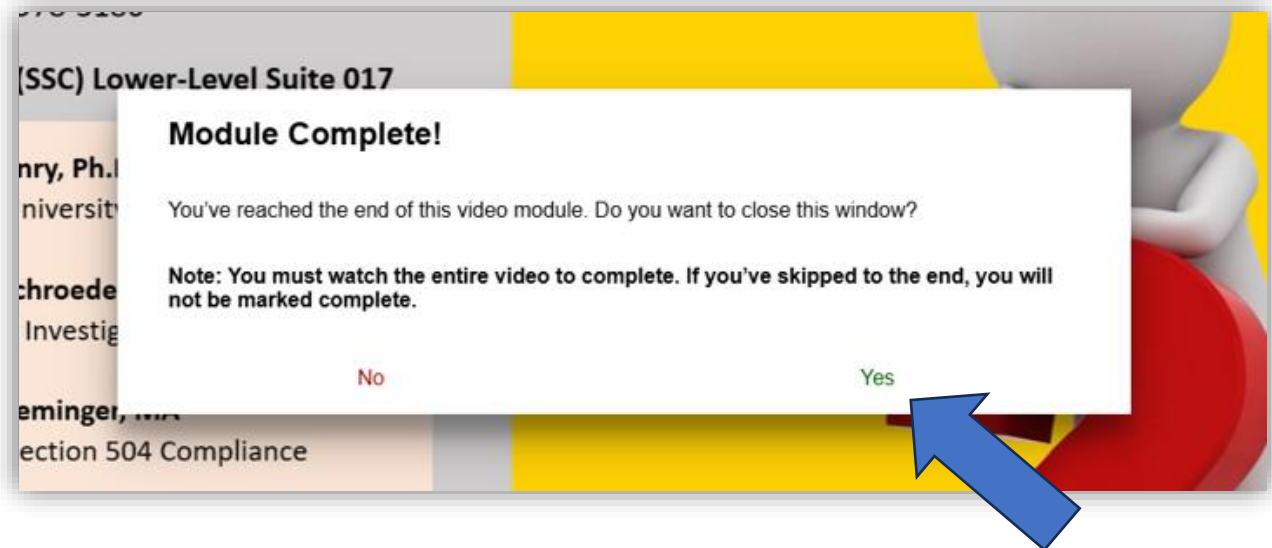
CTAC



If you need to pause the video, click on the play button at the bottom of the slide. Closed captioning can be turned on or off in the same way it was on the last video.



Once you have completed the video, a box will pop up that looks similar to the one below. Please click on the green "Yes" to fully complete the training.



If you have any questions or concerns, please contact information security at askinfosec@wichita.edu.