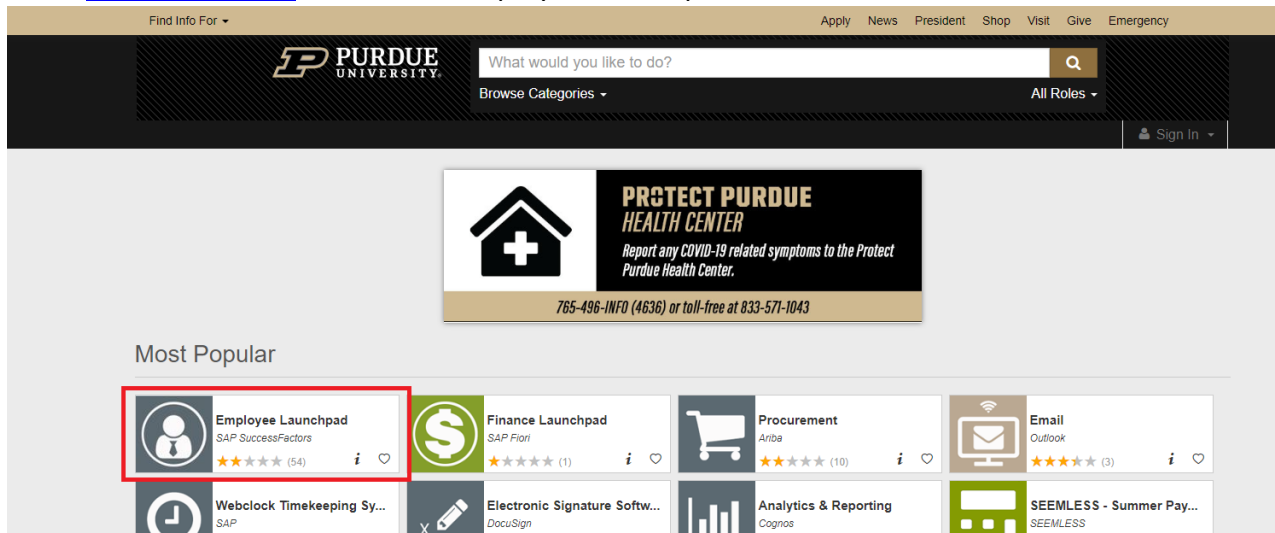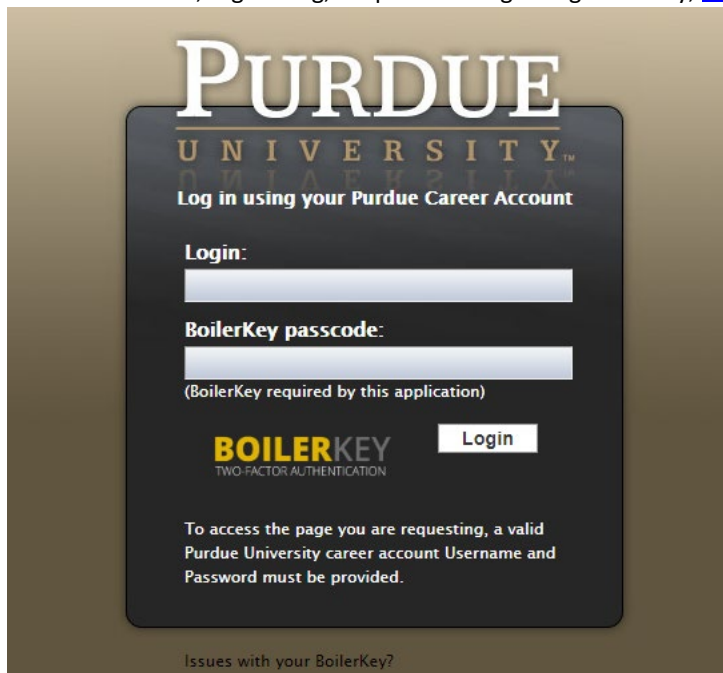1) Go to one.purdue.edu and select "Employee Launchpad"


2) Log in using your Purdue login and Boilerkey.

   Note: For trouble, registering, or questions regarding Boilerkey, visit this page for more information.

