



**UNIVERSITY
OF
CALIFORNIA**

**Cyber Security Awareness
Training**

10/27/2015

10/22/2015

UCLA Office of the Executive Vice Chancellor and Provost

Dear Colleagues:

In recent weeks, the University of California Office of the President has launched a major initiative to enhance cybersecurity throughout the UC system. This initiative will lead to changes in the way all of us use information technology and steward data.

Elements of the new effort include establishing a systemwide cybersecurity governance structure, upgrading technology and strengthening our security environment, and educating all UC employees and students about the importance of “cybersecurity best practices.” Because of the rapid pace of technological developments, enhancing cybersecurity is an ongoing responsibility — not an issue that can be addressed only occasionally.

Cyberattacks can threaten intellectual property and research, jeopardize the privacy of personal information, and impose significant burdens on the university and individuals. Because of the highly connected nature of education and research activities, we all share responsibility for protecting our data and information systems.

As one step toward improving cybersecurity awareness, the Office of the President is now requiring all employees on payroll with active status (including those with current emeriti or recall appointments), regardless of previous training taken, to complete a new Cyber Security Awareness Training. The training must be completed by January 31, 2016, or within six weeks for any subsequent new hires, and will be required annually.

You will soon receive an email from the UC Learning Management System with a link to this online, video-based training. It should take 45 to 50 minutes to complete.

By taking the time to learn about IT security, you will help reduce the risk of a cyberattack that might bring harm to your colleagues, the campus, or yourself. Thank you for your cooperation with this training program. For more information on information security resources, visit UCOP's [Information Security website](#).

Sincerely,

Scott L. Waugh

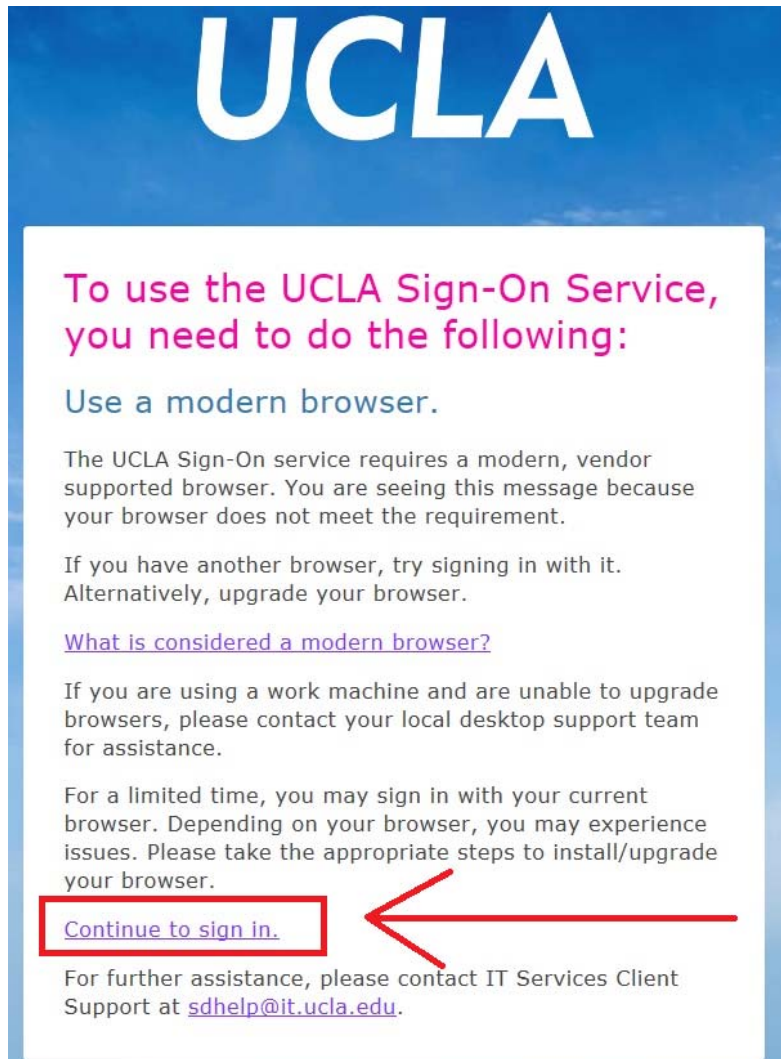
Executive Vice Chancellor and Provost

Prerequisites

- 1. A UCLA Logon ID is required in order to access this training.**
 - a. If you do not have one yet or forgot your password, please go to <https://logon-asm1.logon.ucla.edu/> or contact the Bruin Online Help Desk at (310)267-4357.
- 2. Web Browser:**
 - a. Internet Explorer 10 or above.
 - i. If you are using Internet Explorer 9, you must use the 64 bit version of IE9.
 - b. Latest version of Google Chrome or Mozilla Firefox.
- 3. Disable any pop-up blocker associated with your web browser:**
 - a. Google Chrome: <https://support.google.com/chrome/answer/95472?hl=en>
 - b. Mozilla Firefox: <https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>
 - c. Internet Explorer: <http://windows.microsoft.com/en-us/internet-explorer/ie-security-privacy-settings#ie=ie-9>
 - i. Use the drop down menu on the upper right to switch versions of IE.

