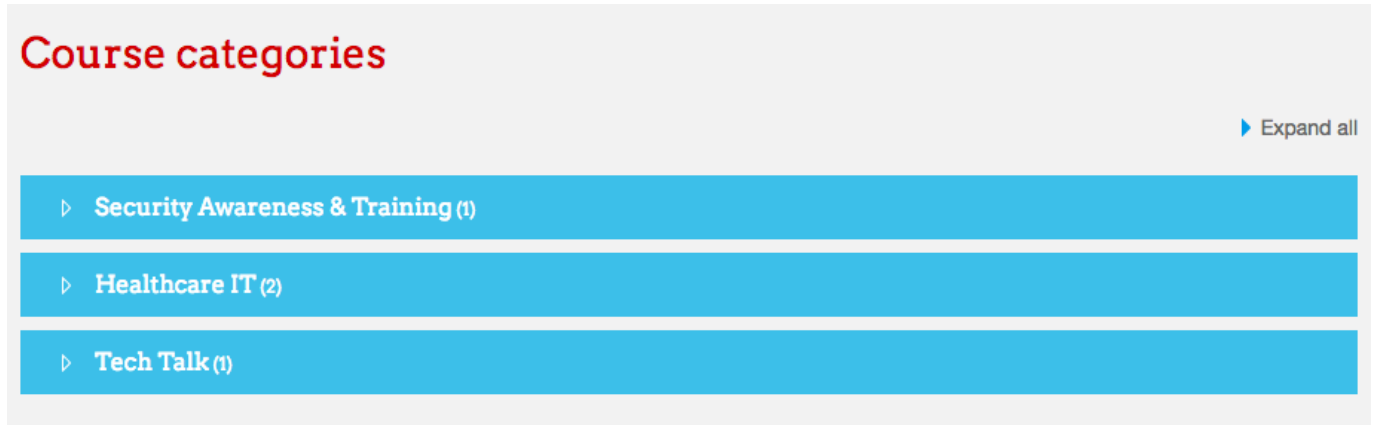


Security Awareness & Training Instructions

1. Go to “PrecisionBS.com”
2. Hover mouse over “Education” in the menu at the top of the page.
3. From the drop-down menu that appears, click on “Online Trainings”
4. You will be taken to the Online Trainings page. On this page, scroll down to view “Course Categories”

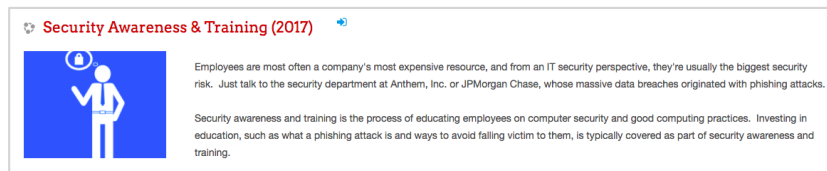


Course categories

▶ Expand all

- ▶ Security Awareness & Training (1)
- ▶ Healthcare IT (2)
- ▶ Tech Talk (1)

5. Click on “Security Awareness & Training”

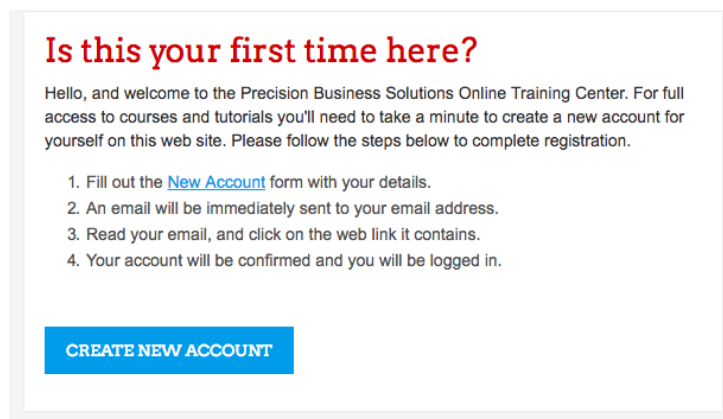


Security Awareness & Training (2017)

Employees are most often a company's most expensive resource, and from an IT security perspective, they're usually the biggest security risk. Just talk to the security department at Anthem, Inc. or JPMorgan Chase, whose massive data breaches originated with phishing attacks.

Security awareness and training is the process of educating employees on computer security and good computing practices. Investing in education, such as what a phishing attack is and ways to avoid falling victim to them, is typically covered as part of security awareness and training.

6. You will be taken to a page where there will be an option to Log In with a previously made user name or to create a new account. To create an account, click the “Create New Account” button.



Is this your first time here?

