

Employee Cybersecurity Program



Security Awareness Training

Employee User Guide



Why do I have to take a cybersecurity course?

It seems like we can't go a day without hearing about another big data breach. In fact, it seems almost normal to be at the will of cybercriminals; lose everything or pay up.

Unfortunately, most data breaches are caused by people just like us. One minute it's a normal busy day in the office, next thing you know, you've accidentally clicked on the wrong link, wired money to the wrong account, or allowed access to the network to an outsider.

Technology alone isn't enough anymore. But don't worry, most of this could be prevented with education and routine testing. That's why we've partnered with OXEN Technology to ensure we are staying up to date on the latest threats and doing our part to defend our organization from cybercriminals.

We're recruiting you to help us protect our business and your livelihoods, from the bad guys.

Are you up for the challenge?

Complete Security Awareness Training

This training should take approximately 45 minutes to complete and is made up of case-study based videos to provide an example of how incidents can happen to anyone.

During this course, you can stop and start at any time. In order to get credit for this course, you must complete a 20-question quiz following the training and score an 80% or better to receive your training certificate.

1. Login to the portal here: <https://portal.pii-protect.com/#/login>
2. You will begin at your Training screen where you can begin the Employee Security Awareness Training.
3. When you have finished watching the videos, you can take the 20-question quiz.
4. Print your Training Certificate after you've passed the training quiz.

The screenshot shows the PII Protect Training Portal interface. On the left is a dark blue sidebar with a logo placeholder 'Your Logo Here', the user name 'Wendy Smallfoot', and a 'My Dashboard' button. The main content area has a navigation bar with 'Training' highlighted. Below are three steps: 'Step 1 - Security Training' with a button 'EMPLOYEE SECURITY TRAINING', 'Step 2 - Security Quiz' with a button 'EMPLOYEE SECURITY QUIZ', and 'Step 3 - Print Your Certificate' with a button 'PRINT YOUR SECURITY TRAINING CERTIFICATE'. At the bottom, a table header shows columns for 'Course Code', 'Course Name', 'Score', 'Date Completed', and 'Print Certificate'.

Course Code	Course Name	Score	Date Completed	Print Certificate
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Welcome to the Employee Security Awareness Training. Here you will find case-study based videos that overview some of the common mistakes' humans make when it comes to cybersecurity. Note that cybercriminals prey on busy, distracted employees to make their way into a network.

With this knowledge, you'll be better armed to spot these attacks and will be less likely to make the same mistakes as some of the employees you'll see in these case studies. Let's work together to ensure we are all playing an active part in protecting our business.

Tips:

- **Stop and start anytime. Don't worry, you can resume where you left off.**
- **You can exit the course at any time by clicking "Exit Activity" at the top right corner of your screen.**
- **You will be required to take a Security Quiz, so make sure to pay attention, especially to the Lessons Learned sections of the case studies.**

The screenshot displays the user interface for the 2021 Employee Cybersecurity Training. On the left is a 'Menu' with the following items: Introduction, 2021 Security Training (expanded), Case Study 1 (highlighted), What is Sensitive Information?, Case Study 2, Case Study 3, Conclusion, Conclusion, Training Complete, and Congratulations!. The main content area is titled '2021 Employee Cybersecurity Training' and features a large blue header for 'Case Study 1'. Below the header is a video player showing a woman in a grey blazer and blue top speaking in an office setting. The video has a progress bar at 00:43 and a subtitle that reads: 'Let's spend some time looking through these past breaches and talk through how they could have been prevented.' At the bottom of the player are navigation controls: a speaker icon, a volume icon, and buttons for '< PREV' and 'NEXT >'.