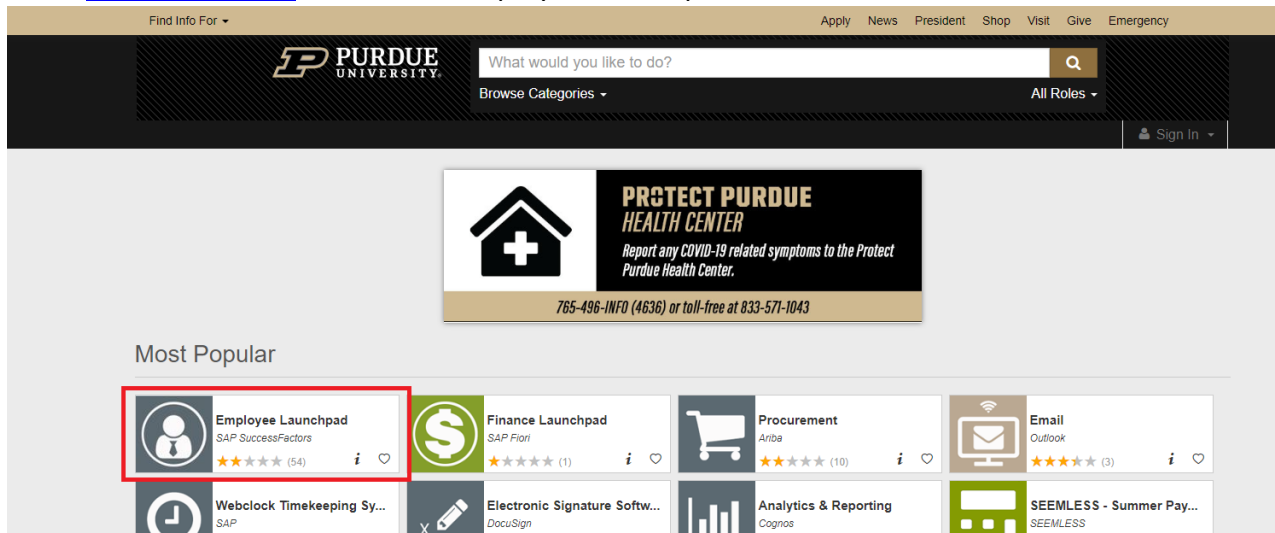
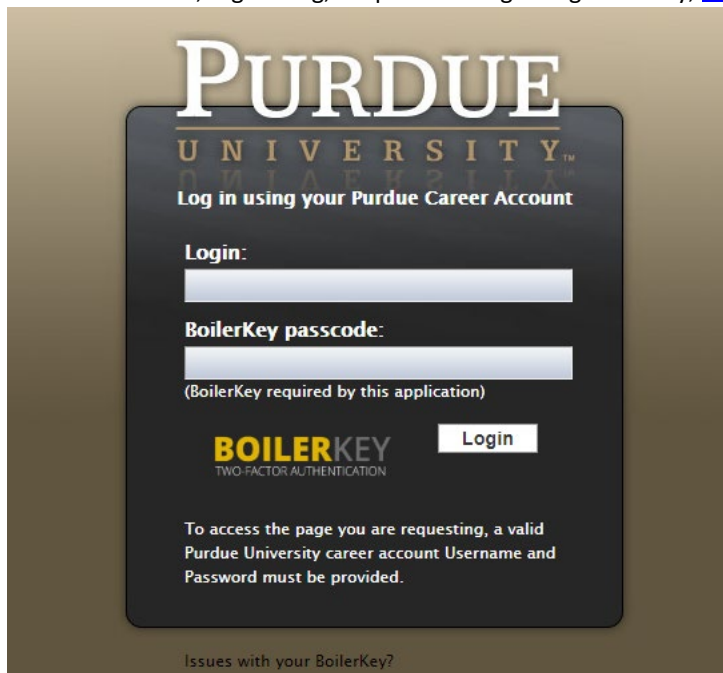


- 1) Go to one.purdue.edu and select “Employee Launchpad”