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

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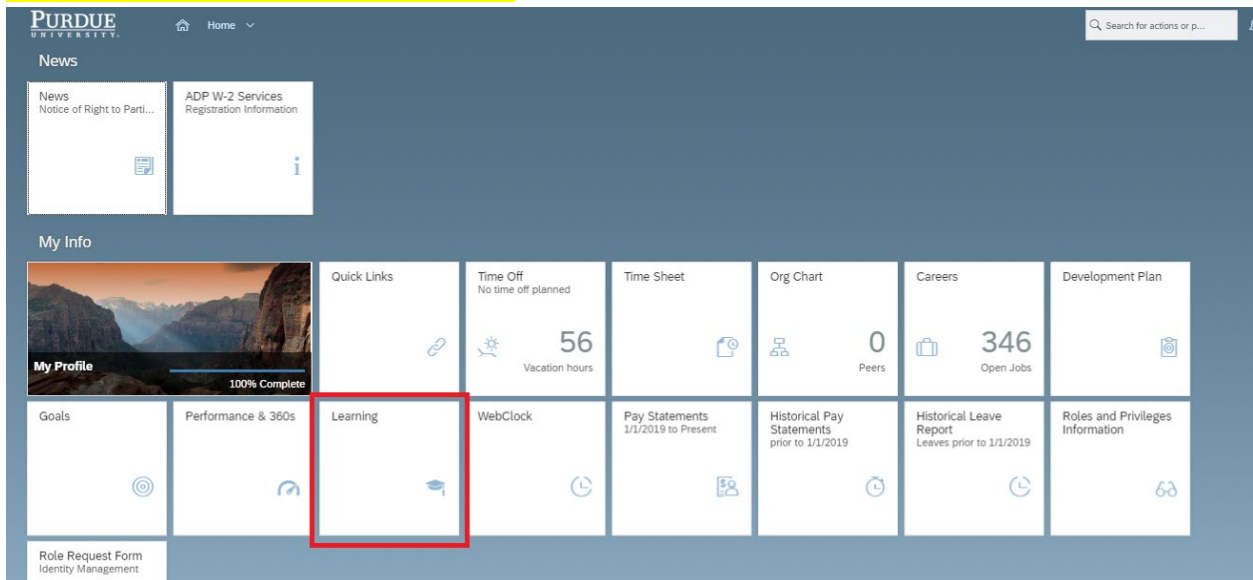
4) In the Learning module, locate the search function and type in "Annual Data Security Briefing Training".

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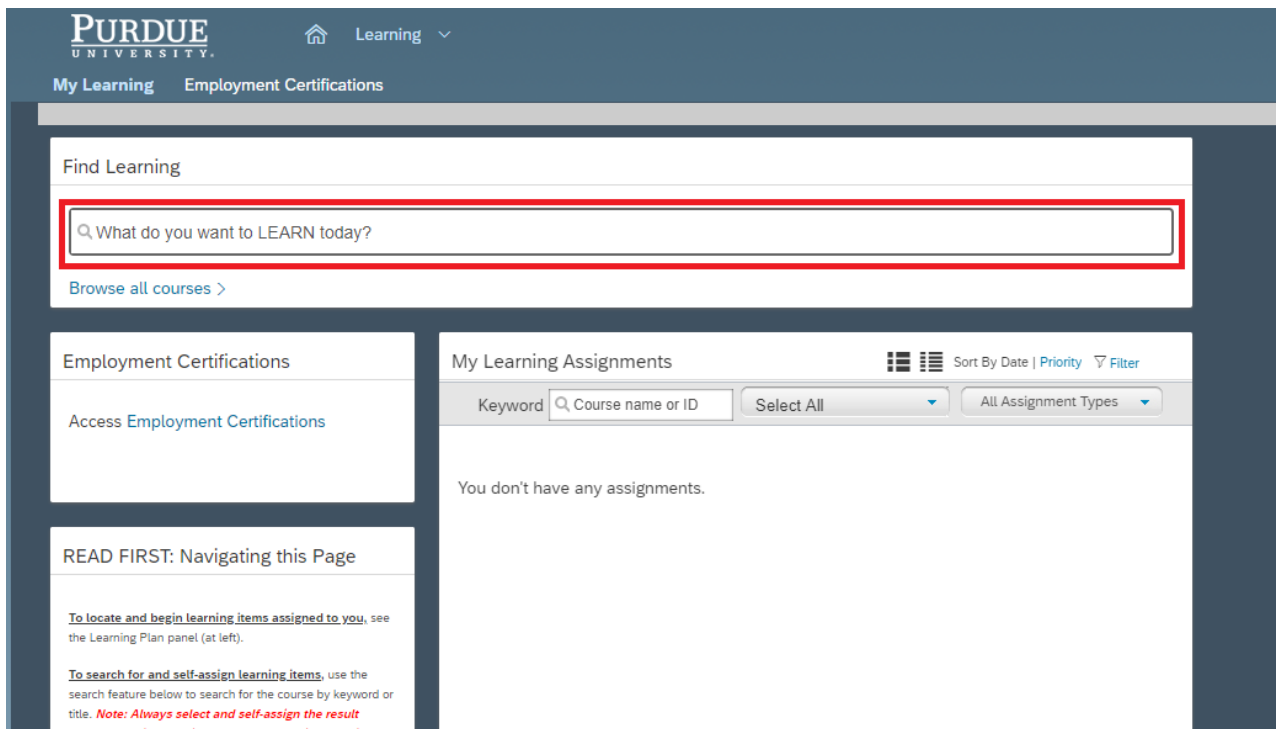
If you have any questions while completing this training, please contact rsec@purdue.edu with the subject line "Assistance Required: Annual Data Security Briefing Training".

