What is the Security Awareness Training and where can I complete it?

Tell Me

1. Security Awareness Training is designed to raise awareness about information security, good information security practices, and related university IT policies
   a. The training is comprised of several modules, ranging from 1 to 5 minutes each, and will take about 20 minutes to complete
   b. Videos can be viewed individually as time permits and closed captioning is available
   c. At the end of each module, there is a brief two-question quiz that must be completed

### Access via the Learning & Development Portal

**Security Awareness Training** for students, faculty and staff is located in the [Learning & Development Portal](https://learningportal.charlotte.edu/).

Students, faculty and staff can access the Learning & Development Portal directly by using their NinerNET credentials to log in.

There are two ways to access the Security Awareness Training:

1) Employees and students can go directly to the Security Awareness Training in the Learning & Development Portal using [this link](https://learningportal.charlotte.edu/).

2) Or employees and students can use the **Search** box at the top right of the screen in the Learning & Development Portal to locate the Security Awareness Training.

- Locate the **Search** box at the top right of the screen in the Learning & Development Portal (https://learningportal.charlotte.edu/).
- Enter **Security Awareness Training**.
- Click on **Security Awareness Training** after the drop-down menu appears.
Click on **Open Curriculum**

**Note:** Supervisors are able to Assign the training to their direct reports. Some faculty/staff/students are required to complete Security Awareness Training annually. Follow the steps in this FAQ to launch the training after a prior completion. **How do I take Security Awareness training again (SAT) or review the training?**

![Open Curriculum](image)

**Assign**

Read all introductory information in the **large paragraph** under the title **“Security Awareness Training”**

Click **Launch** to open each module

![Email and Phishing Module](image)

**Launch**

**Help**

If you have any questions or require assistance with accessing the training, please contact the **IT Service Desk** at 704-687–5500. Click [here](#) for instructions on how to log in to the **Learning & Development Portal**.

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### Related FAQs

- What is the Security Awareness Training and where can I complete it?
- Are faculty/staff required to take Security Awareness Training?
- Where can I submit a form for software and IT-related contract requests?
- What is the process for reporting lost or stolen university owned computer equipment?
- What are the guidelines for storing level 0 - 3 data?