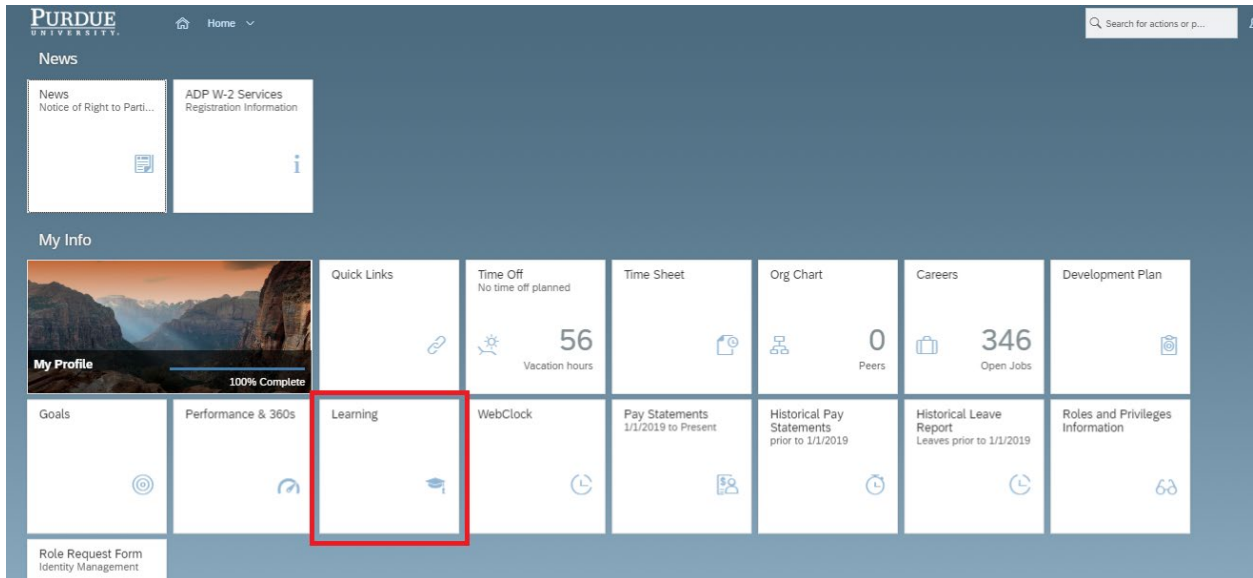
- 2) Log in using your Purdue login and Boilerkey.

Note: For trouble, registering, or questions regarding Boilerkey, [visit this page for more information](#).



3) Locate the “Learning” Module and click to enter.

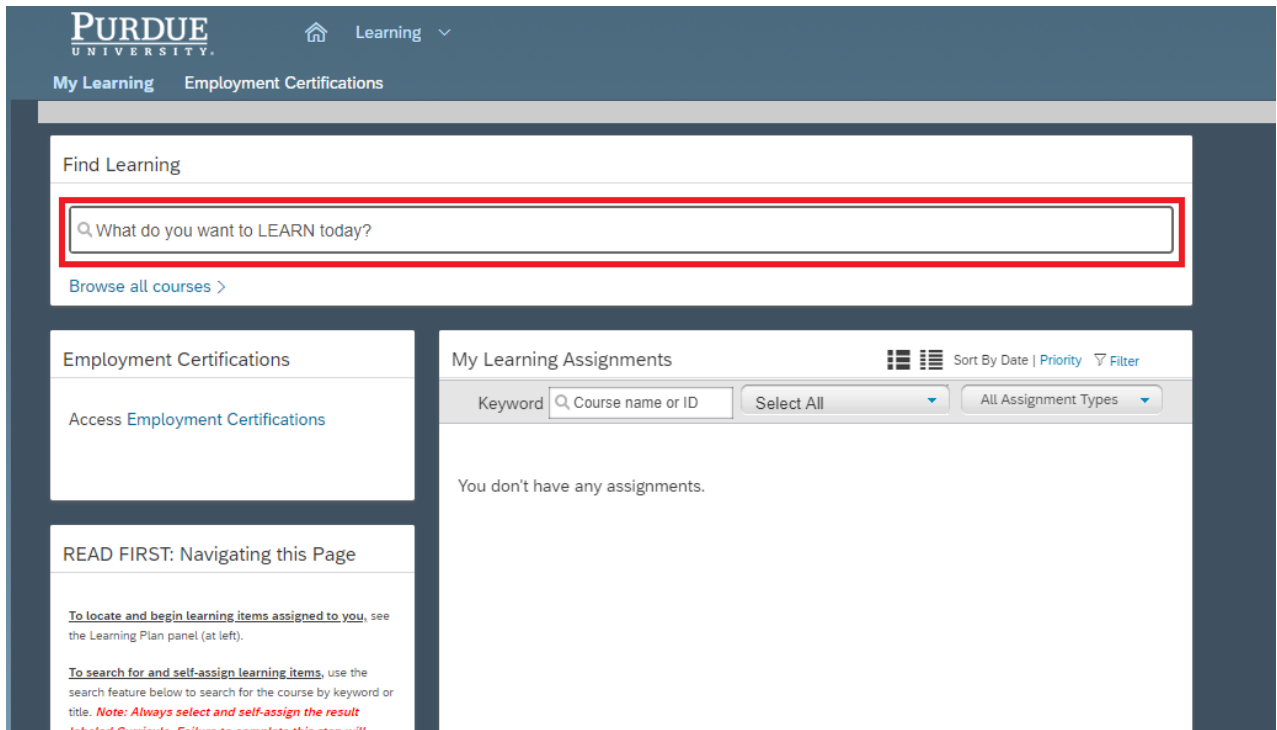
Note: The “Learning” module should be found under “My Info”, but may be in a different location based on your particular account. You can also locate it on the drop-down menu found when you click on “home” at the top left-hand side of the screen.



