

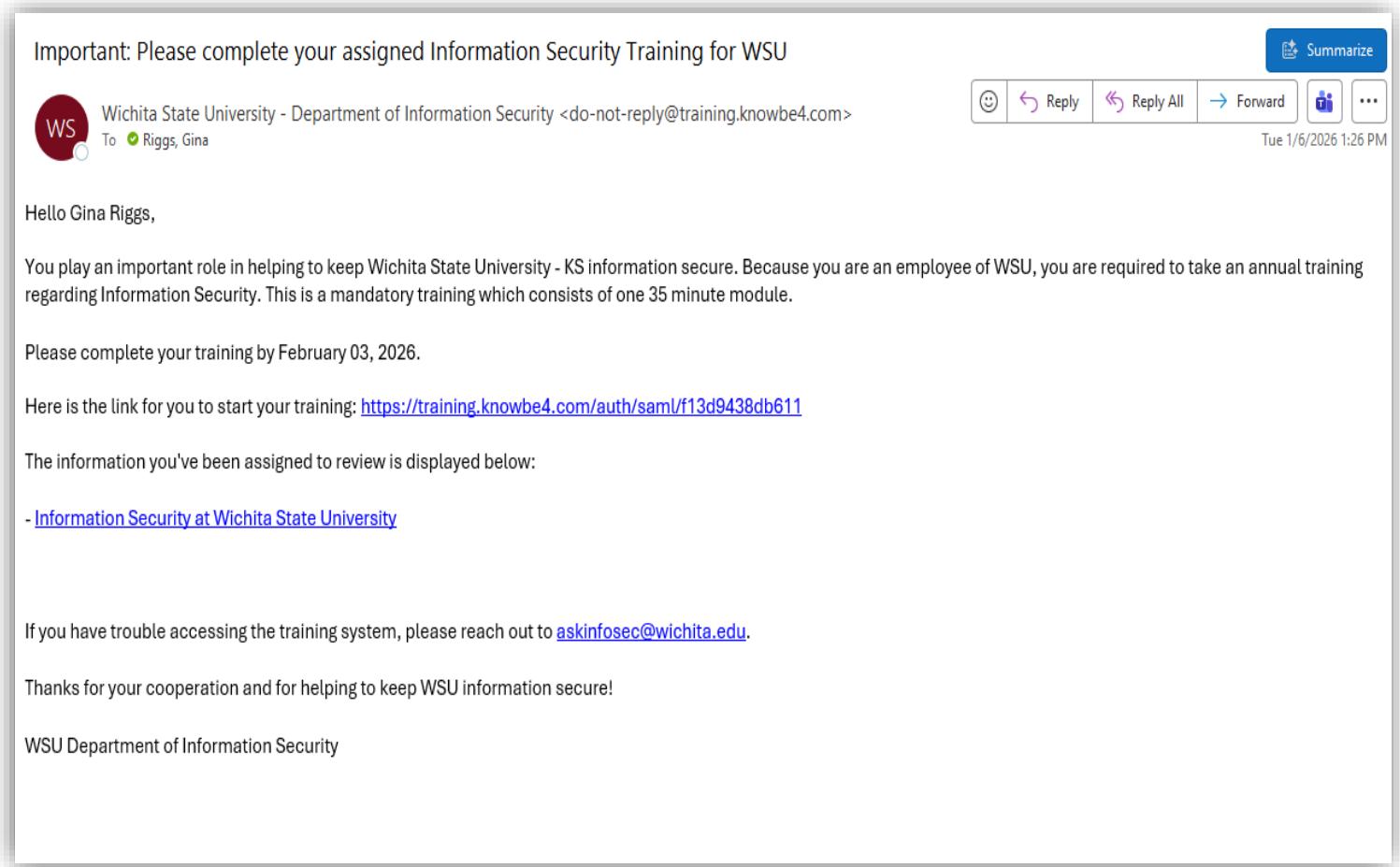
Instructions for Accessing the Information Security Training at WSU

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:



Important: Please complete your assigned Information Security Training for WSU

Wichita State University - Department of Information Security <do-not-reply@training.knowbe4.com>
To Gina Riggs, Gina

Summarize

Reply

Reply All

Forward

...

Tue 1/6/2026 1:26 PM

Hello Gina Riggs,

You play an important role in helping to keep Wichita State University - KS information secure. Because you are an employee of WSU, you are required to take an annual training regarding Information Security. This is a mandatory training which consists of one 35 minute module.

Please complete your training by February 03, 2026.

