ACCESSING SECURITY AWARENESS TRAINING - QUICK GUIDE

INTRODUCTION

This guide provides information on how to access the security awareness training through the portal.

ACCESSING THE SECURITY AWARENESS TRAINING

1. Go to: http://www.csun.edu
2. Select the MYNORTHRIDGEPORTAL link,
3. Log In to the myNorthridge Portal with your username and password.
4. Select the Login button.

5. On Staff tab, find the Training/Professional Dev pagelet and select Employee Learning & Training.

6. The Employee Learning & Training page displays. At the top of the page, select View My Plan.
7. Select the **Assigned Learning** tab.  
8. Look for the **Data Security & Privacy (https)** training. Notice that this training is **Required**.  
9. Look for the **Status** icon to the right. If the icon is **Green** you have already completed the training. Otherwise, you need to complete the training ASAP.  

10. If you need to complete the training, launch the training and continue through the course.  
11. Use the **Log Out** link at the top of the page to log out once training is complete.  

**NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at *(http://techsupport.csun.edu)* or in person in (Oviatt Library, First Floor, Learning Commons).