## *Instructions for Accessing the Information Security Training at WSU*

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

### Accessing the Training 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:
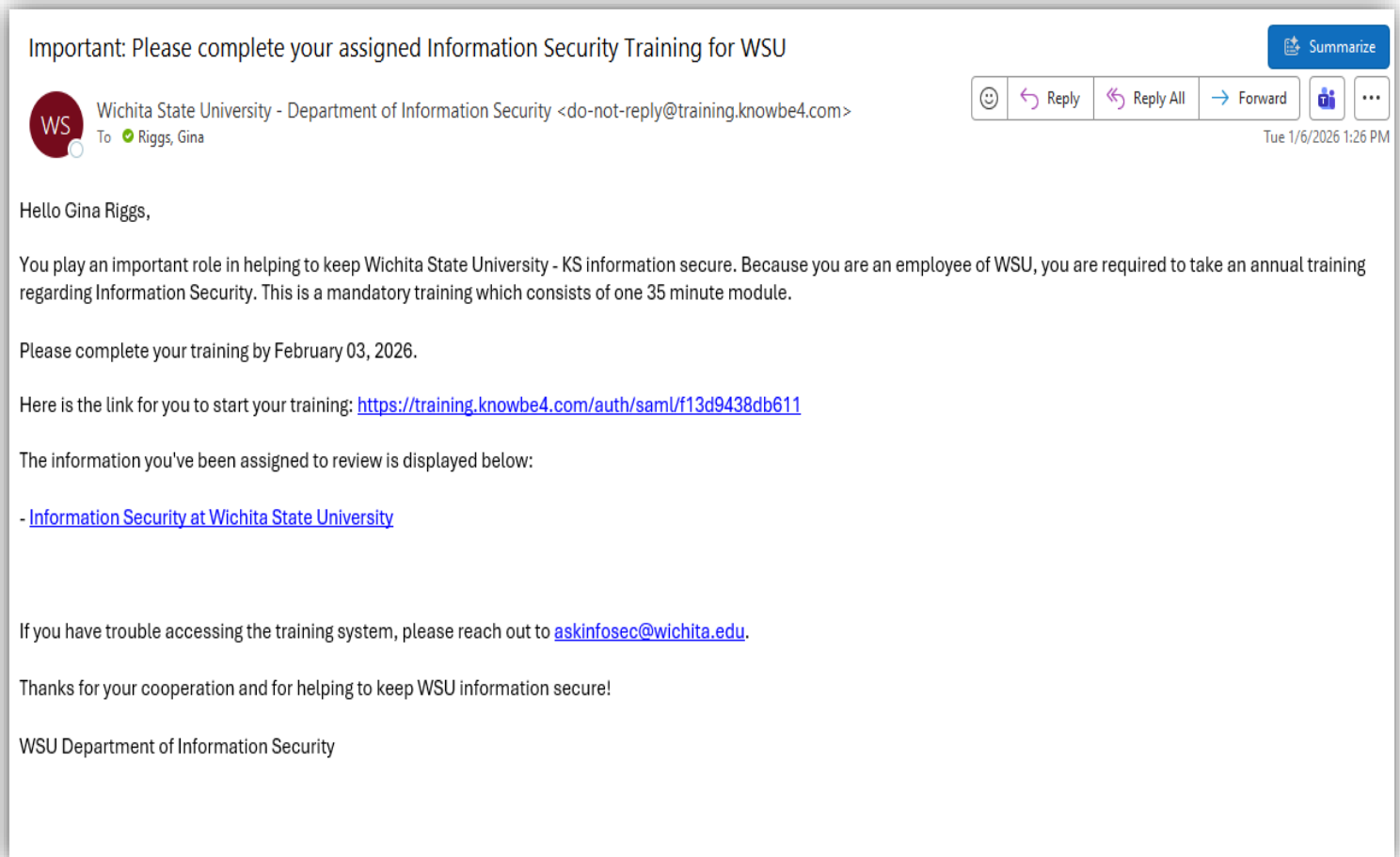