4) In the Learning module, locate the search function and type in “Annual Data Security Briefing Training”.

Note: It might not automatically populate, so after you have it typed in, hit “enter” or click on “search”.

Note: You can also find the Annual Data Security Briefing Training through the “browse all courses” feature.



If you have any questions while completing this training, please contact exportcontrols@purdue.edu with the subject line “Assistance Required: Annual Data Security Briefing Training”.

5) When the results appear, click on “Annual Data Security Briefing Training”

Note: You might need to click on the blue title rather than the image.

The screenshot shows the Purdue University LMS Library page. The search bar contains 'Annual Data Security Briefing Training'. Below the search bar, the results are displayed. A red box highlights the course title 'Annual Data Security Briefing Training' in the search results. The page also shows filters for Learning Type, Delivery Method, and Categories, and a 'Calendar View' button.

6) At the next page select “Assign to Me”.

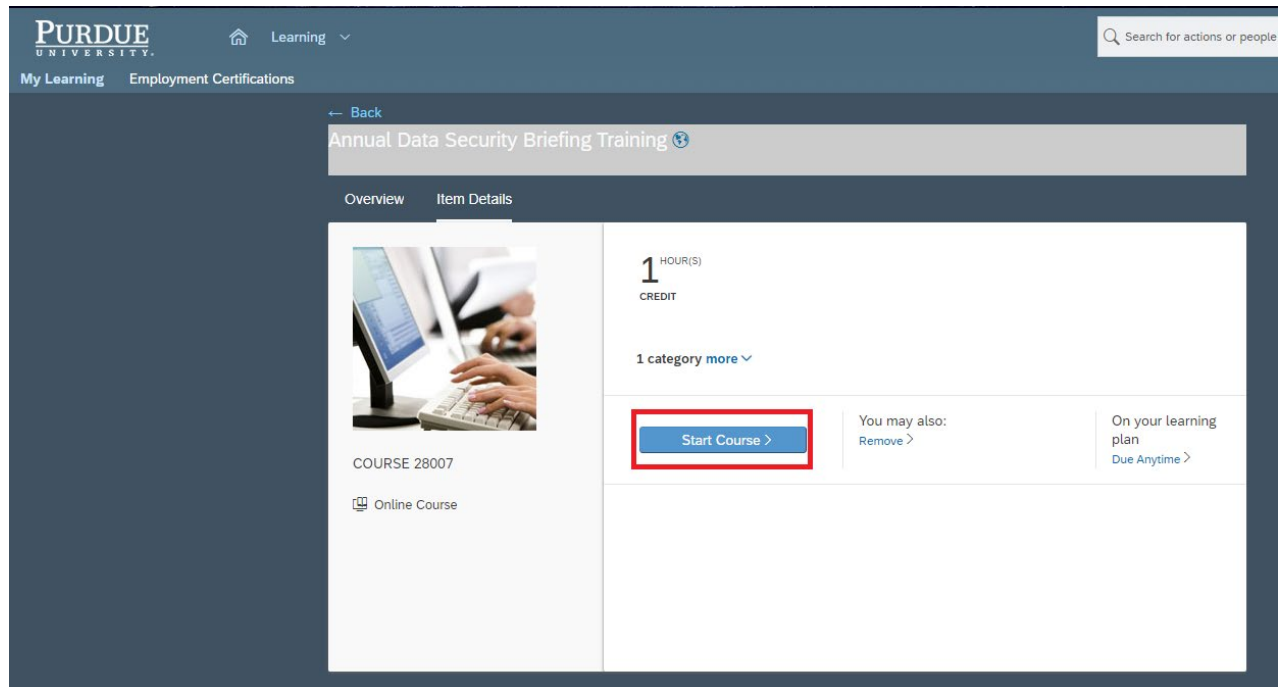
Note: If you select “Assign to Me” it will put a link to the training on your homepage listed under step (3) above, but will not immediately start the training. If you select “Start course” at first, then it will also create this link but start the training immediately.

