

Security Awareness Training Program

In collaboration with the DAS Bureau of Enterprise Systems and Technology (BEST), DDS has implemented a web-based training program called **SANS – Securing the Human** in order to educate DDS employees on security awareness. The training consists of a number of informative training modules covering email safety, protecting data, physical security, regulatory compliance and more. Each section consists of a short (3-5 minute) video followed by two questions designed to check your understanding of the information.

Note: you will need speakers or headphones in order to hear the narration, but there is a Closed Captioning option.

You can log in and out at your convenience, and can complete the training during normal working hours over a number of days.

Please see the instructions below on how to log into the system and begin your training.

How to log in

Go to the site <https://ctlms.ct.gov/Saba/Web/Main> to get to the LMS login page. (Note: you can just type **ctlms.ct.gov** in the Internet Explorer address bar, and you will be redirected to the login page.)

Enter your user name (**your six-digit Employee ID number**) into the Username area and your password (the default first time login password is **welcome**) into the Password area, and click [**Sign On**]. (**IMPORTANT: do not sign up under the Fire Academy CPAT section.**)



The image shows a screenshot of the login page for Saba People Systems. The page title is "Sign on to Saba People Systems". It features a "Username" field containing "123456" and a "Password" field with masked characters. Below the password field is a link for "Forgot your password?". At the bottom left is a "Sign On" button. Two red callout boxes with arrows point to the password field and the "Sign On" button. The first callout box says "Enter Username and Password" and the second says "Click *Sign On* to continue".

If this is the first time you have logged in, you will be required to change your password.

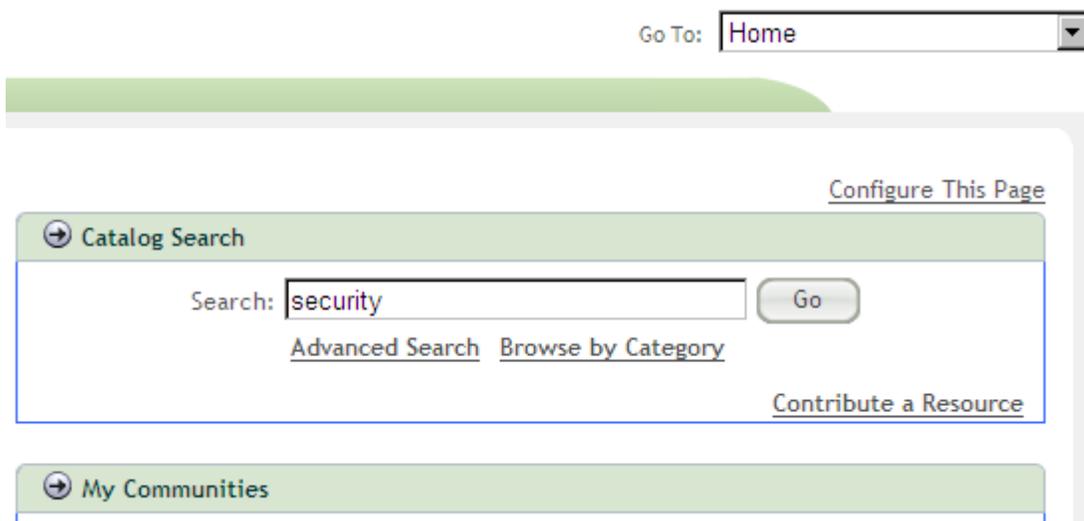
Enter the original password (**welcome**) in the **Old Password*** area, and your new password in both the **New Password*** and **Confirm New Password*** areas.



The screenshot shows a web form titled "Change Password". At the top right, it says "* = required". Below the title, a message reads: "(120016) Your password was recently changed by an administrator. Please specify a new password." The form fields are: "User Name" (123456), "Old Password*" (text input), "New Password*" (text input), "Confirm New Password*" (text input), "Secret Question" (dropdown menu with "-Select One-"), "Secret Answer" (text input), and "Confirm Secret Answer" (text input). At the bottom are "Save" and "Cancel" buttons. A red-bordered callout box with a red arrow pointing to the "New Password*" field contains the text: "If this is your first time logging in you will need to change your password. Anything in Red with an asterisk (*) is required that you enter information into."