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.

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.

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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.
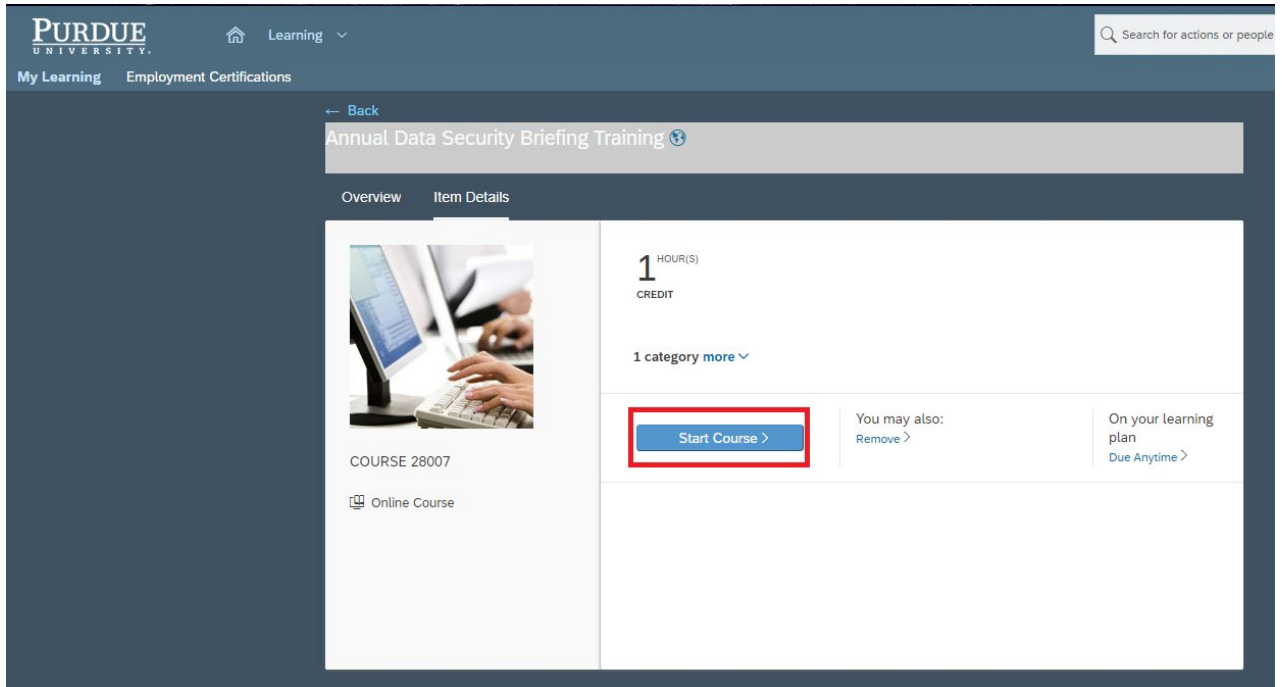

8) Two links will then appear. You first need to open the "training" document.