The screenshot shows the Purdue University LMS course details page for 'Annual Data Security Briefing Training'. The page shows the course title, a back button, and tabs for Overview and Item Details. A red box highlights the 'Assign to Me >' button. The page also shows the course duration (1 hour), credit (1 credit), and a 'You may also: Start Course >' link.

If you have any questions while completing this training, please contact exportcontrols@purdue.edu with the subject line “Assistance Required: Annual Data Security Briefing Training”.

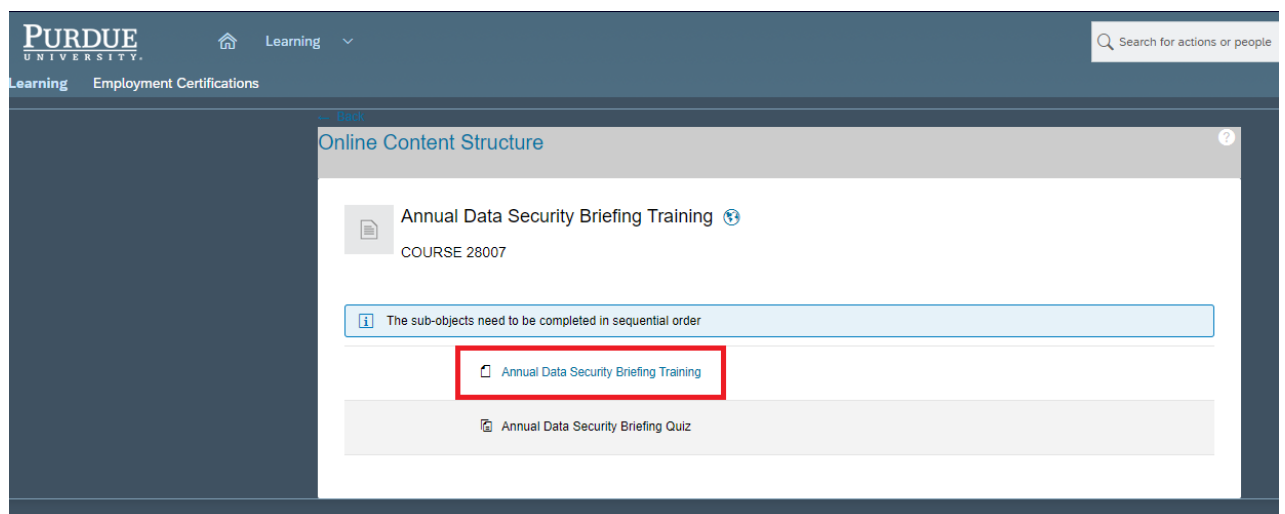
7) Next, select “Start Course” to begin the training.

Note: Since this training is now assigned to you, you can start the training either immediately, or you can start it later. You can also work on the training intermittently.



