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,

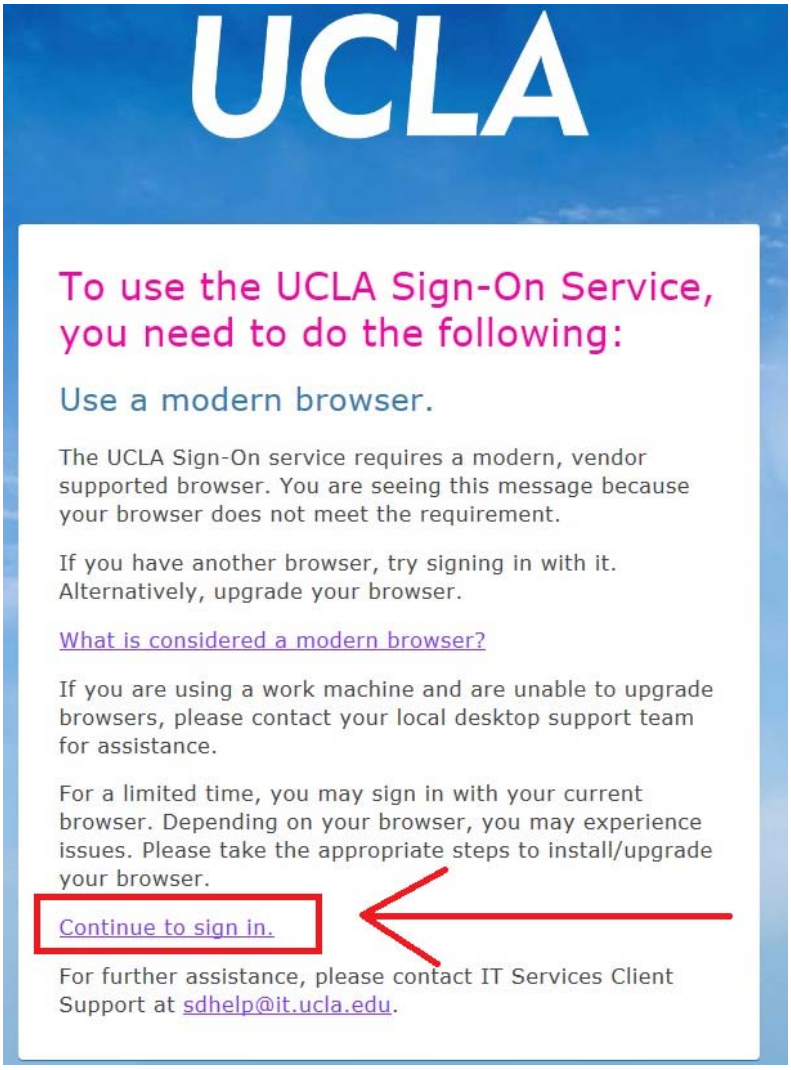
Scott L. Waugh
Executive Vice Chancellor and Provost

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

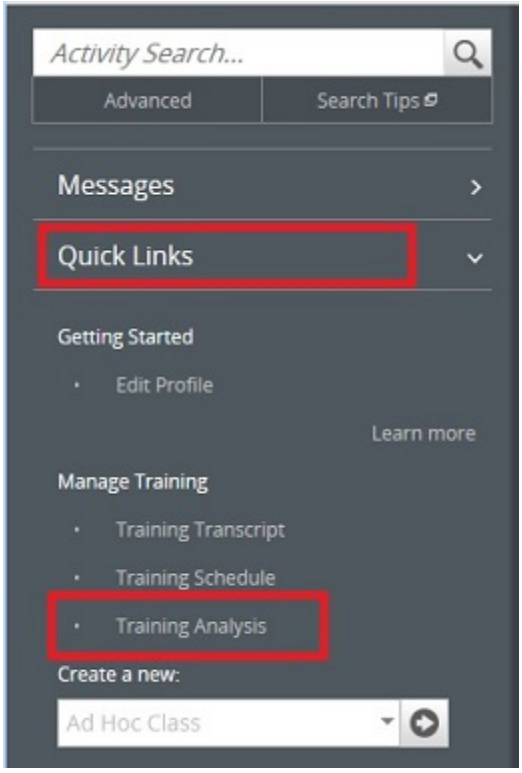
1. Open one of the browsers specified in the prerequisites.
2. Go to the address: http://lms.ucla.edu
    a. Note: If you are using Internet Explorer 9, you may get the following notification:



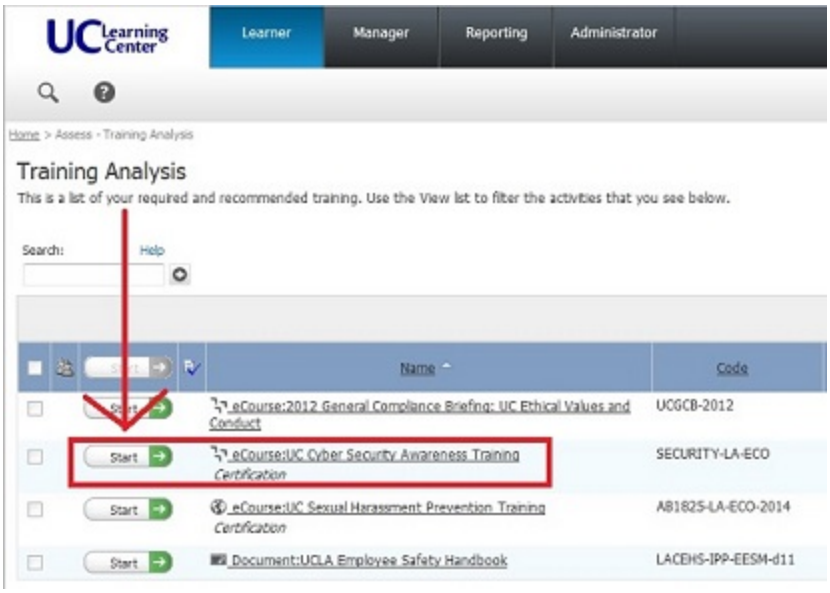
Click the "Continue to sign in" link at the bottom in order to proceed.

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".



7. Click the "Next" button

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