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

If you have any questions while completing this training, please contact rsec@purdue.edu with the subject line "Assistance Required: Annual Data Security Briefing Training".
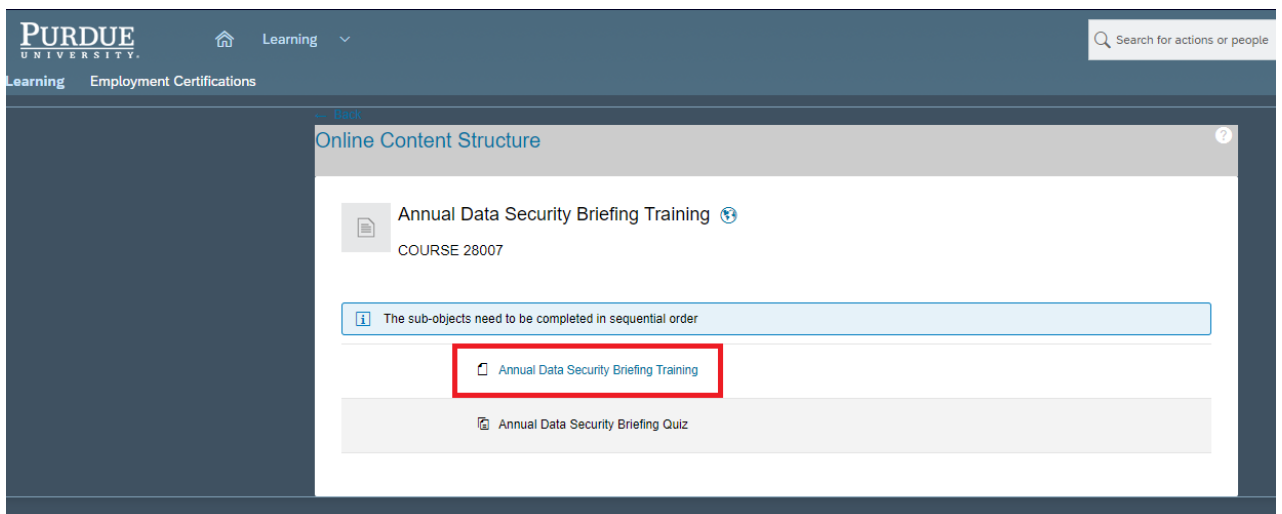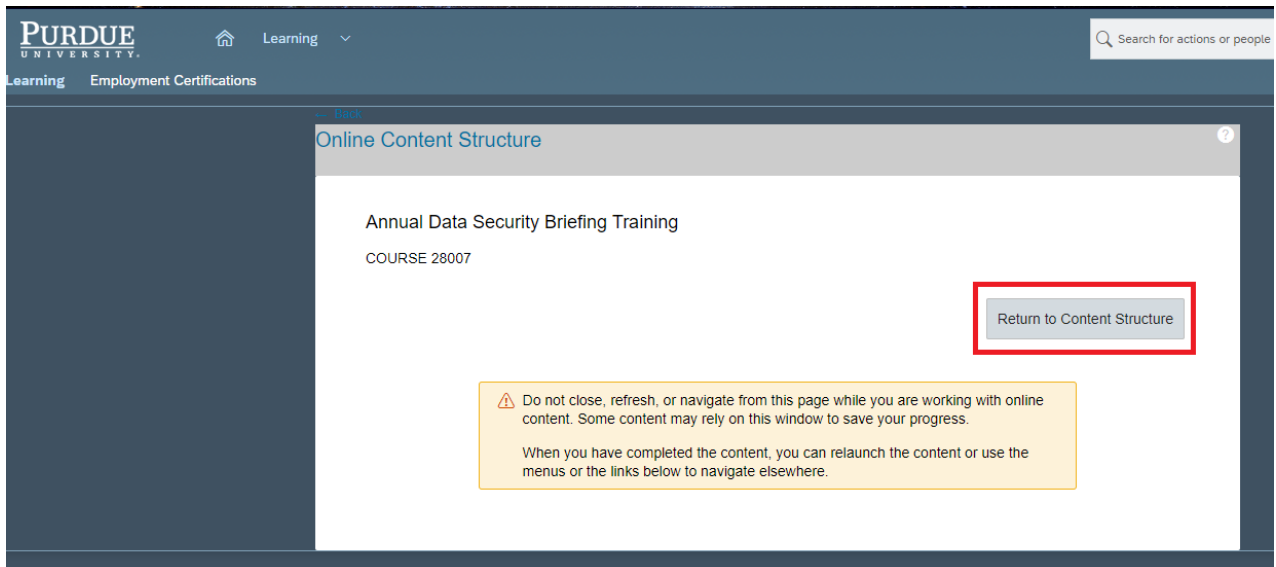
9) Now the Data Security User Briefing Training will appear. Read through and review the training document thoroughly.