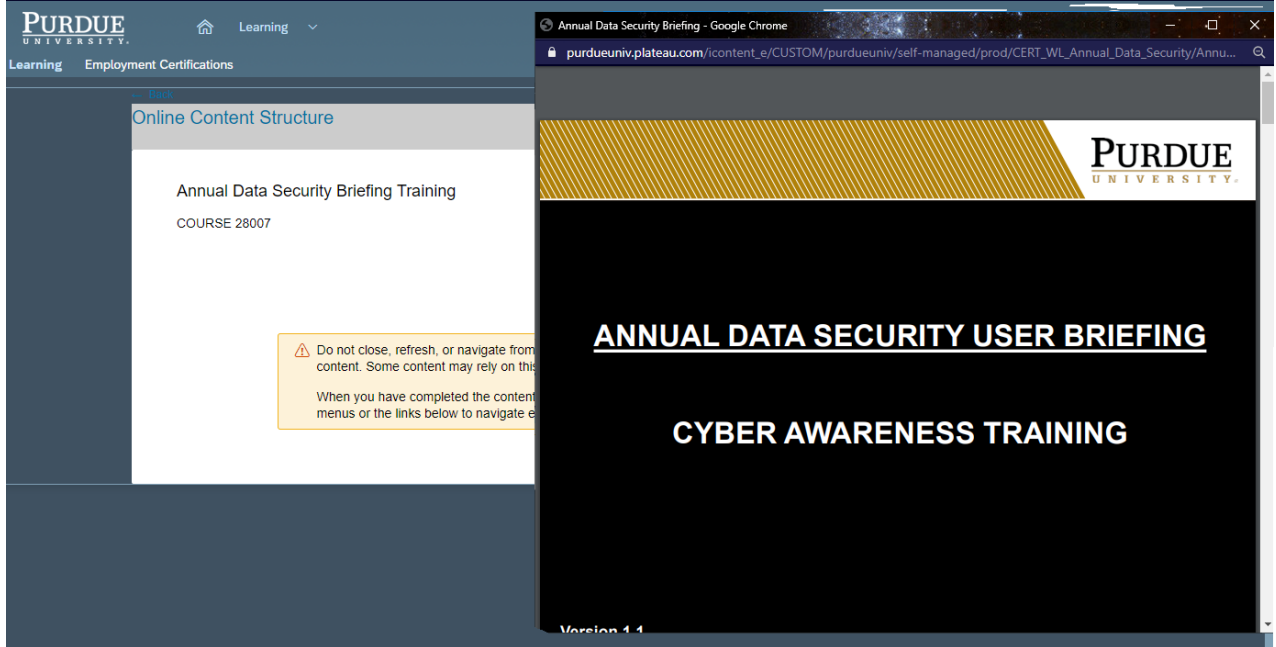
8) Two links will then appear. You first need to open the “training” document.

Note: Only after you have opened the “training” document will the “quiz” option will become available.