When you receive this email, you will see a few links. One is a link that says the name of the required training such as, "Information Security at Wichita State University," and the other is located under a statement that says, "Please use this link to start your training." Make sure this is the link 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.
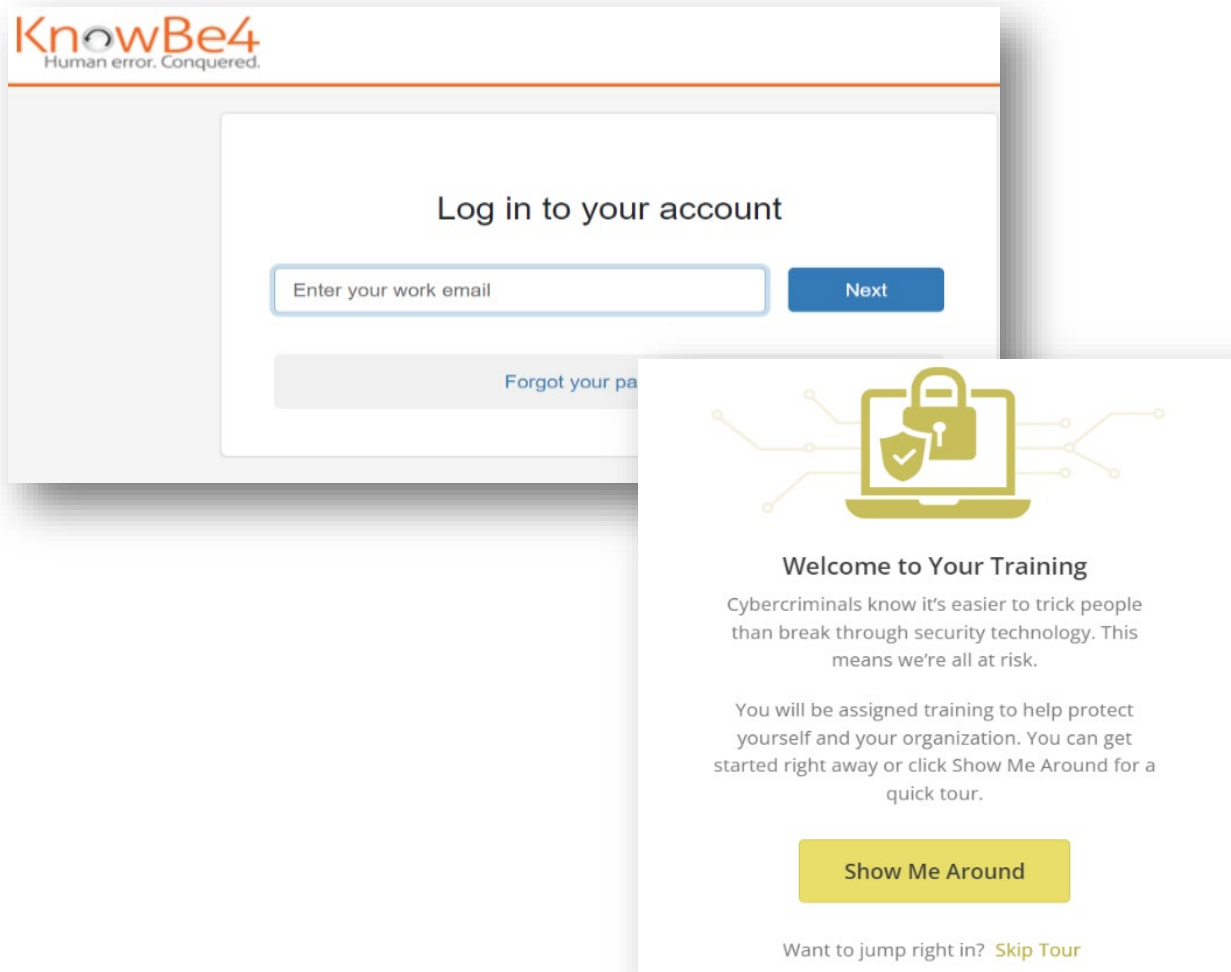
Next, ensure the "training" tab is selected at the top of the screen. Avoid use of the "library" tab, as assigned trainings will not show up there.
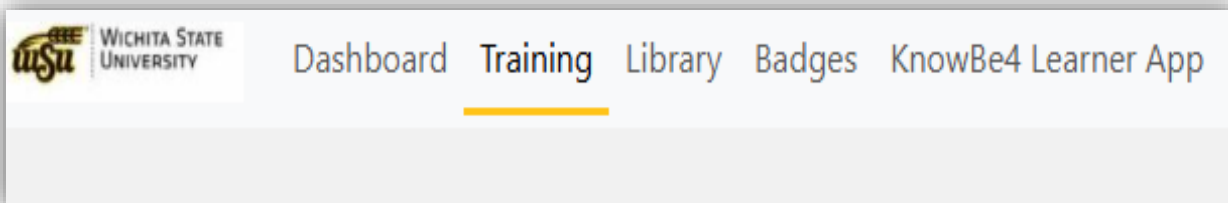
You should see a training that looks like the picture below. Click the gold "Start" button to begin training.