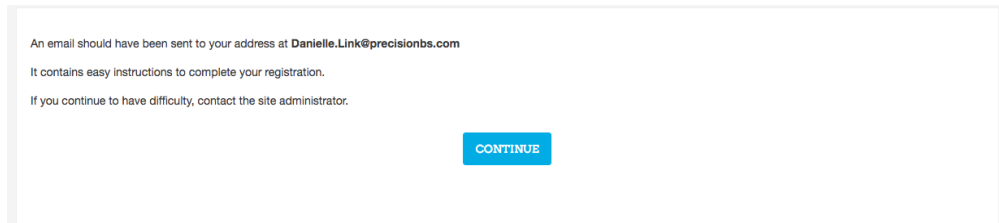
Hello, and welcome to the Precision Business Solutions Online Training Center. For full access to courses and tutorials you'll need to take a minute to create a new account for yourself on this web site. Please follow the steps below to complete registration.

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.

CREATE NEW ACCOUNT

- a. Fill in all the details asked for.

- b. Once finished, click “Create my New Account”
- c. You will then be taken to a page that looks like this:



- d. Do not click continue, instead, to complete your registration, go to your email.
- e. Open the email sent from “PrecisionBS Support” which will look like this:

A new account has been requested at 'PrecisionBS Training' using your email address.

To confirm your new account, please go to this web address:

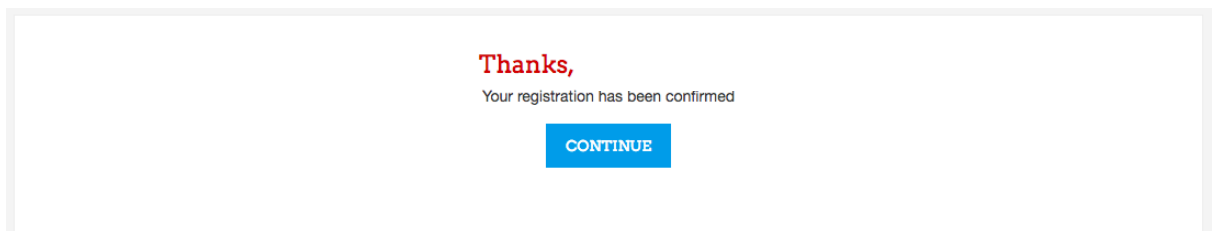
<https://training.precisionbs.com/login/confirm.php?data=JJPuPtK2J8fGQWD/danielle%2Elink>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User


- f. Click the link sent in the email to complete your registration.
- g. It will take you to a page that confirms your registration. On this page, click the “Continue” button.



- Next, you will be taken to a page that give you the option to enter the security Awareness & Training course. Do this by selecting the red “Enroll” button.

Enrollment options

Security Awareness & Training (2017)



Employees are most often a company's most expensive resource, and from an IT security perspective, they're usually the biggest security risk. Just talk to the security department at Anthem, Inc. or JPMorgan Chase, whose massive data breaches originated with phishing attacks.

Security awareness and training is the process of educating employees on computer security and good computing practices. Investing in education, such as what a phishing attack is and ways to avoid falling victim to them, is typically covered as part of security awareness and training.

▼ Self enrollment (Student)

No enrollment key required.

ENROLL ME

- To earn a certificate in this course, two activities need to be completed, a YouTube video and a quiz.

- First, watch the YouTube video by clicking the “YouTube Training Video” Link.

Security Awareness & Training Video

 [YouTube Training Video](#) 

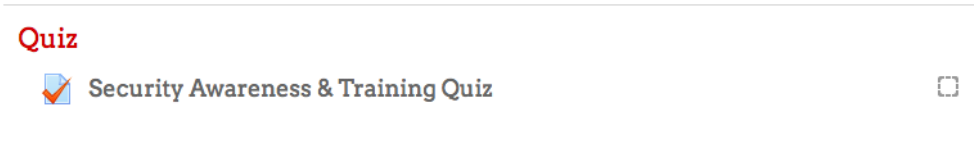
- On the next page, press the play button to watch the video.



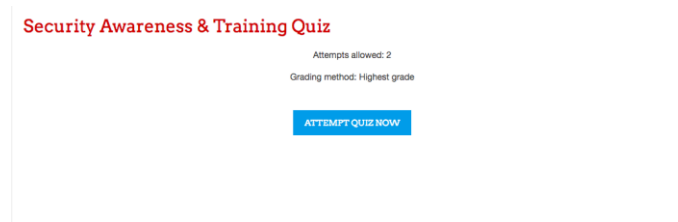
- Once the video is completed, click on “SAT2017” in the top left corner.

- This will take you back to the main Security Awareness & Training course page.