DO NOT select a secret question and answer. Click [**Save**].

Once you reach your Home Page, locate the Catalog Search section, enter the search term **security** in the box and click [**Go**].



[IMPORTANT: you only need to use Catalog Search the **first time you access the course. Once you have enrolled it will appear on the left side of your Home screen under “In-Progress Learning Activities”. You will be able to launch it from there until you have completed it (see screenshot on page 5)].**

This will bring up the DDS IT Security Training 2015 offering – click **[Launch]** under “Actions”.

DDS My Calendar Saba Centra My Account Help Proxy Mode Log Out

Home My Learning My Learning Plan My Communities My Profile

DDS IT Security Training (00055721)

Launch Back

More Actions

- [Go to In-Progress Learning](#)
- [Add to Plan](#)
- [Request Offering](#)
- [View Confirmation](#)
- [Back to Search Results](#)
- [Drop](#)

Delivery Type: Web Based Training

Abstract: SANS - Securing the Human (WBT)

Description: Web-based training program called "SANS - Securing the Human" to educate DDS employees on security awareness. The training consists of a number of useful training modules covering email safety, protecting data, physical security, regulatory compliance and more. Each section has a short video with a question and answer section afterwards.
DDS IT Security Training 2015

Main Learning Assignments Associated Learning

Completion Status: Not Evaluated

Score: 0

Learning Assignments [Print](#) [Export](#) [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
DDS IT Security Awareness 2015	Content Module	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch

[more actions](#)

Attachments

No items found

To return to the training after you are already enrolled, go to the “In-Progress Learning Activities” on your Home page:

DDS My Calendar Saba Centra My Account

Home My Learning My Learning Plan My Communities My Profile

Announcements

Welcome to the Department of Developmental Services
Learning Management System (LMS)

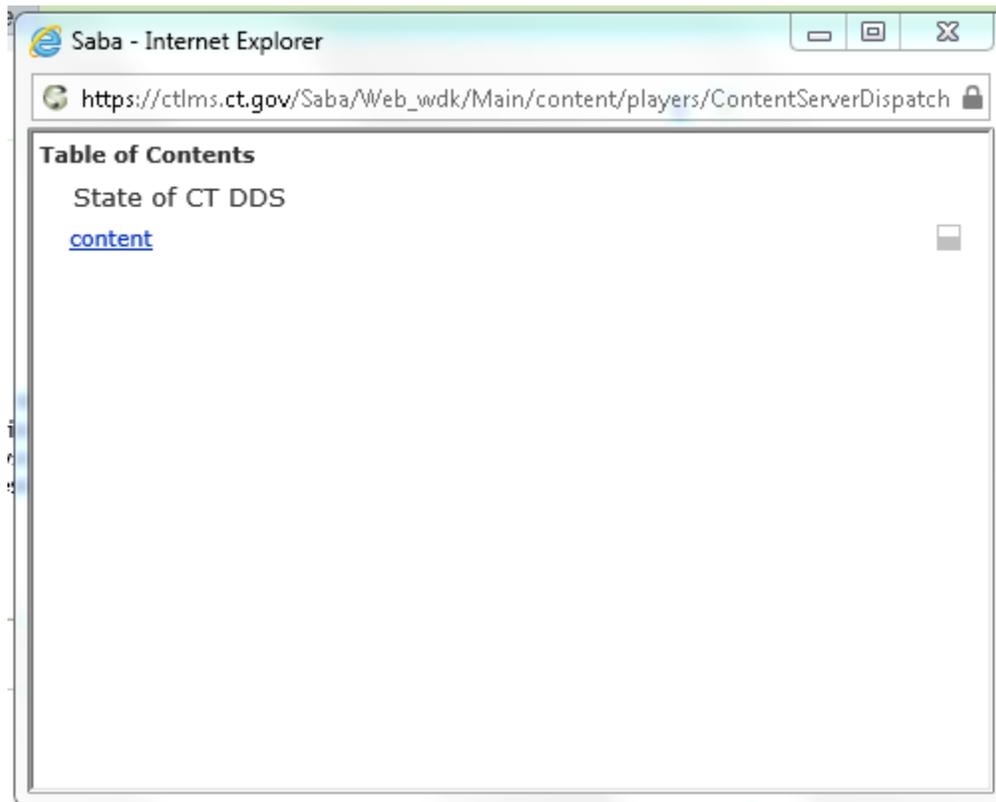
For help with this system, please send an email to DDS Training: <mailto:DDS.Training@ct.gov>

