

**Client Name**



# Security Awareness Training

**Employee User Guide**

Last updated 3/28/2022

# Why do I need to take a Cybersecurity course?

It seems like we can't go a day without hearing about another data breach or cybercriminal activity in the news. But did you know, there's so many more breaches out there that DON'T get news coverage, even companies [just like ours](#). That means our organization has a big responsibility to prevent one from occurring – and with cybercriminals targeting small to medium-sized businesses more than ever, it's not an easy task to protect our customer's credit cards or our employee's W2's.

Unfortunately, human-error accounts for **most** of these data breaches. Whether it's clicking on the wrong link, approving a very convincing request for a fund transfer – [FROM THE CEO](#), or allowing network access to an outsider, data breaches come in all forms, and cybercriminals are relentlessly targeting organizations just like ours to exploit our valuable data.

**The good news?** Most of this can be prevented with ongoing education and routine testing. That's why we've partnered with [The Fulcrum Group](#) to ensure we are staying up-to-date on the latest threats and doing our part to protect our business. [Technology alone isn't enough anymore.](#)

Being well trained in cybersecurity will go a long way in protecting our organization, and the individuals whose data we may access.



**Questions or Concerns?**  
[Email: helpdesk@fulcrumgroup.net](mailto:helpdesk@fulcrumgroup.net)  
Phone: (817) 898-1277



# How to Complete Annual Security Awareness Training

## Getting Started

1. Login to your account: <https://portal.pii-protect.com/#/login>
  - Use your network or Office 365 credentials
  - Can't log in? Contact: [helpdesk@fulcrumgroup.net](mailto:helpdesk@fulcrumgroup.net) or 817-898-1277.
2. Select the "Training" tab at the top of the page.
3. On this screen, begin with **Step 1** to complete your training program.
4. Once you've gone through the training course, move on to **Step 2** to complete your 20-question quiz.
5. Once you successfully complete your quiz (with a score of 80% or higher), you will have the option to **print your training certificate in Step 3.**

## Security Awareness Training FAQs:

### How long does the training take?

- Training should take approximately 40 minutes to complete.
- **Do I have to complete the training in one sitting?**
  - No. You can start and stop the training at any point. When you return to finish the training, make sure you click "resume" to pick up where you left off.

### What does the training consist of?

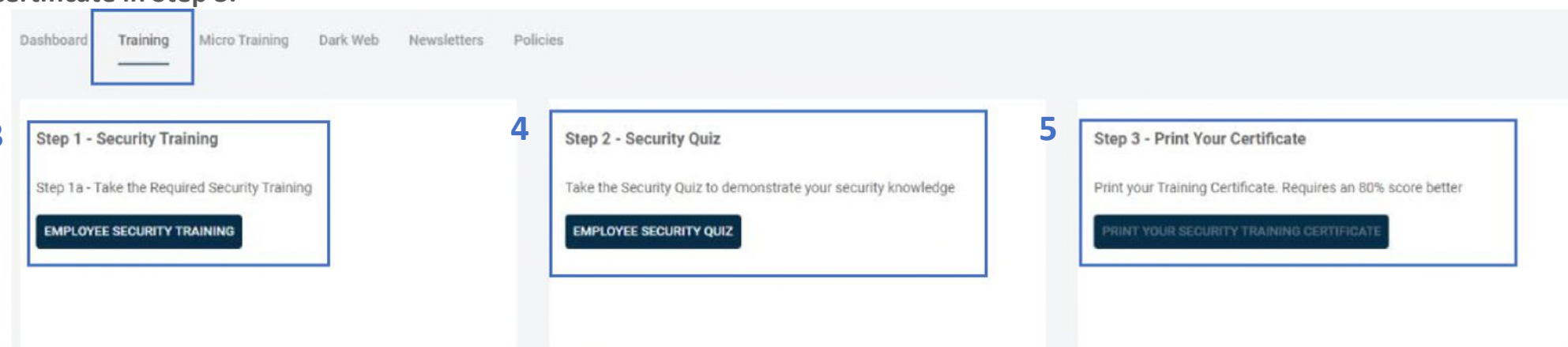
- The course is made up of case study-based videos that provide real-life examples of incidents that can happen to anyone, at any time, along with "lessons learned", which will provide details on the incident, the outcome, and how it could have been avoided.

### How do I get credit for completing the training?

- You must complete a 20-question quiz following the course. You will need to receive a passing score of 80% to satisfy this requirement. Upon successful completion, you will receive a training certificate indicating that you have passed the course.



**You must complete your Security Awareness Training course annually.**



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Secure Score Trend



50/800  
Good



External Data Breach

0

Security T

0%

# Good luck!

Remember, having a strong cybersecurity program is critical for many reasons, including having strong safeguards to fight cybercriminals, and most importantly to protect the client data we store, access or transmit.

**Thank you for doing your part!**

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