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

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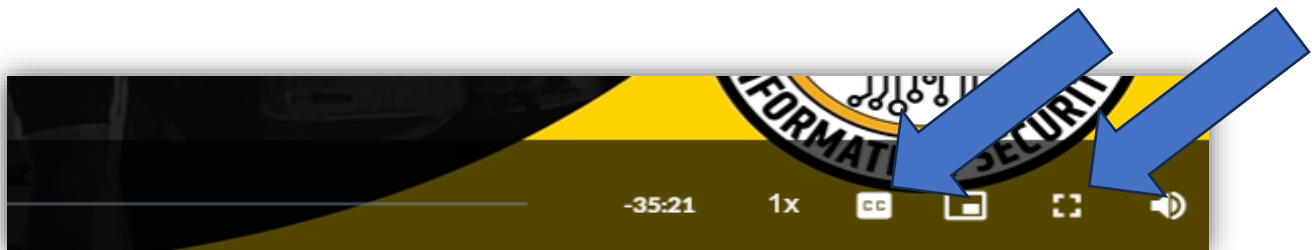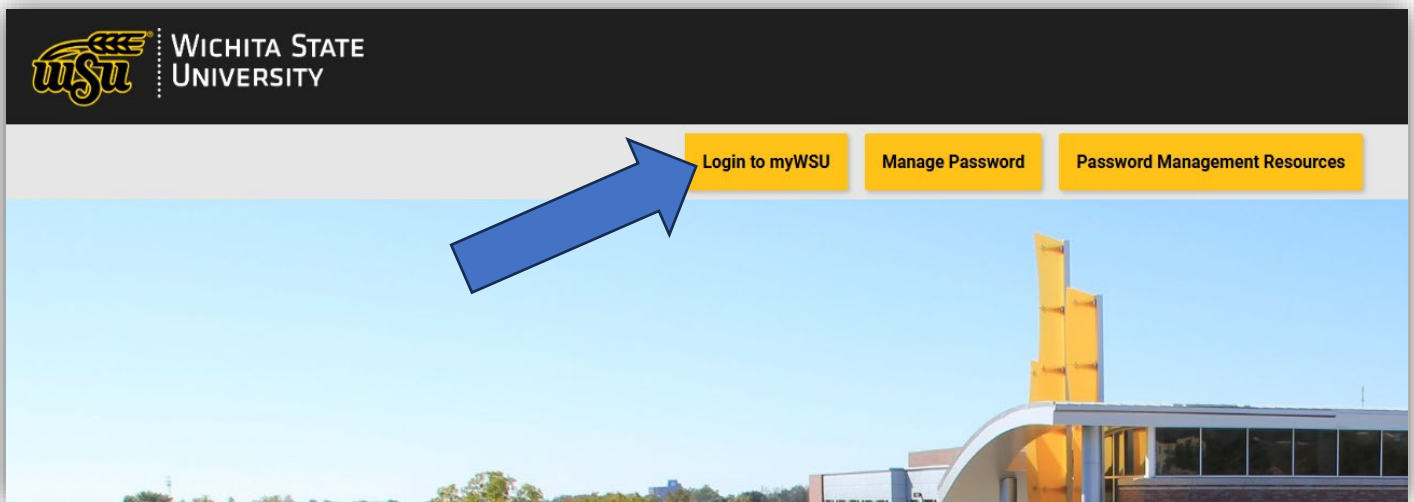
Please watch the entirety of the video as it will not let you skip ahead or finish it early. Once it has been watched, you will need to scroll down and click on the yellow "continue" button to complete the training.

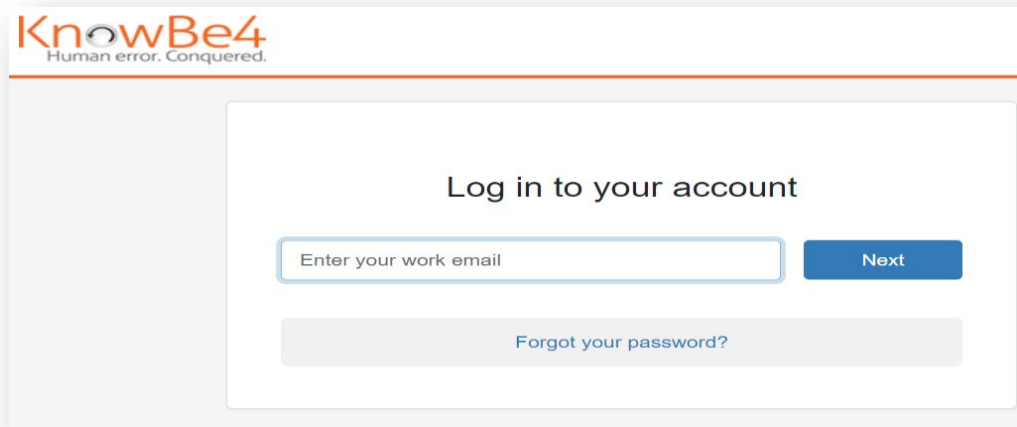## Accessing the Training from Your myWSU Portal

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.

Employee Required Training

Once you have logged in with your WSU email, please follow the remaining instructions from the previous section to access the training.

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