




## Information Technology Security Awareness and Training

The SHU Information Technology Division is excited to provide the Siena community with our first Information Technology Security Awareness and Training offering. "Strong Password", is the first in a series of short yet informative awareness and training opportunities that will be offered throughout the academic year. It is our hope that this and future training will raise your awareness of the myriad of threats to information security that are part of your daily lives whether at home, Siena or on the road.

### ACCESS TRAINING




-  An email message will be sent for each Training Module.
-  The initial message will contain your username and password.
-  To access the Training Module, click the **View this task** link at the bottom of the message.

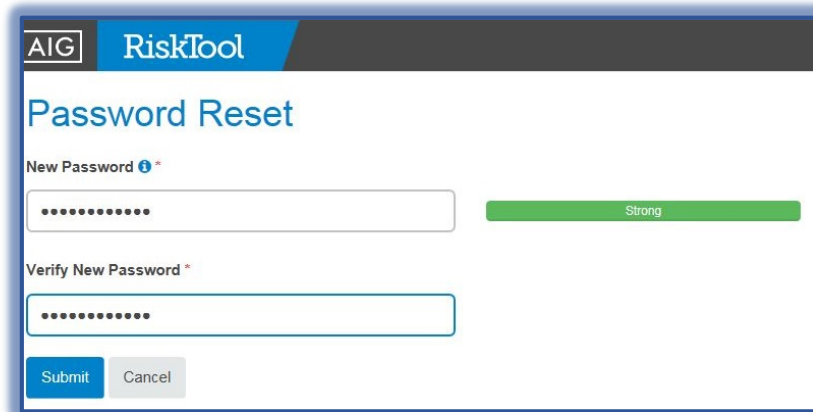
[View this task](#)



### COMPLETE THE TRAINING

-  The window shown in the illustration below will appear.

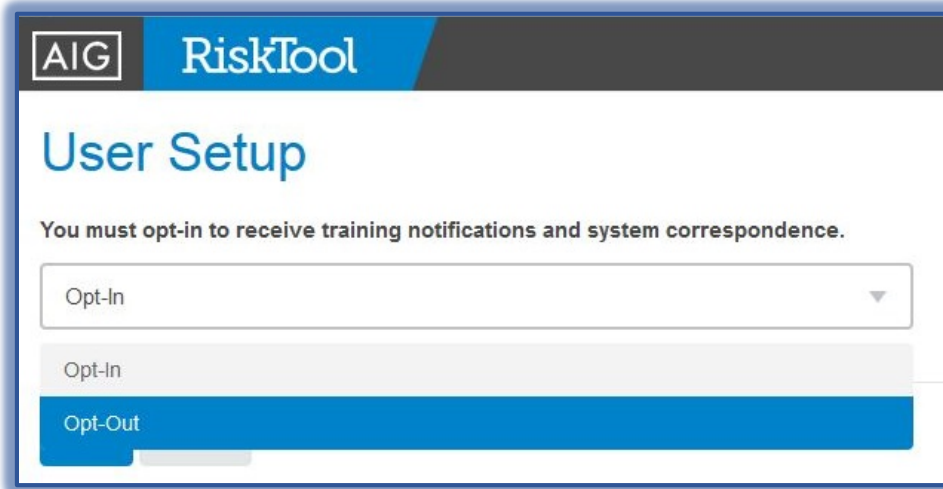


-  Input the **Username** and **Password** that was provided in the email message.
-  Click the **Log in to RiskTool** button.
-  The menu to change your password will appear (see illustration).

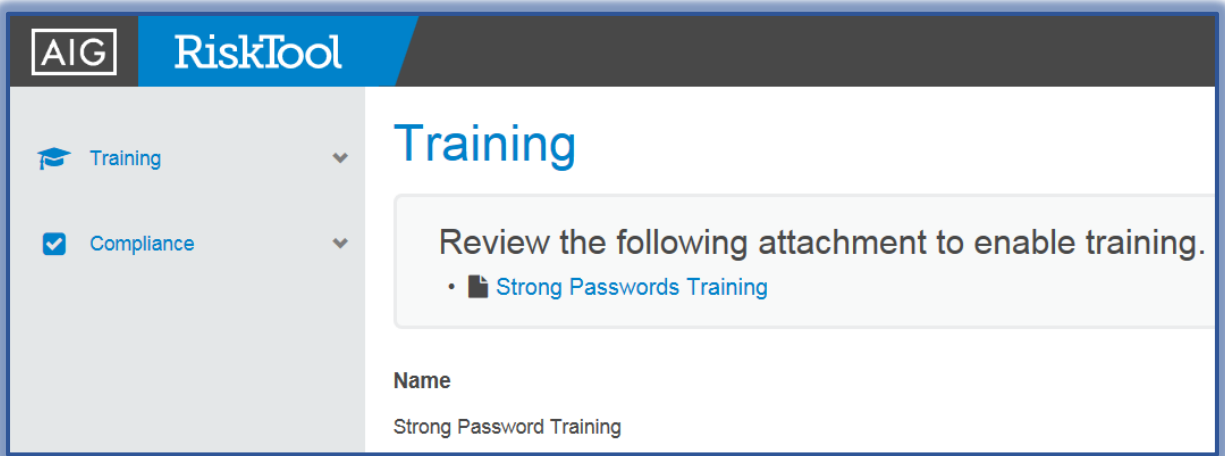


-  Input a **New Password** and then verify the new password.
-  Click the **i** symbol next to **New Password** to review the requirements for the new password.

- After the **New Password** has been input and verified, click the **Submit** button.
- Select to **Opt In** or **Opt Out** (see illustration).



- Select one of the options.
- The **Training** page will display (see illustration).



- Click the link to review the attachment.
- A message will appear at the bottom of the window.
- Click the **Open** button. Be patient, it may take a little while for the program and file to open.
- When the presentation opens, click the **Enable Editing** button at the top of the presentation, if necessary.
- View the presentation and then access the Web site and complete the quiz.
- When the quiz is completed, click the **Finish** button.
- Your score for the quiz will display.
- Review the results of the quiz to find out which questions, if any, you missed.