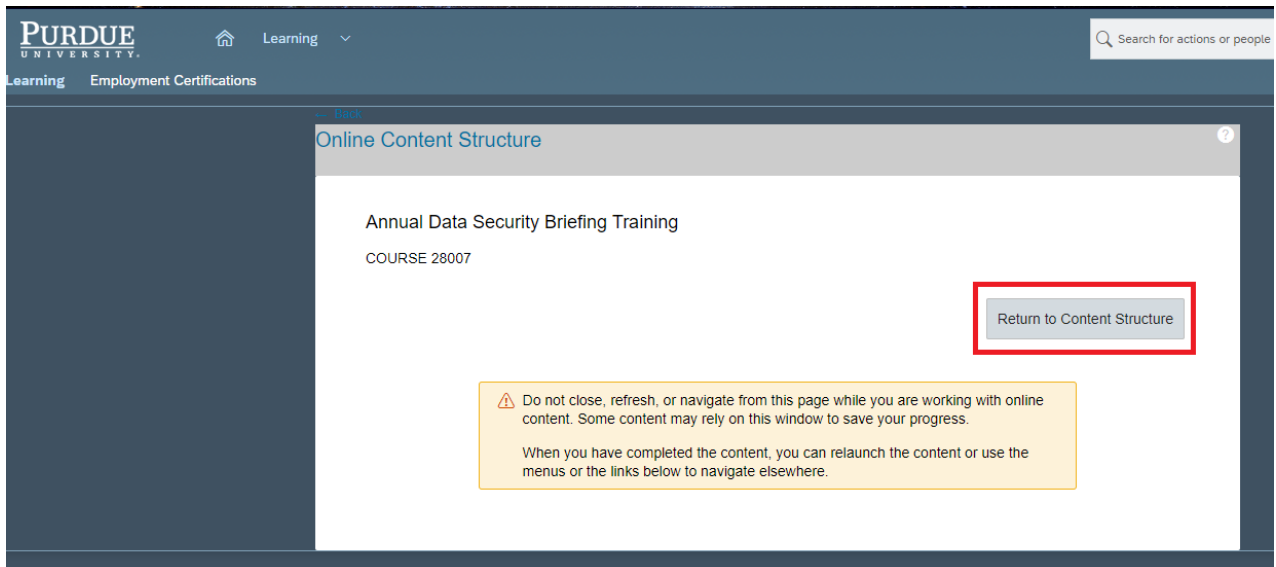


- 9) Now the Data Security User Briefing Training will appear. Read through and review the training document thoroughly.

Note: You can download the presentation for future reference as well.

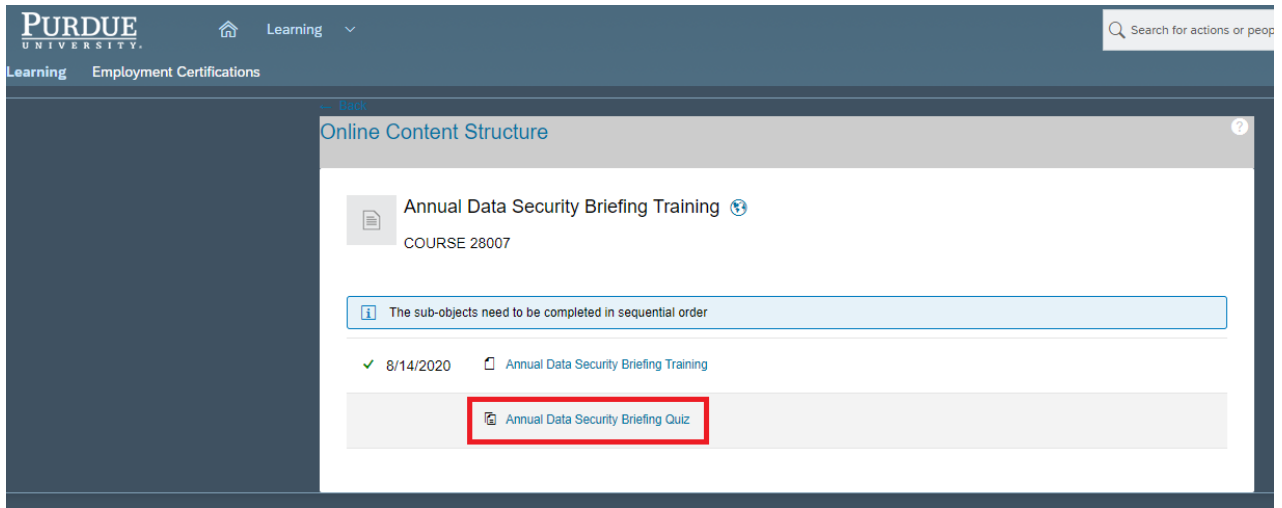


- 10) Once you have finished reviewing the presentation, exit out of the window the presentation was in and click on “Return to Content Structure”.

