Los Rios & Information Security

In our jobs, we each have opportunities to interact with various student, employee, and other data that are by federal law, state law, and LRCCD Board policies and regulations considered high risk, confidential, and/or restricted. Each of us needs to understand and follow appropriate security protocols to ensure the safety of Los Rios data.

The online *Los Rios Information Security Awareness Training* program can be accessed from any Los Rios computer and takes about 30 minutes to complete. When you complete the training, you will receive a certificate and your completion will be recorded by LRCCD Human Resources. We request that all managers and classified employees complete the training **by Wednesday, December 21, 2016 at 5 PM.** Please work with your supervisor to ensure you can complete the training during your regular work schedule.

Thank you,

Sue Lorimer, Ed.D., Deputy Chancellor

ISAT TRAINING INSTRUCTIONS AT A GLANCE:

- Click here from a Los Rios computer
- Complete required training during work hours (30 minutes) **by December 21, 2016**
- Advance past the quiz to print a certificate of completion

Information Security Awareness Training FAQs

PURPOSE:
To educate and inform LRCCD employees on District practices regarding high risk, confidential, and/or restricted data.

WHO SHOULD COMPLETE IT:
All full-time and permanent classified and management employees are REQUIRED to complete this training. Temporary classified employees and student workers who access sensitive data should complete the training when requested by their supervisors. Training may also be completed by faculty coordinators handling sensitive data.

MODULE COMPLETION TIME:
Approximately 30 minutes that can be completed all at once or in phases. Employees must complete the training during regularly scheduled work hours.

HOW LONG TRAINING IS VALID:
3 years from the date of completion

HOW TO ACCESS THE TRAINING:
Employees can access the training online from a Los Rios networked computer. Go to http://www.losrios.edu/lrc/infosecurity.php and click on *Information Security Awareness Training* or click here. The module offers both text and audio narration.

HOW COMPLETION IS MONITORED:
Advance past the completed quiz to view and print a certificate. It is important to reach the certificate screen for training completion time and quiz to be recorded. Results are also recorded in PeopleSoft and tracked by Human Resources.

Employees who have not completed the ISAT by the deadline may be individually contacted by HR to ensure that training is completed.

QUESTIONS?
Contact Valerie Carrigan, HR Training Specialist, at 568-3106 or carrigv@losrios.edu