Taking The Training

1. Open one of the browsers specified in the prerequisites.
2. Go to the address: <http://lms.ucla.edu>
 - a. Note: If you are using Internet Explorer 9, you may get the following notification:



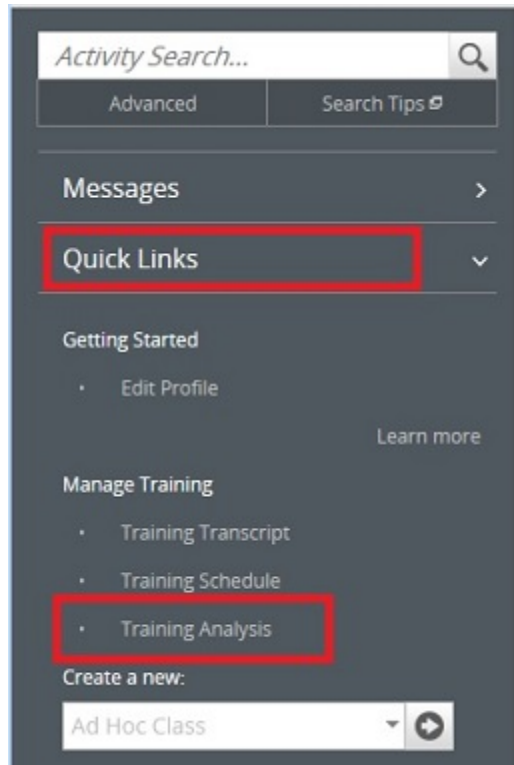
The image shows a notification message from UCLA. At the top, the word "UCLA" is written in large white letters on a blue background. Below this, the text reads: "To use the UCLA Sign-On Service, you need to do the following: Use a modern browser." This is followed by a paragraph explaining that the service requires a modern browser and that the user is seeing this message because their current browser does not meet the requirement. It then suggests trying another browser or upgrading. A link "What is considered a modern browser?" is provided. Another paragraph states that if the user is on a work machine and cannot upgrade, they should contact their local desktop support team. A third paragraph mentions that for a limited time, users can sign in with their current browser but may experience issues, and they should take steps to install/upgrade. A red box highlights the link "Continue to sign in." with a red arrow pointing to it from the right. At the bottom, it provides contact information for IT Services Client Support at sdhelp@it.ucla.edu.

Click the "Continue to sign in" link at the bottom in order to proceed.

3. Sign in using your UCLA Logon ID.



4. Click on the section titled "Quick Links" on the menu to the left.
5. Click on the link titled "Training Analysis" under the "Manage Training" section.



6. Click the "Start" button next to the course titled "eCourse: UC Cyber Security Awareness Training".

UC Learning Center

Learner Manager Reporting Administrator

Home > Assess > Training Analysis

Training Analysis

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: Help

	Name	Code
<input type="checkbox"/> Start →	eCourse:2012 General Compliance Briefing: UC Ethical Values and Conduct	UCGCB-2012
<input type="checkbox"/> Start →	eCourse:UC Cyber Security Awareness Training Certification	SECURITY-LA-ECO
<input type="checkbox"/> Start →	eCourse:UC Sexual Harassment Prevention Training Certification	A81825-LA-ECO-2014
<input type="checkbox"/> Start →	Document:UCLA Employee Safety Handbook	LACEHS-IPP-EESM-d11

7. Click the "Next" button

UC Cyber Security Awareness Training

Learning Activity Details

Description:

This Cyber Security Awareness training provides information on threats facing the University and what each of us can do to mitigate them. It will take approximately 50 minutes to complete.



8. The Cyber Security Awareness Training has started. Click "Begin Training" in order to proceed.

UNIVERSITY OF CALIFORNIA

Cyber Security Awareness Training

Home Exit

Welcome to the University of California Cyber Security Awareness Training.

This course is composed of 13 required video modules covering a number of important information security topics. The course should take you approximately 50 minutes to complete. The format of the course allows you to take the training in multiple sessions and will remember the sections you have completed.

You will watch each video and then answer questions to demonstrate that you understood the content. You will see a check box next to each module when you have completed it.

Click the **Begin Training** button below to launch your training. When you open a new module, click the Play button to begin the video.

Thank you for your participation.

Begin Training

For more information on your campus cyber security resources visit ucdavis.edu [Click for Keyboard Shortcuts](#)