2017-18 UTHSC Information Security Training - Guide

1. Go to www.uthsc.edu using a browser that is not Internet Explorer or Edge. Blackboard recommends using Mozilla’s Firefox.

2. Click on the Resources drop down menu, then Blackboard link located at the top of the UTHSC Home webpage.

3. After clicking the Blackboard link; you will arrive to the UTHSC Blackboard webpage. You will then click on the “Login to UTHSC Blackboard” which is located at the top of the left tab section or the icon on the right of the screen.

4. You will then arrive to the Blackboard Login page. You will enter your UTHSC NetID in the Username section and enter your password in the password section. Check and make sure that your Username and Password are correct. You will then click the “Login” button located under the password section.

5. After entering Blackboard, look for My Courses section, which will be located in the right corner of the screen. If you are new to campus, you should see the course titled SANS2017: 2017-18 UTHSC Information Security Training for New Students & New Hires. If you have been on campus before October 01, 2017, you should see the course titled SANS2017R: 2017-18 Information Security Training Refresher. Click on the course title that you see.

New students and New-Hires
New-Hires are UTHSC employees who have never taken or not taken the UTHSC Information Security in previous years. New students are UTHSC students who have never taken or not taken the UTHSC Information Security in previous years.

Current Students and Employees
Current UTHSC employees who have taken the UTHSC Information Security in previous years, must complete the TRAINING REFRESHER section. Current students are UTHSC students who have taken the UTHSC Information Security in previous years, must complete the TRAINING REFRESHER section.
6. Read the general instructions before you begin.

The following training modules are mandatory for all UTHSC students, faculty, staff, postdocs, residents, and any other active affiliates of the university and **must be completed before network access is granted**. This training requirement is **mandated** by our University of Tennessee Systems Administration for all UT System institutions. For more information about this mandate, please see the [IT0123 - Security Awareness, Training, and Education](#) system policy.

You must receive a score of at **least 67 points for each quiz** embedded in the learning modules listed below. You may access your progress and scores using the "Training Scores" menu item located at the top left of this page. If you fail a module, you may repeat the test or view the module again until you have a passing score.

**Technical Requirements:**

- It is recommended to use Mozilla's Firefox as your web browser, or Chrome. Using Internet Explorer or Edge has the possibility of not recording your score at the end of a module.
- If you do not already have it installed, please download and install the latest version of Adobe Flash player before taking the training. [The download for this application can be accessed here.](#)
- **Refrain from using mobile devices or smartphones to complete this training.** We recommend using desktop computers, laptops, and Netbooks to view and complete the training.
- All of the training modules require devices to have sound capabilities.

7. When you are ready to begin, click on the first module.

8. A new window should appear. If it does not, make sure you have pop-up blocker disabled for your web browser. Resize the window as needed to view the video.

9. Click the arrow in the middle of the screen to start the module.

10. When the video stops, you will be prompted to start the quiz. Please answer the questions based on the content viewed in the previously played video. When you are ready to submit your answer, click on the circle at the start of the answer, then click “Submit Answer”. The course will tell you if you selected the correct answer.
a. If you selected the correct answer, you will get a green checkmark by the response and an explanation as to why it was correct. Click “Next Question”.

b. If you did not select the correct answer, the selection will turn red. Click “Next Question” to continue.

11. If you completed the quiz successfully, follow the directions to exit the module. If you did not pass the quiz, you can either retake the quiz, watch the video again for review or exit the module. You will have to pass each module to receive credit for the course.

12. If you would like to retake a training module, click the module you would like to retake and return to step 8.

13. You may assess your progress using the "Training Scores" area the left. In order to receive passing/completion, you must 67 points or above or get 2 out of 3 questions correctly. Again, you must score a 67% or above in order to receive a passing grade for each module.

14. When you have passed all the modules, click on the “Training Complete” tab at the bottom. This will direct you to a webpage with further instructions.

If you have any questions or concerns please contact the UTHSC Help Desk at (901) 448-2222 ext. 1 or helpdesk@uthsc.edu or the UTHSC Information Security Team at (901) 448-1579 or itsecurity@uthsc.edu.