Here is the link for you to start your training: <https://training.knowbe4.com/auth/saml/f13d9438db611>

The information you've been assigned to review is displayed below:

- [Information Security at Wichita State University](#)

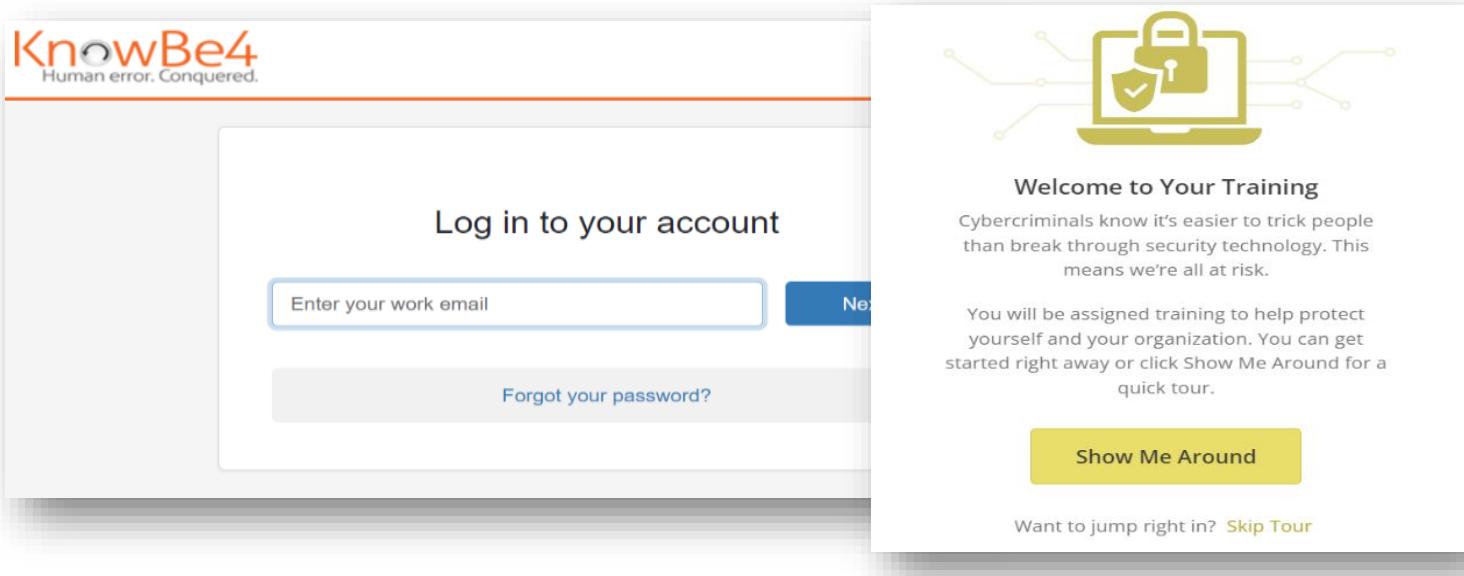
If you have trouble accessing the training system, please reach out to askinfosec@wichita.edu.

Thanks for your cooperation and for helping to keep WSU information secure!

WSU Department of Information Security

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

Enter your work email

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.

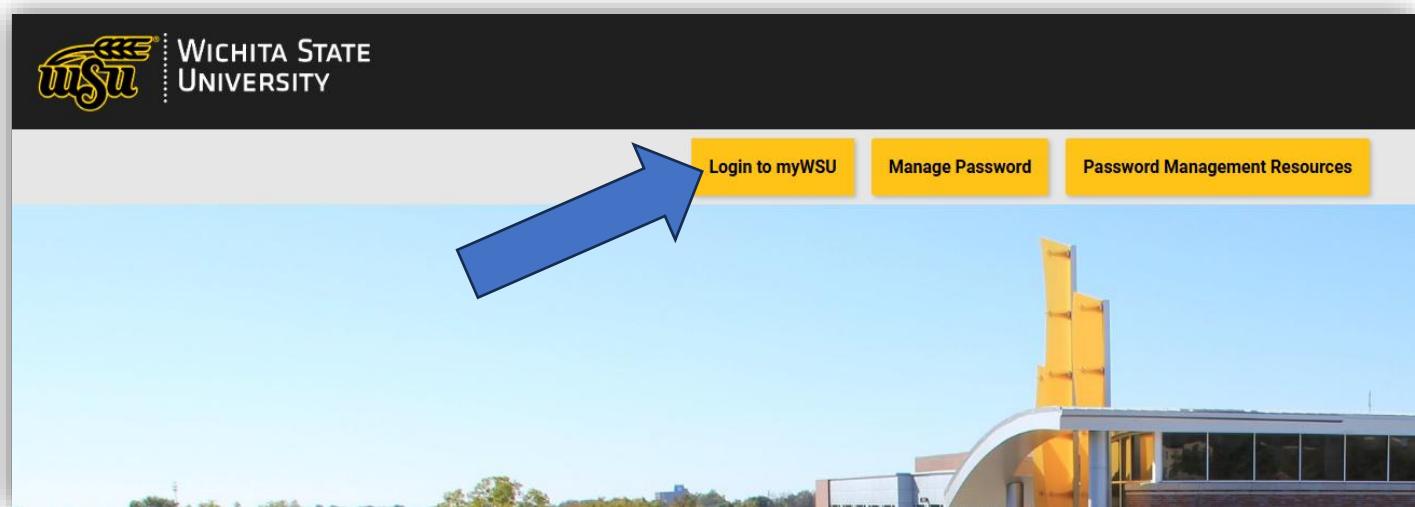
You will be assigned training to help protect yourself and your organization. You can get started right away or click Show Me Around for a quick tour.

