

How to Complete Online Security Awareness Training in the LMS

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you how to:

- Search for the online Security Awareness Training in the LMS
- Complete the online Security Awareness Training in the LMS
- Complete the online Security Awareness Quiz in the LMS

STEP 1 | Login to the LMS

To login the LMS:

1. Click [here](#) to login LMS
2. If you need additional guidance on how to login the LMS, go to the [Center for Learning & Development website](#), click on the Learning Management System tab and follow the instructions under "Employee Guidance" section

LMS User Guidance

Specific guidance on how to complete key functions in the Learning Management System as an employee, manager, and instructor are included below. Each guidance section includes an instruction video and downloadable PDF guide with step-by-step instructions.

EMPLOYEE GUIDANCE

The employee guidance section provides detailed instruction guides and videos on key user functions in the Learning Management System. **Please use the arrows to navigate the guidance section and view the available resources.**

A full list of all resources with instruction video and guide links are included below on the following topics:

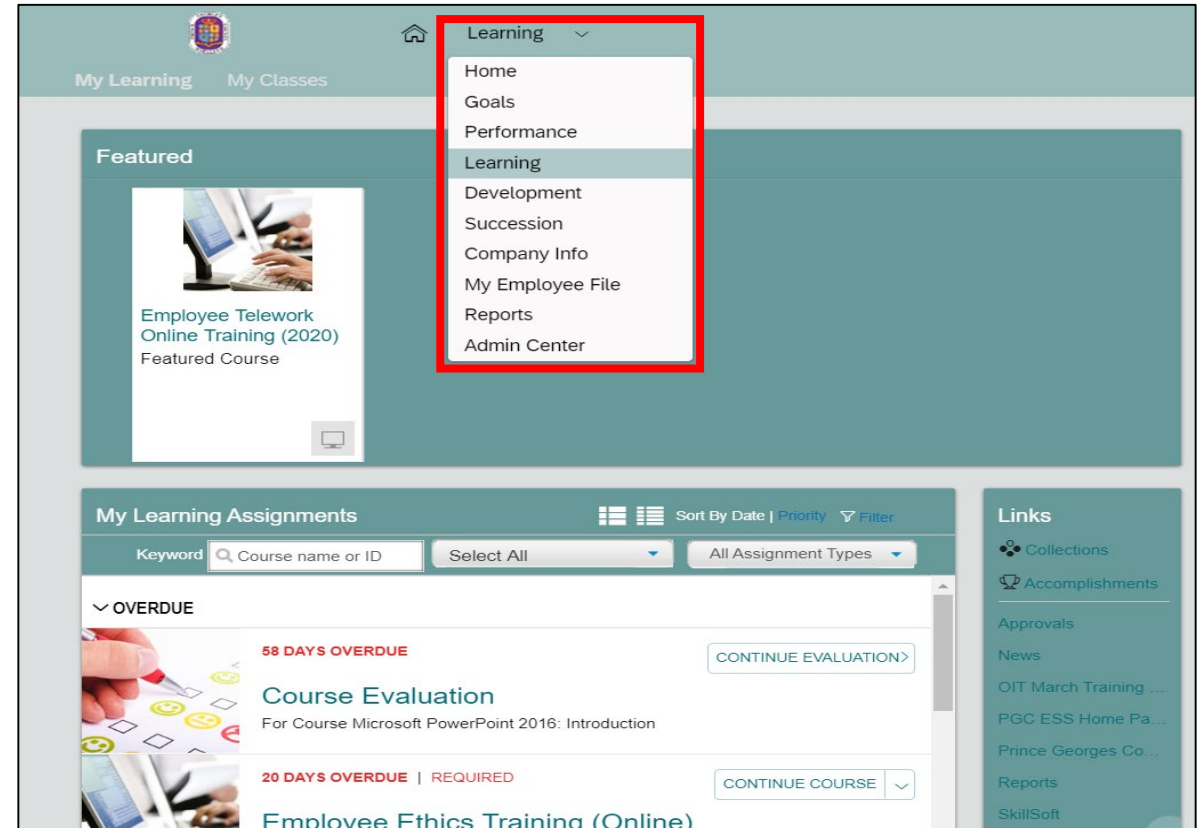
| Employee Guidance Topic | PDF Guide | Instruction Video |
|------------------------------------|-----------------------------------|-----------------------------------|
| How to Login the LMS | Instruction Guide | Instruction Video |
| How to Register for a Course | Instruction Guide | Instruction Video |
| How to Complete an Online Course | Instruction Guide | Instruction Video |
| How to Withdraw from a Course | Instruction Guide | Instruction Video |
| How to Access a Course Certificate | Instruction Guide | Instruction Video |