**Note:** You can download the presentation for future reference as well.
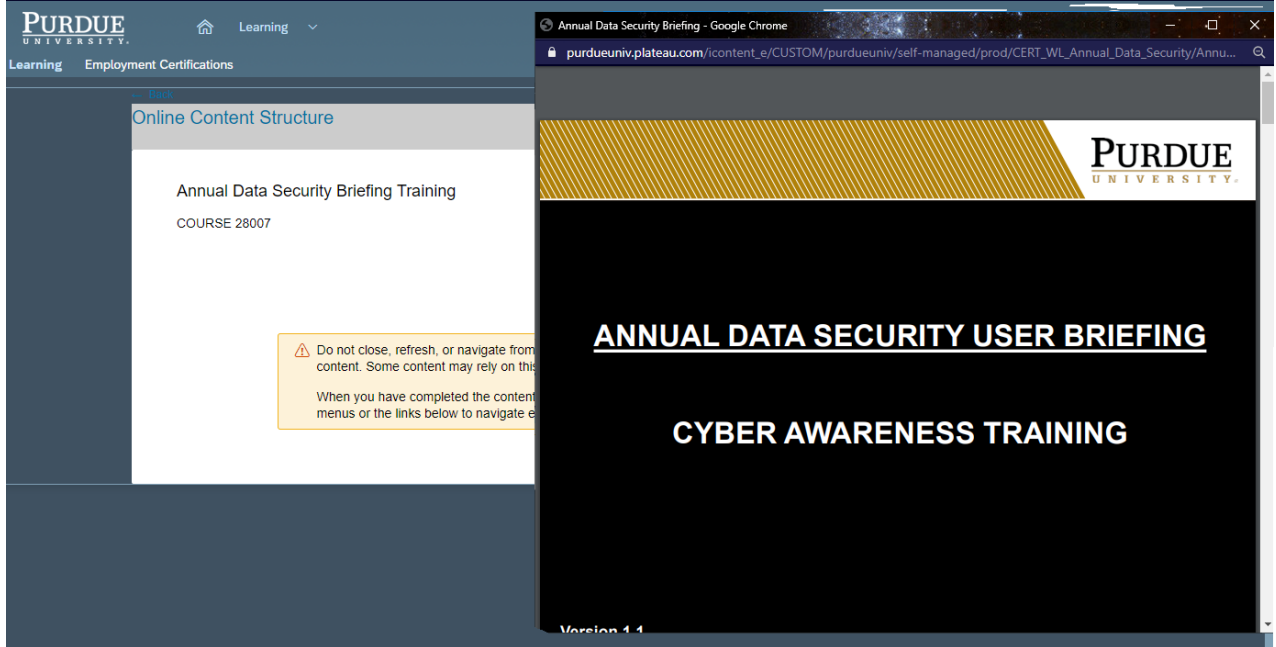
10) Once you have finished reviewing the presentation, exit out of the window the presentation was in and click on "Return to Content Structure".