In-Progress Learning Activities

Sort

Name	Start Date	Actions
Abuse Prevention/Detection/Reporting		Launch
DDS IT Security Training		Launch
DDS Workplace Violence Prevention		Launch

The Table of Contents window below will open. Click [content](#).



The SANS Security Awareness Training Home page will open (you may need to maximize the window). Click the large “Play” button at the bottom right of the Home page.

SANS SECURING THE HUMAN

Security Awareness Training

Home

Press the next arrow button to move to the next page.

Welcome to the State of Connecticut DDS Security Awareness Training course.

This course is composed of 23 required video modules covering a number of important information security topics. The course should take you approximately 90 minutes to complete. The format of the course allows you to take the training in segments as your schedule allows.

You will watch each video and then answer questions to demonstrate that you understood the content. You are required to answer the questions correctly to complete a module. When the module is completed, a check box will be shown next to the name of the module. In the event that you fail to answer the questions correctly, you will have the opportunity to watch the video and answer the questions again.

Thank you for your participation.

The Menu page will open – you can start any lesson by clicking its title. Note: as you successfully complete each lesson, a green check mark will appear next to its listing here.

You may view the lessons in any order, but must complete all of them in order to be credited with completing the training.

SANS SECURING THE HUMAN

Security Awareness Training

Menu

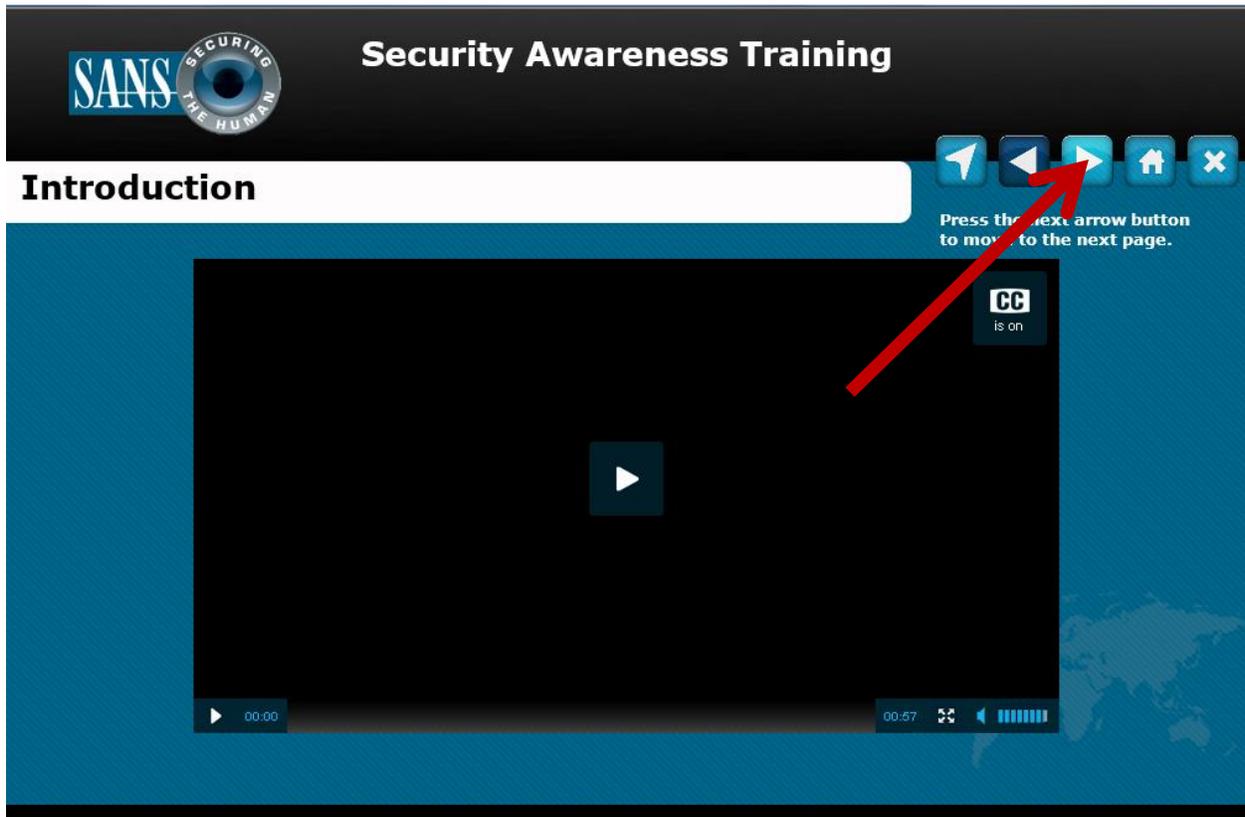
Select a topic from the menu.