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning

Once you have logged into the LMS:

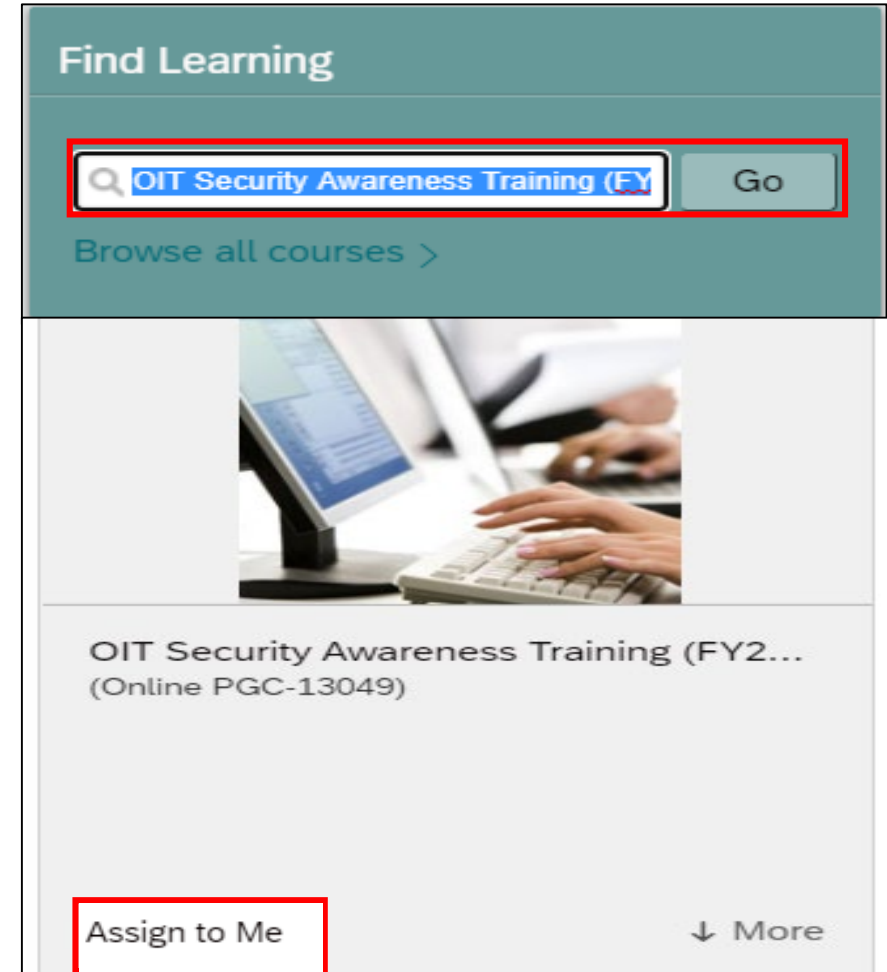
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



STEP 3 | Search for Online Security Awareness Course

Navigate to the **Find Learning** tile:

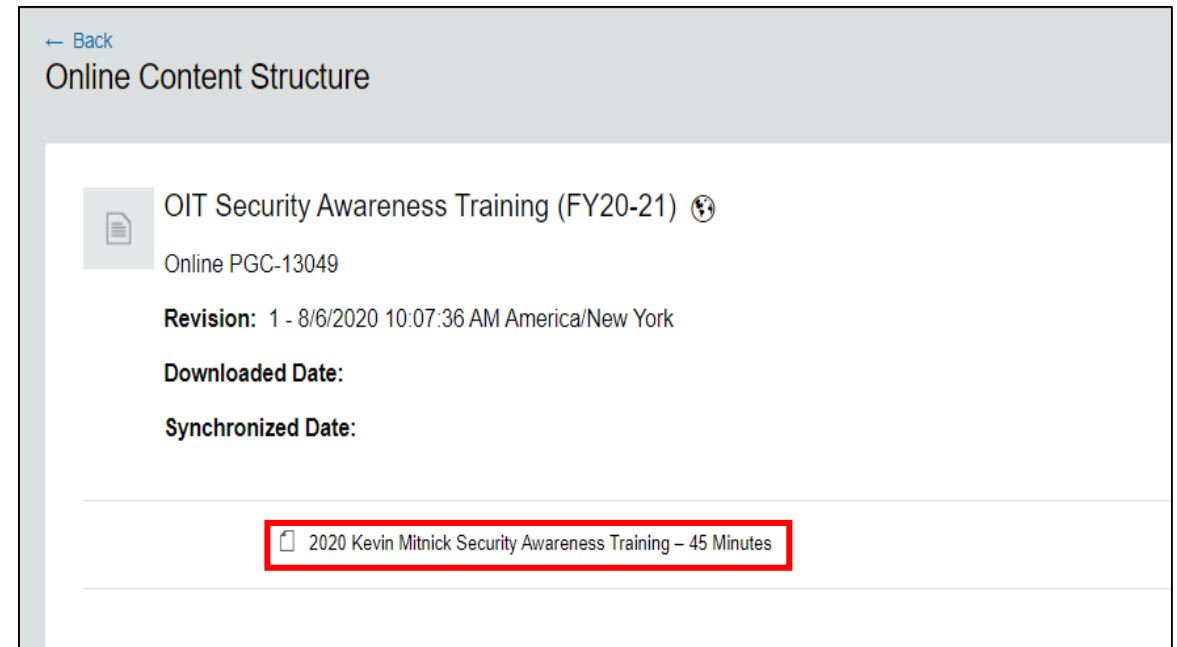
1. Place your cursor in the search field and enter **OIT Security Awareness Training (FY20-21)** in the search bar and click **Go**
2. Once you've found the course, click on the title then click on **Assign to Me**



The screenshot shows a 'Find Learning' interface. At the top, there is a search bar with the text 'OIT Security Awareness Training (FY' and a 'Go' button. Below the search bar is a link that says 'Browse all courses >'. The main content area features a card with a photo of hands typing on a keyboard. Below the photo, the text reads 'OIT Security Awareness Training (FY2... (Online PGC-13049)'. At the bottom of the card, there is a button labeled 'Assign to Me' and a link that says '↓ More'.