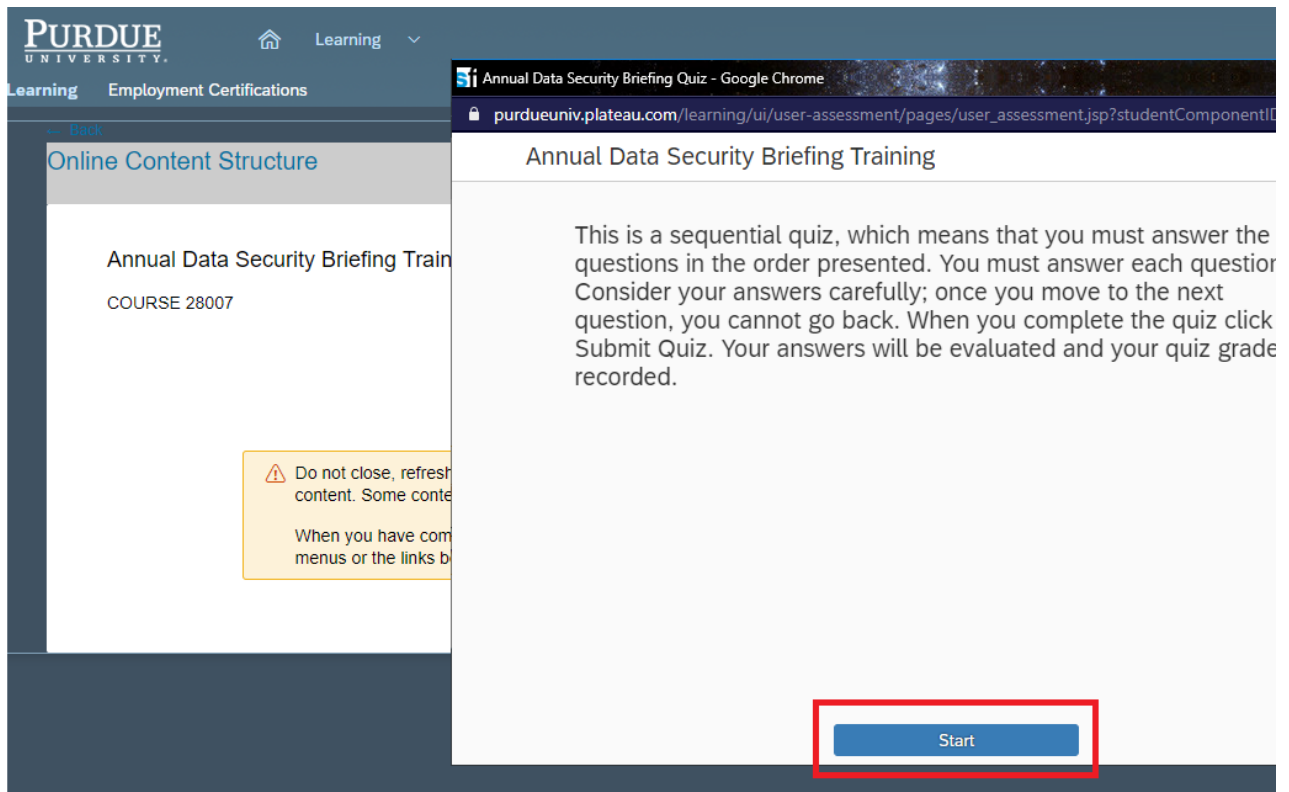


If you have any questions while completing this training, please contact exportcontrols@purdue.edu with the subject line “Assistance Required: Annual Data Security Briefing Training”.

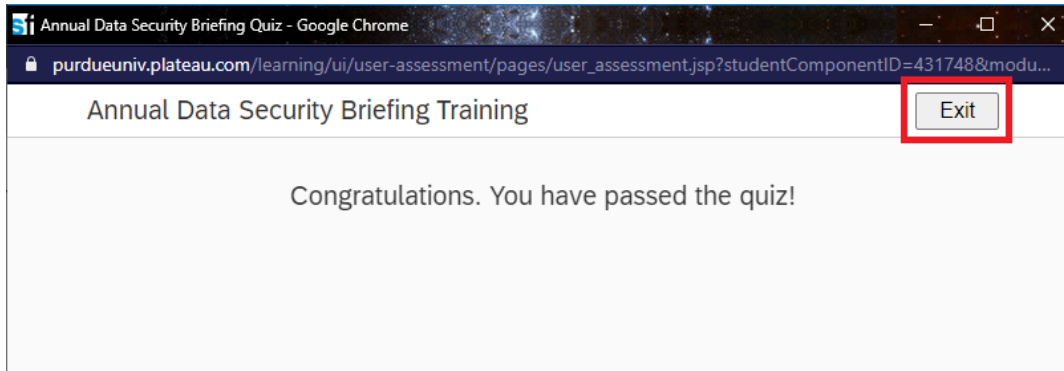
11) Next, click on the quiz link to take the quiz.