Press the next arrow button to move to the next page.

<input checked="" type="checkbox"/> Introduction	Encryption	HIPAA
You Are The target	Data Security	Personally Identifiable Information
Social Engineering	Data Destruction	Ethics
Email and Messaging	Wi-Fi Security	Cloud
Browsing	Help Desk	Data Retention
Social Networks	IT Staff	Privacy
Mobile Device Security	Physical Security	Conclusion
Passwords	Protecting Your Personal Computer	

You can pause, stop and start the video by using the controls at the bottom left of the video window. Closed captioning can be turned on and off by clicking “CC” at the top right.

When you have finished viewing a video, you can go to the associated quiz by clicking the “Next” arrow button.



There are two questions following each video lesson; you must answer both correctly in order to receive credit for completing that lesson. Click the radio button next to your answer; then click the “Next” arrow button to go to the second question. Select your answer for the second question, then click the “Next” arrow button again to view your results. [Note: there are no quiz questions following the Introduction or Conclusion.]



The screenshot shows a quiz interface for SANS Security Awareness Training. At the top left is the SANS logo with the tagline "SECURING THE HUMAN". The main title is "Security Awareness Training". Below the title is a navigation bar with four buttons: a home icon, a left arrow, a right arrow, and a close icon. The current question is titled "You Are The Target". The question text is: "What sort of information might a cyber attacker gain about our organization by searching Facebook or LinkedIn?". There are three radio button options: "Details about our organization's confidential projects", "Details about our organization's key staff and members", and "Details about our organization's purchasing processes". The second option is selected. A small instruction box says "Press the next arrow button to move to the next page." The background features a faint world map.

