STEPS FOR COMPLETING THE ONLINE PRIVACY AND SECURITY TRAINING AND ACKNOWLEDGEMENT PROCESS

1. On the website https://privacyandsecurity.ualberta.ca/, click on the green button “BEGIN TRAINING AND ACKNOWLEDGEMENT NOW”.

2. You should see the “TRAINING AND ACKNOWLEDGEMENT STATUS PAGE”. Click on BEGIN NOW in the “COMPLETE REQUIRED TRAINING” box. This will launch the Security and Privacy Training page in eClass, in a different tab on your Internet browser.

TRAINING

3. In eClass, you can access what you need to do in one of two ways. You can:
   
a. Click on links in the Navigation menu on the left hand side, or

b. Scroll down, expand the tabs located in the middle of the page, and then click on links that appear when each tab is expanded. When you access the material this way, you will first see the video and quiz that you need to complete in that tab, and then further down you will see optional reference materials related to the topic.

4. You will need to:
   
a. Expand the “Introduction” tab, and then click on and watch the Privacy and Security Introduction Video;

b. Expand the “Privacy Module” tab; click on and watch the Privacy Training Module Video; and click on and complete the Privacy Quiz with a minimum grade of 60%; and

c. Expand the “Security Module” tab; click on and watch the Security Training Module Video; and click on and complete the Security Quiz with a minimum grade of 60.

The rest of the content in the tabs is optional reference material.

Please note: you have the option to complete the training in one sitting or in a series of sessions over time. When returning to resume your training, you can simply repeat the steps above to return.

5. After you have done these 3 things, a 4th tab should appear that says “Congratulations on completing this course”. When the course is complete, please return to the TRAINING AND ACKNOWLEDGEMENT STATUS PAGE.
ACKNOWLEDGEMENT

6. Next, on the TRAINING AND ACKNOWLEDGEMENT STATUS PAGE, click on “COMPLETE ACKNOWLEDGEMENT”. This will launch the Acknowledgement in a different tab on your Internet browser.

7. Read the Acknowledgement and then click “I have read and understand the above”. Please note that if you wish to review the form of Acknowledgement after you have done this, you can go back and review it at any time at this link: https://myccid.ualberta.ca/acknowledgement

This should complete the privacy and security training and acknowledgement process. If you have any other questions about completing the process, please contact IST at 780-492-0400 or at helpdesk@ualberta.ca.