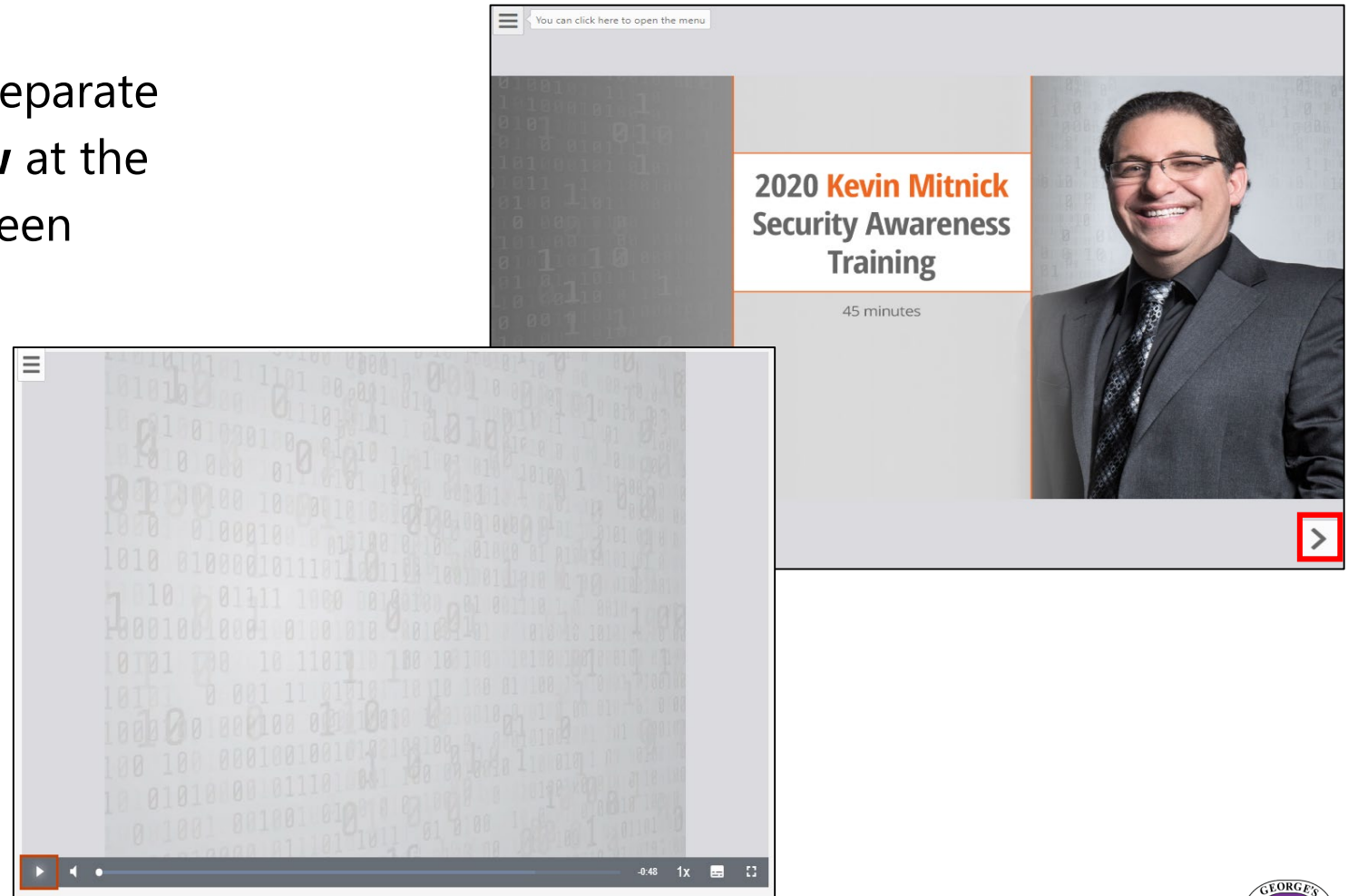
STEP 4 | Begin Online Security Awareness Course

1. Click **Start Course**
2. In the **Online Content Structure** window click on the file titled **2020 Kevin Mitnick Security Awareness Training** at the bottom of the screen