SANS SECURING THE HUMAN

Security Awareness Training

You Are The Target

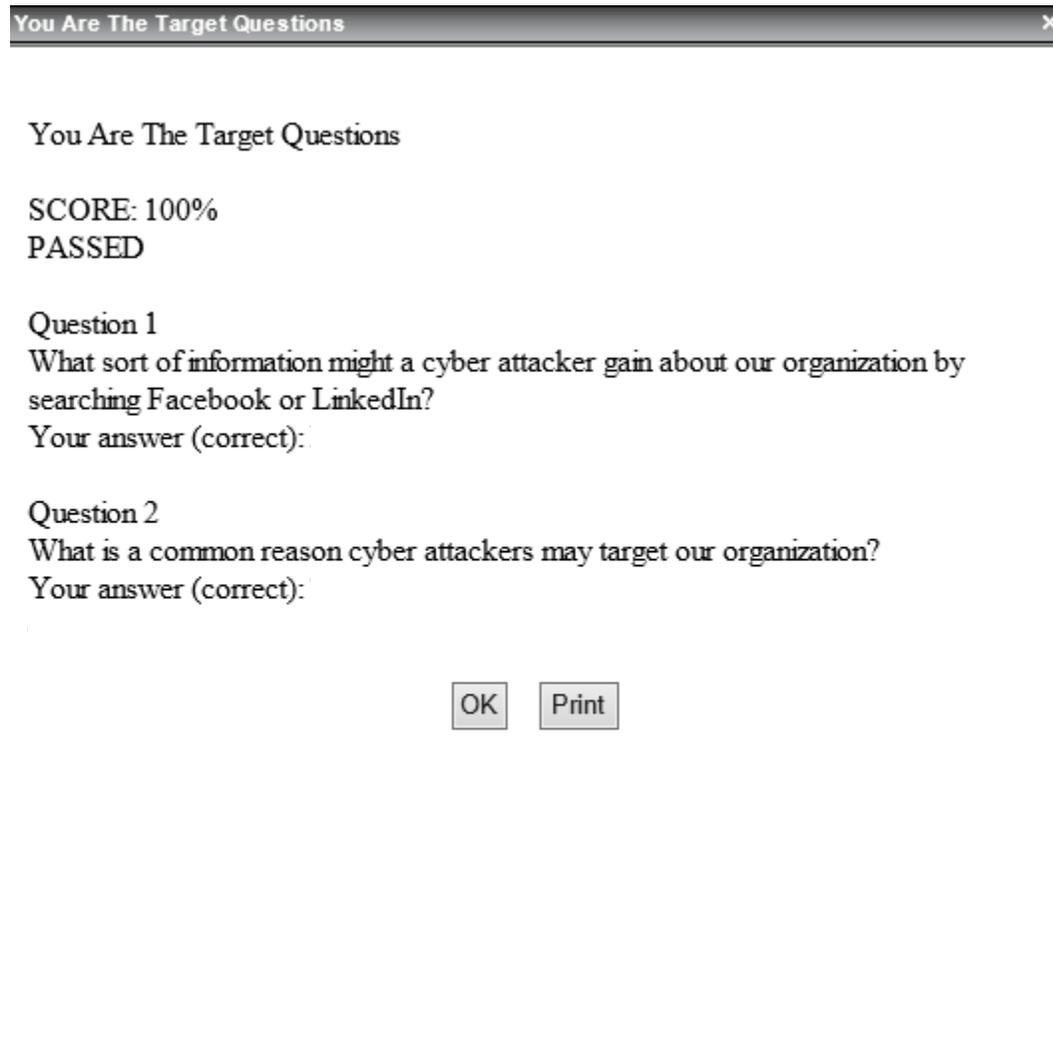
Press the next arrow button to move to the next page.

?

What sort of information might a cyber attacker gain about our organization by searching Facebook or LinkedIn?

- Details about our organization's confidential projects
- Details about our organization's key staff and members
- Details about our organization's purchasing processes

After you review your quiz results, click “OK” to move on. If you did not answer both questions correctly, you can play that lesson and take the quiz again.



The screenshot shows a window titled "You Are The Target Questions" with a close button (X) in the top right corner. The content of the window is as follows:

You Are The Target Questions

SCORE: 100%
PASSED

Question 1
What sort of information might a cyber attacker gain about our organization by searching Facebook or LinkedIn?
Your answer (correct):

Question 2
What is a common reason cyber attackers may target our organization?
Your answer (correct):

At the bottom of the window, there are two buttons: "OK" and "Print".

You can stop at any time and go back to where you left off by launching the training again and clicking on the next lesson on the Menu page. **The green check marks indicate the modules that you have successfully completed.**

Note: if you decide to stop and return later, click the red [x] in the top right corner of the Table of Contents window to ensure that the program records your progress.

You must complete all lessons to receive credit for completing the training. Once you complete all 21 lessons (plus the Introduction and Conclusion) the course will be credited to your Saba Transcript. You may also print a certificate of completion if you would like to for your records.

If you experience any problems while taking the training, please contact the DDS staff development team at DDS.Training@ct.gov.