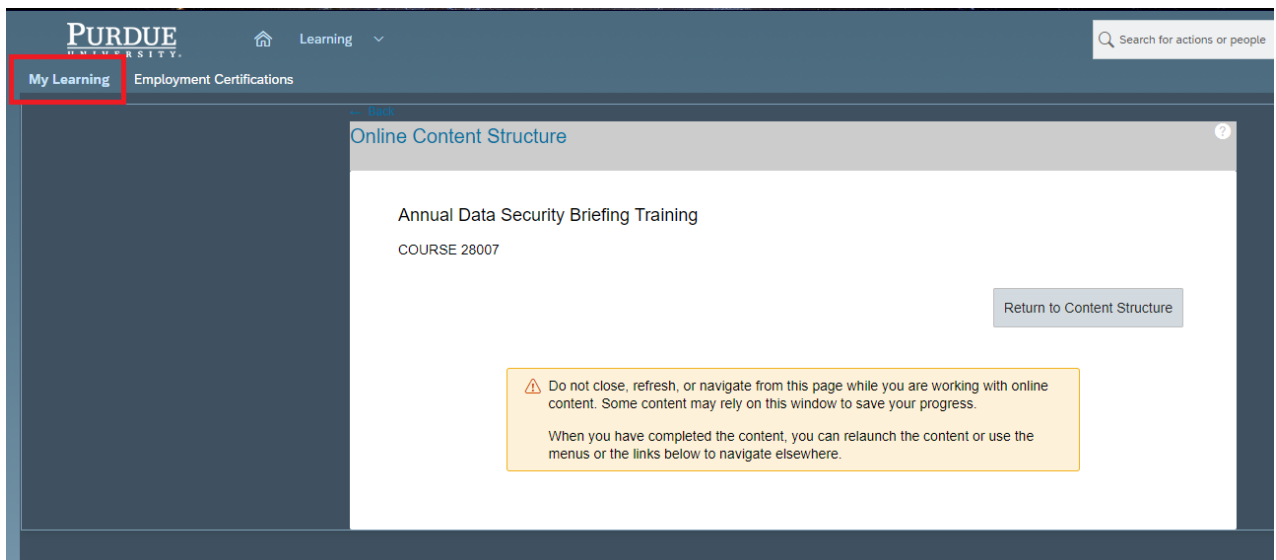
12) Similarly to the training, the quiz will pop up in a separate window. Follow the prompts and read the instructions to complete the training quiz. Click “Start” to begin the training quiz.



- 13) After you have completed and submitted the quiz, it will notify you if you have passed or failed. If you have passed, click on “Exit”. If you have failed, click on “Exit” and go back to step (8).



- 14) Once you have passed the quiz, click on “My Learning”.



15) Scroll down and click on “History-View All” on the lower left-hand side.

The screenshot shows the Purdue University LMS dashboard. At the top is a 'Find Learning' search bar with the placeholder text 'What do you want to LEARN today?'. Below this is a 'Browse all courses >' link. The dashboard is divided into several sections. On the left, there's an 'Employment Certifications' section with a link to 'Access Employment Certifications'. Below that is a 'READ FIRST: Navigating this Page' section with instructions on how to locate and begin learning items, search for and self-assign learning items, and view previously viewed or completed courses. At the bottom left, there's a 'History' section with a clock icon and a red circle containing the number 8. A 'View All' button is highlighted with a red box. To the right of the 'History' section is a 'Links' section with links to 'Approvals' and 'Reports'. The main area on the right is titled 'My Learning Assignments' and shows a message: 'You don't have any assignments.'.

16) Locate “Annual Data Security Briefing Training” (1) and click. It will expand – click on the link in the expansion (2).

The screenshot shows the 'Completed Work' section of the Purdue University LMS. At the top, there's a 'Back' link and a 'Show Completions: All' dropdown. Below this is a table of completed work items. The first item is 'Annual Data Security Briefing Training', which is highlighted with a red box and labeled with a red number 1. A dropdown menu is open for this item, showing the same title 'Annual Data Security Briefing Training' highlighted with a red box and labeled with a red number 2. The dropdown also shows details like 'Grade: 100', 'Credit Hours: 1.00', and 'Completion Date: 8/14/2020 01:59 PM'. The table also shows other completed items with the same title and completion date.

If you have any questions while completing this training, please contact exportcontrols@purdue.edu with the subject line “Assistance Required: Annual Data Security Briefing Training”.

- 17) The page that comes up is your proof of finishing the training. Save this page as a .pdf file and send it back as an e-mail attachment to exportcontrols@purdue.edu. Cc the analyst you are working with.