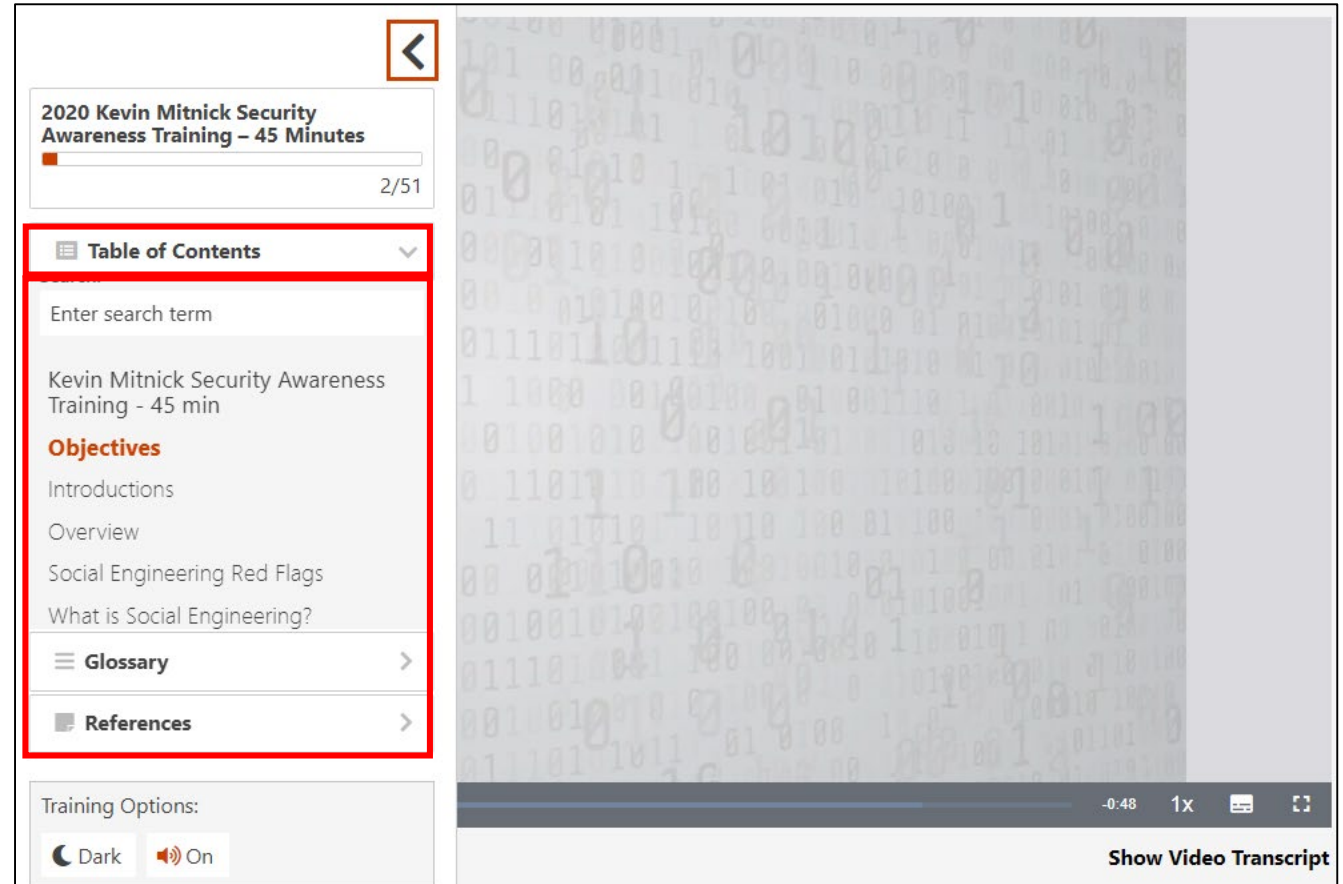
STEP 5 | Complete Online Security Awareness Course

1. The training will open in a separate window. **Click on the arrow** at the bottom right side of the screen
2. Click the play button