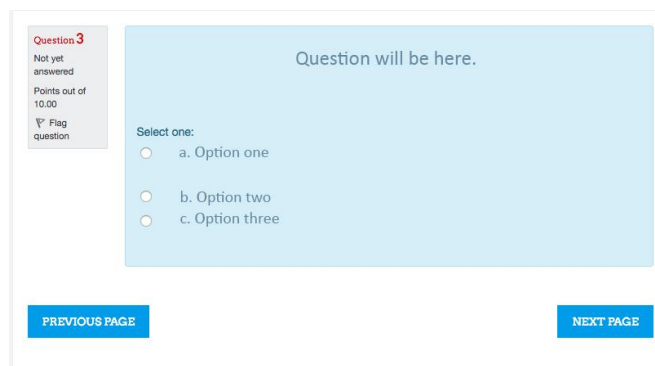
13. Select the “Security Awareness & Training Quiz” to continue the training.



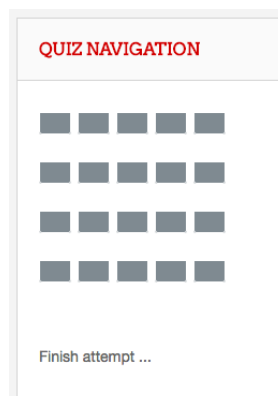
14. You will be given two attempts to successfully complete the quiz. To begin, click “Attempt Quiz Now”



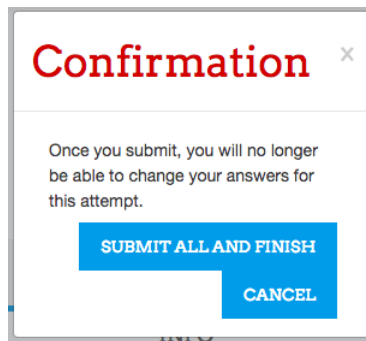
- a. The quiz is 20 questions long.
- b. To answer a question, click the white circle to the left of the answer you think is best, then select “Next Page”



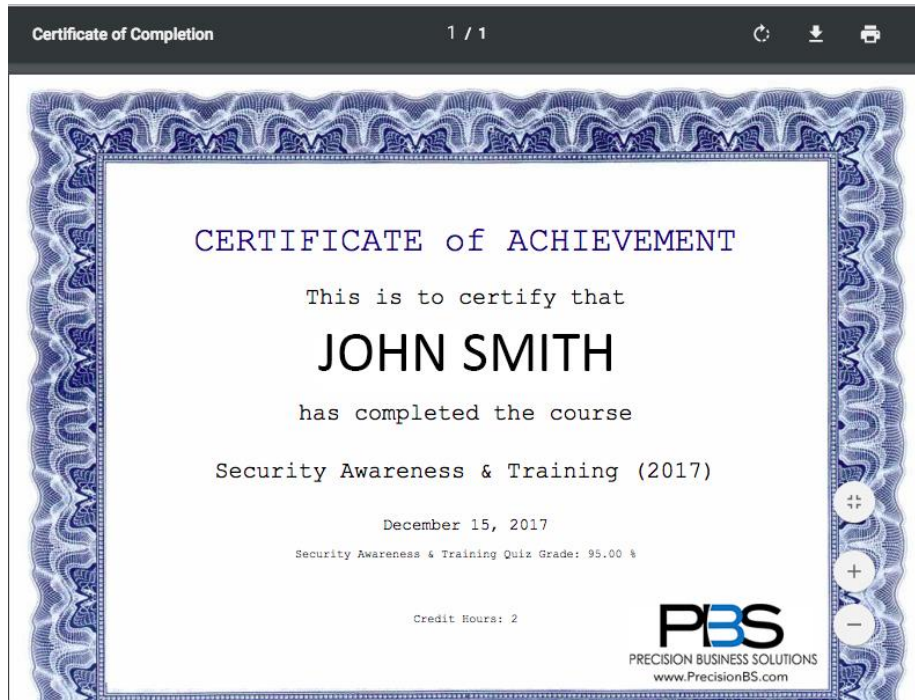
- c. If you would like to go back to a question select “Previous Page”
- d. To navigate to a previous question, you may also use the navigation on the right-hand side of the page by clicking the gray square that corresponds to the question you wish to go back to.



15. At the end of the quiz, please leave any feedback about your experience, and click “Finish Attempt”
16. You will be taken to a page with a summary of your attempt. At this point, you may go back to any question to edit it by clicking the number question.
17. Once you are satisfied with all your answers, click “Submit All and Finish” at the bottom of the page.
18. A confirmation will pop-up. Select “Submit All and Finish” if you are done, or click “Cancel” if you would like to go back.



19. Once submitted, you will then be taken to a page with your results. Scroll down to see your score, as well as review the answers of the test.
20. After you are done reviewing, scroll to the bottom of the page and click “Finish Review” to complete your review.
21. If you would like to take the test again, select “Re-Attempt Quiz” and return to step 13.
22. If you are satisfied with your score, select SAT2017 in the top left corner.
23. Back on the main page, scroll down until you see “Certificate of Completion” and click this link.
24. To receive your certificate, click “Get Your Certificate”
25. To print or download this document, click the print or download buttons in the top right corner.



26. Congratulations! At this point you have completed the Security Awareness & Training online course.