Show Me Around

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

Accessing the Training System from Your myWSU Portal

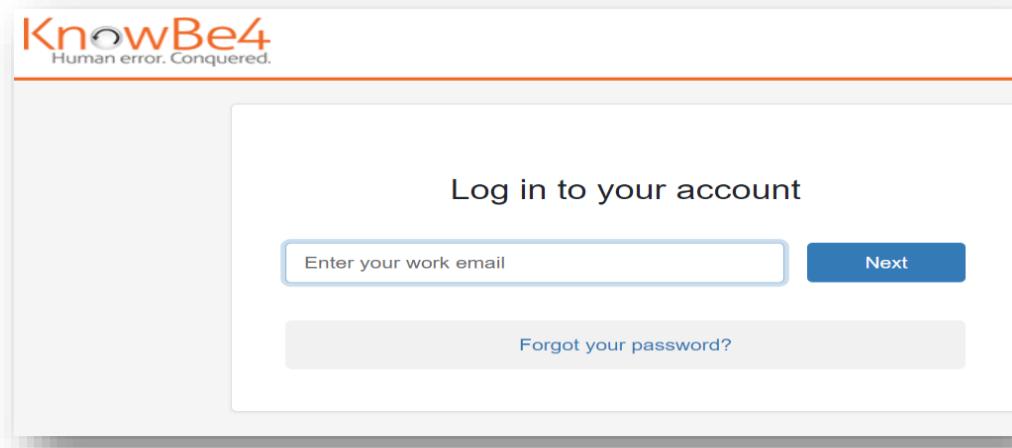
You will want to start by logging into your myWSU from the Wichita State Website.



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.

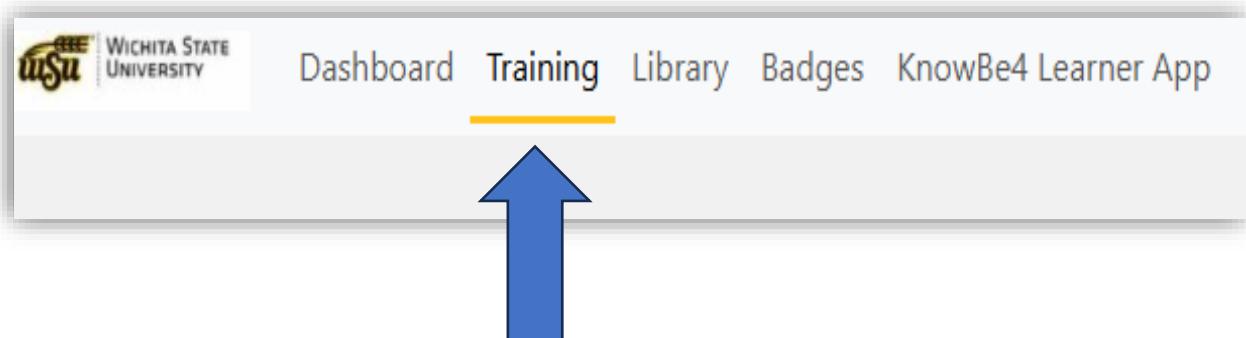


Click that link and go to the KnowBe4 sign in page. Once you are there, use your WSU email to log in.



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.



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



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.