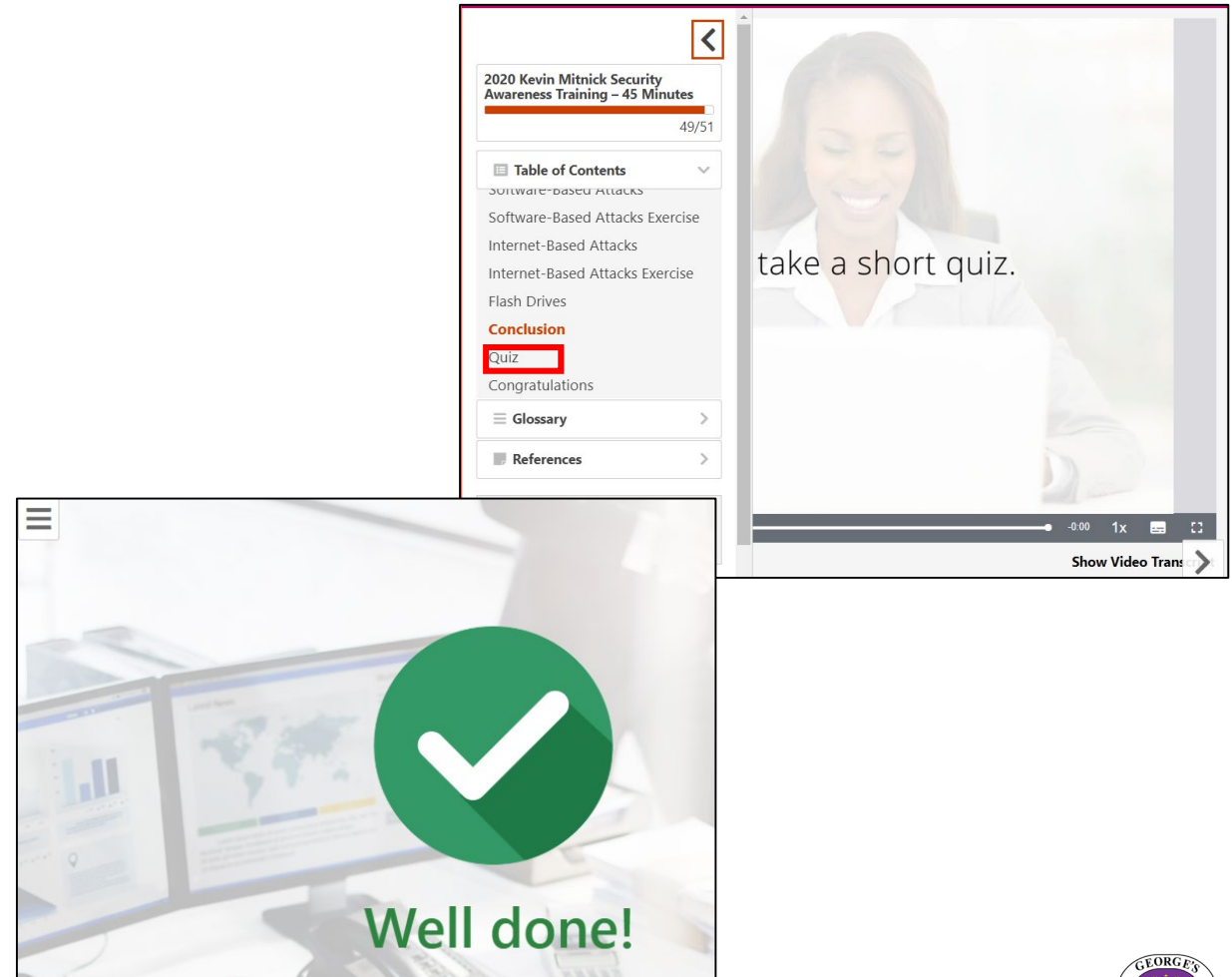
STEP 6 | Navigating the Table of Contents

1. Click on the **arrow at the top left side** of the screen to open the Table of Contents. You cannot skip ahead and must view each topic in order
2. Your progress is tracked in the Table of Contents so you can stop and start the course as you please
3. You can utilize the **Glossary** and **Reference** drop down menus to view additional information



STEP 7 | Completing the Course Quiz

1. You must complete the quiz at the end of the course to receive credit
2. Once you have reviewed the **Conclusion** (last item in Table of Contents) the quiz will automatically begin
3. Once you have completed the quiz, a screen with a green check mark will appear confirming course completion



Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

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