

Security Awareness Training Modules

Awareity's Information Privacy and Security Awareness Training ensures your organization's people are aware of information security requirements as defined by SEC-501, as well as ISO- 27001, HIPAA, FERPA, PCI-DSS, FACTA Red Flag Rule and others. The modules are updated annually or as needed with the most up-to-date information regarding security risks, threats, best practices, lessons learned and regulatory updates so your organization can focus on specific needs. Case studies and news stories are strategically placed in the modules to help Users connect real-world events to your organizational policies and requirements. Each module consists of multiple lessons and includes one or more questions to ensure all Users understand key topics, risks and threats. Each question must be answered correctly to achieve their certification.

If your organization requires you to complete Awareity's Information Privacy and Security Awareness Training modules they will be listed on the left hand side of the MOAT screen and titled Information Risks, Internet Security, E-mail Security, and Human Factor Risks.

In order for a Module to be complete there must be a checkmark beside the title and ALL Lessons underneath each Module must also show checkmarks.

When you select a Module you will come to the module's introduction page and you will now see 3-4 lessons listed under the Module heading on the left hand side. (See picture at right).

- **Information Risks**
- Information Risks
- Identity Theft
- Non-Electronic Information
- Security and Data Recovery
- **Internet Security**
- **E-mail Security**
- **Human Factor Risks**

You will need to select the name of each Lesson and then use the NEXT PAGE Button (at the bottom of the MOAT window) to navigate through each Lesson. (see picture below).



Please note: If you do not see the NEXT PAGE Button, you may need to maximize the window to your computer screen (For PC: click on the middle button in the upper right-hand corner of the window that looks like a box).

Each Lesson consists of **several pages** and ends with 1-2 review questions that must be answered correctly to be considered complete. Once a lesson is complete, it will have a checkmark next to it. Once all the Lessons under a Module have check marks, the Module will be completed and will show a check mark as well.

Once all four Modules and your organization's Vault have checkmarks, you will receive your annual MOAT certification.

How do I start a lesson?

Look on the left-hand side of the platform screen and you will see menu controls to access the Awareness Modules and the Lessons within them. To access a Module, simply click on the Module name. You will see information about the module in the area where you are reading this text and you will see the names of the lessons listed below the module. Click on the name of a lesson to begin training on a specific topic.

Information Risks

- Information Risks
- Identity Theft
- Non-Electronic Information
- Security and Data Recovery

Internet Security

- E-mail Security
- Human Factor Risks

How do I know which lessons I have completed?

The graphic next to the Module title or the Lesson title will tell you whether you have completed a lesson.

The open circle represents a lesson that has not been started:

- ### Information Risks
- Information Risks
 - Identity Theft

The half circle represents a lesson that has been started but not yet completed.

- ### Information Risks
- Information Risks
 - Identity Theft

The check mark represents a lesson that has been completed.

- ### Information Risks
- Information Risks
 - Identity Theft

The same graphics apply to the module titles as well.

Once I start a lesson, how do I move between the pages?

The area at the bottom of the Awareity Platform screen is called the Navigation Bar. You will

use the  and the  buttons to move forward or backwards in the content. You are not allowed to go back once you have begun answering a test question unless you restart the lesson from the beginning by clicking on the lesson title on the left-hand menu.

How do I complete the Awareness and Accountability Vault (AAV)?

To complete the AAV, start by clicking on the Vault link to your left. Click on each document title in the Vault to read and review each document listed. Once you have read through the document, you will be asked to acknowledge that you have reviewed the document. Type in the agreement term (“Agree”) to show that you understand and are willing to comply with the document, and click ACCEPT.

If you don’t see a text field appear to acknowledge the policy (i.e. type AGREE), you may need to answer questions regarding the policy, before you can agree to the policy. Once you have opened and read the accompanying PDF files, you will see a ‘click’ here for questions link where the text field would usually be. You will need to answer the accompanying questions correctly for this policy, before you can agree to the policy and it can be ‘checked’ off in your Vault.

Once you have acknowledged a document there will be a check mark next to the document title (similar to the iSAT checkmarks explained above). Repeat this process for the other policies in the AAV. Once all policies have a checkmark, your organization’s Vault will show a check mark on the left-hand side of the Platform screen.

For more information and guidance on the AAV, click here. (This is where we could link to AAV help doc).

I completed my training on the Awareity Platform last year but now when I log in, it looks like I am starting over. Why is this?

The Awareity Platform is designed to be an ongoing process in order to provide ever increasing awareness and compliance with many regulations that require you to undergo awareness training and review of critical policies and procedures on an annual basis.

In most cases, the Platform will remember when you completed your certification last year, and reset your progress indicators and notify you of the need to retake the training and sign the latest policies on or around an anniversary date.

I received an e-mail saying that a new policy has been added or a policy has been changed, where do I go to read and sign the policy?

If the e-mail doesn't specify which policy has been updated in your organization's Vault, click on the Vault link to your left, and look for any open circles. This will denote a policy that has not yet been completed, or needs to be re-acknowledged.

How will I know when I have completed my Certification?

When you have checkmarks all along the left-hand side of your screen and your "Cert Expires" date (also shown on the left hand side of your screen) has been updated to the next year.

How do I view and print my Certificate once it is completed?

Once you have completed ALL requirements for your certificate, your completion will be documented and tracked in the Awareity Platform and will be visible to your superiors. If you still would like a printed copy of your certificate for your own records, you are able to print your certificate by going to TOOLS on the bottom of the page and then selecting "View and print my certificate".