2016 UTHSC Information Security Training - Guide

1. Go to [www.uthsc.edu](http://www.uthsc.edu) using a browser that is not Internet Explorer or Edge. Blackboard recommends using Mozilla’s Firefox.

2. Click on the 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. Click on the course titled 2016 UTHSC Information Security Training.

6. You should now see the Training Modules page. There are two sections if you scroll to the bottom of your screen: Training for New Hires and New Students & Training for current students and current employees.

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.

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.

7. **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. Each year, you are responsible for successfully completing Information Security training as part of the responsibilities of your role here at the University of Tennessee Health Science Center. 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 "**2016 Training Scores**" menu item located at the top left of this page.

**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

8. When you are ready to begin, click on the first module.
NEW HIRES and New STUDENTS:

Information Security Training for New Students and New-Hires

You Are The Target (04:12)
Employees often believe they are not a target. If you exploit your organization to tremendous risk. This module addresses that misconception by explaining how and why they are under attack. In addition, we explain that this training will not only protect them at work, but at home as well. This engages people and helps ensure the success of your organization’s security awareness program.

Personally Identifiable Information (00:43)
This module explains what PII is and the extra steps employees must take to protect it and other confidential information. Examples include the use of encryption and personal email accounts, the sharing of sensitive information, using only authorized systems to store or process sensitive information, and securely disposing of sensitive data. This module requires users to watch the Data Security module.

Privacy (01:55)
This module explains what privacy is, why it’s important (including respecting the privacy of others) and what steps people should take to protect privacy. This module does not apply to any specific law, regulation or standard. Instead, it is an overview of privacy concepts and their importance.

Encryption (01:41)
Many recommend that security controls use encryption, but few employees know or understand what encryption is and what it can and cannot do. This module explains in very simple terms what encryption is, how it works and common examples of what can be encrypted.

CURRENT FACULTY, STAFF and STUDENTS

Information Security Training Refresher

Social Engineering (02:57)
Many of today’s most common cyber attacks are based on social engineering. As such, this module explains what social engineering is, how attackers fool people and what to look out for. We then demonstrate a common social engineering attack. We finish with how people can detect these attacks and how to respond to them.

Email and Messaging (05:30)
One of the primary means of attack and exploitation is through email. Email is used for both simple, large-scale attacks and more targeted spear phishing attacks. We explain how these attacks work, including recent examples of phishing, spear phishing, malicious attachments and links and other scams. We then explain how to detect and stop these attacks.

Passwords (04:28)
Passwords are the keys to the kingdom and employees must guard them well. We cover what passwords are, why they are important and what makes a strong password, with an emphasis on passphrases. In addition, we cover how to protect and safely use passwords, including the use of different passwords, password managers and not sharing passwords with others.

Data Security (03:59)
Organizations have a tremendous amount of sensitive information that they must take extra steps to protect. This module explains these steps, including using only authorized systems to store or process sensitive information, restrictions on transferring or sharing such information and requirements for securely disposing of sensitive data.
9. To view the transcript and closed caption of the training module, click “CC”, located in the top right corner of the video 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 go to the next question, click the right arrow.
11. You may **Review Answers** and/or **Print** your results. Click **OK** to continue to your Main Training Module page.
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 "2016 Training Scores" area the left. In order to receive passing/completion, you must 66 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. Always make sure to logout of Blackboard when finished.

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.