WSU Information Security Campus Wide Training

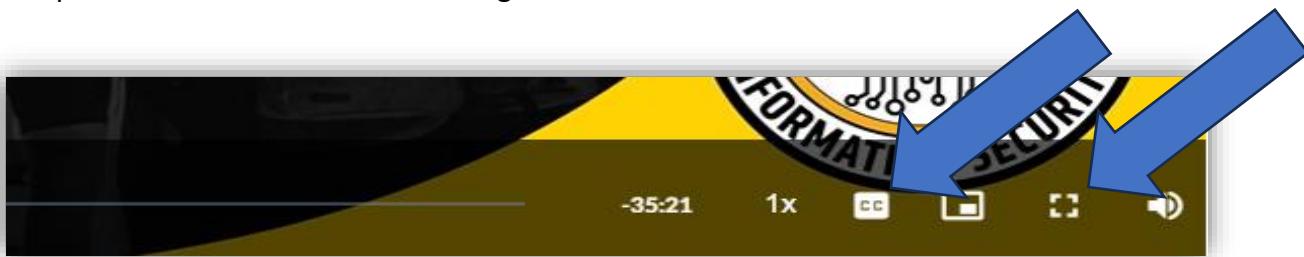
START COURSE

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.

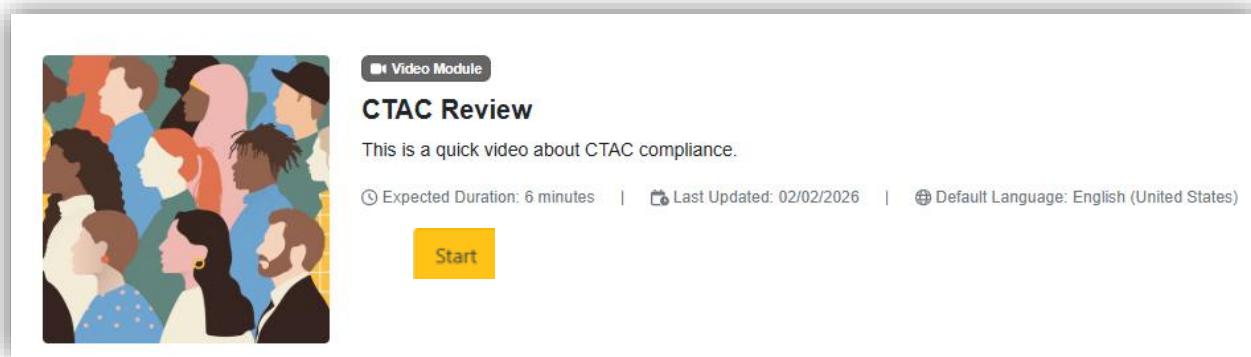


Please watch the entirety of the video as it will not let you skip ahead or finish it early. Once it has been watched, you will need to scroll down and click on the yellow “continue” button to complete the training.

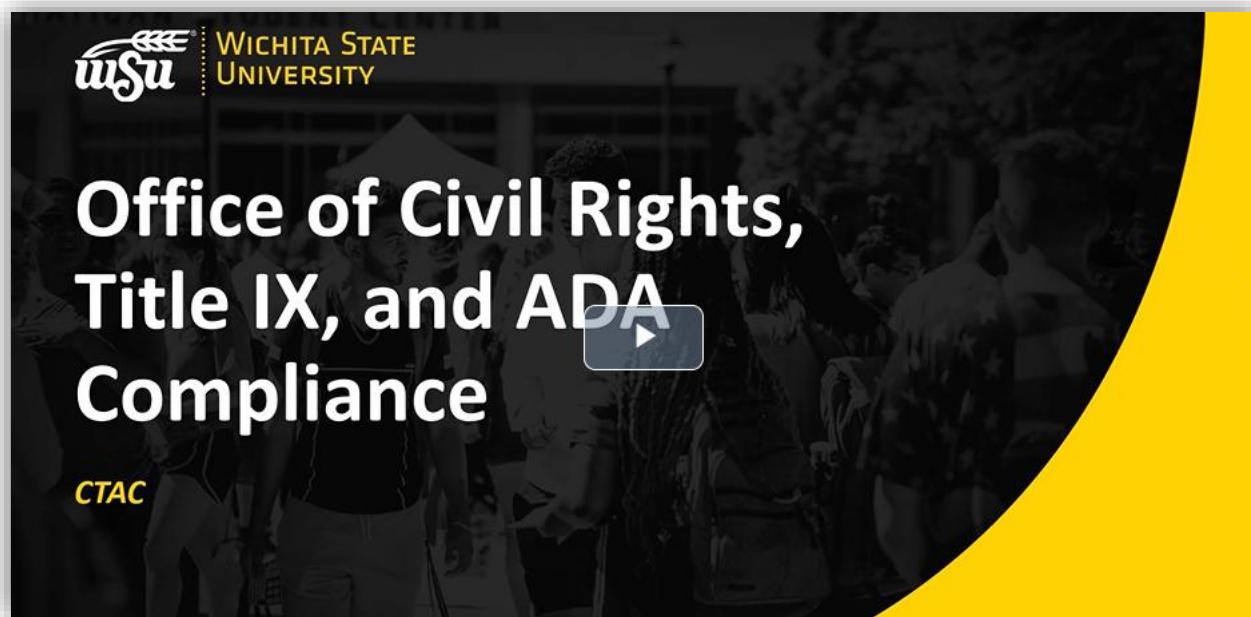
CONTINUE

Accessing Module 2 in the KnowBe4 System

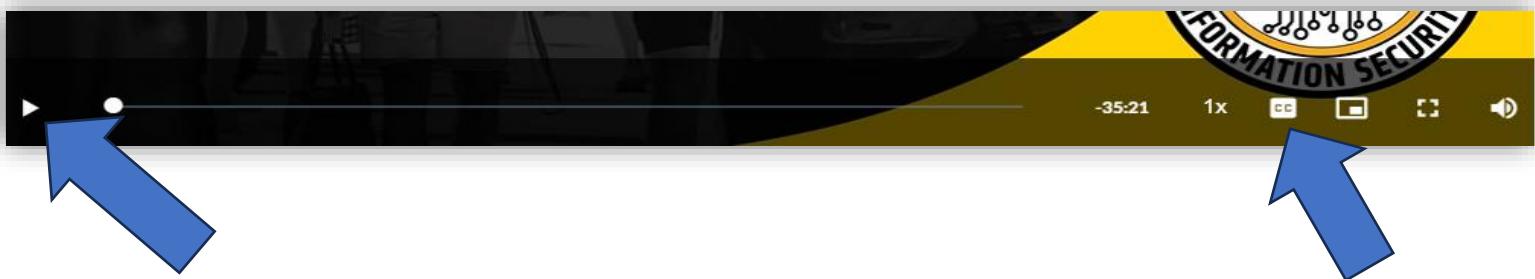
From within the System, look for module 2 entitled, *CTAC Review*. Click on the gold button to start the module



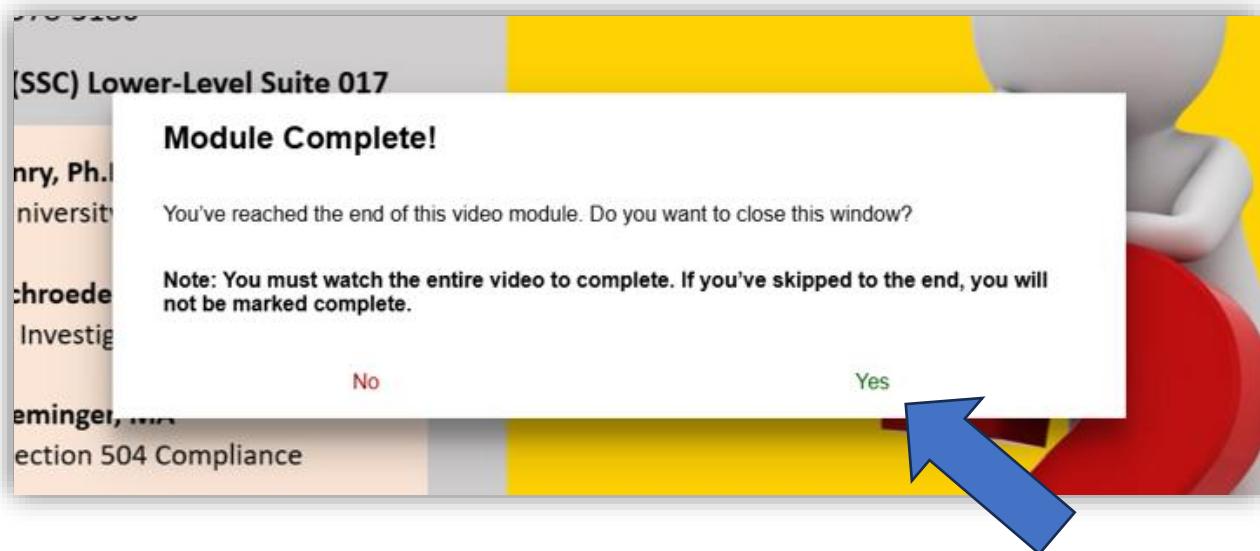
The video should open in another browser, and then you can click the play button in the middle to start it.



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.