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

11) Next, click on the quiz link to take the quiz.
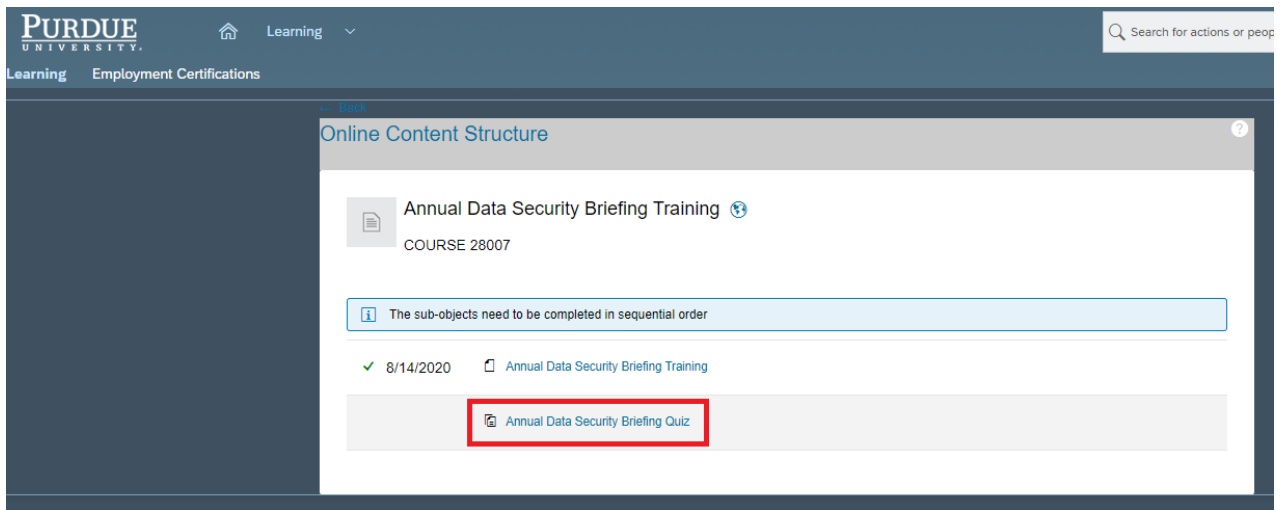
12) Similarly to the training, the quiz will pop up in a separate window. Follow the prompts and read the instructions to complete the training quiz. Click "Start" to begin the training quiz.
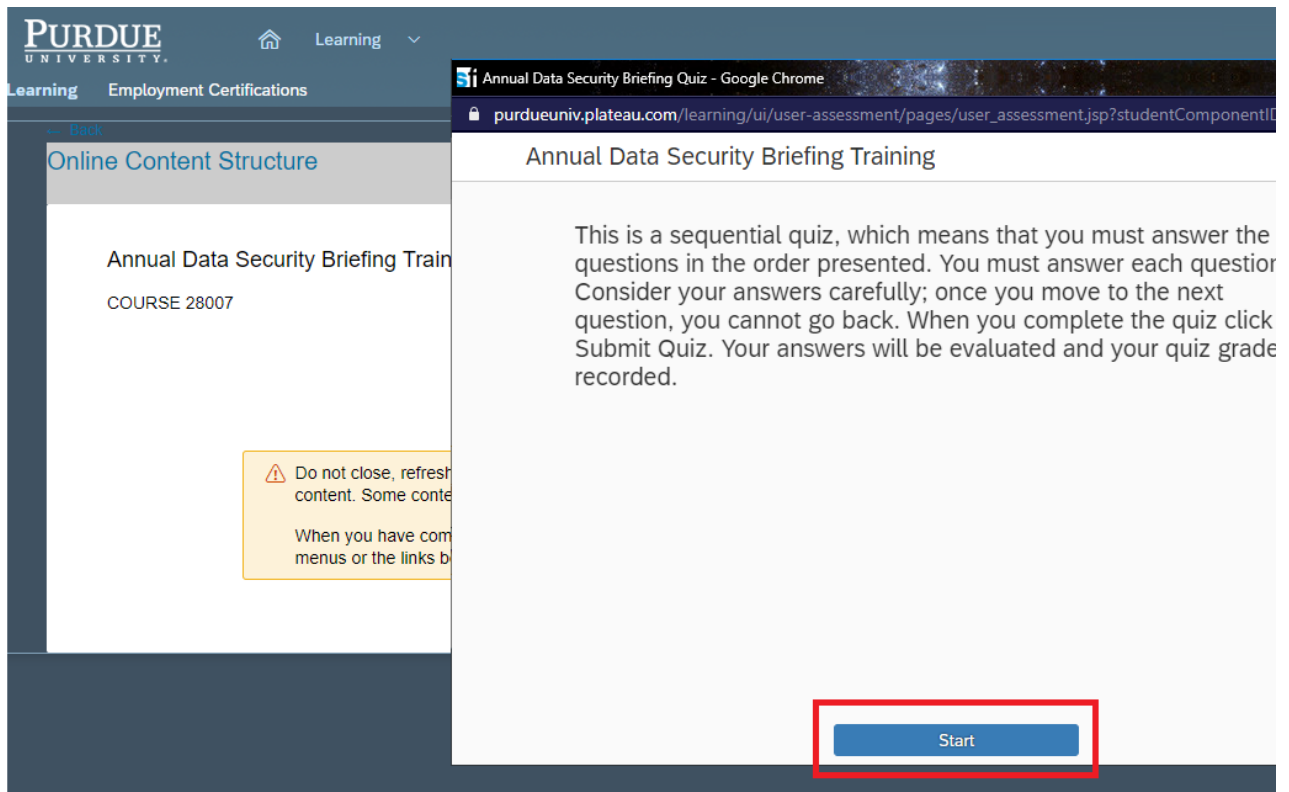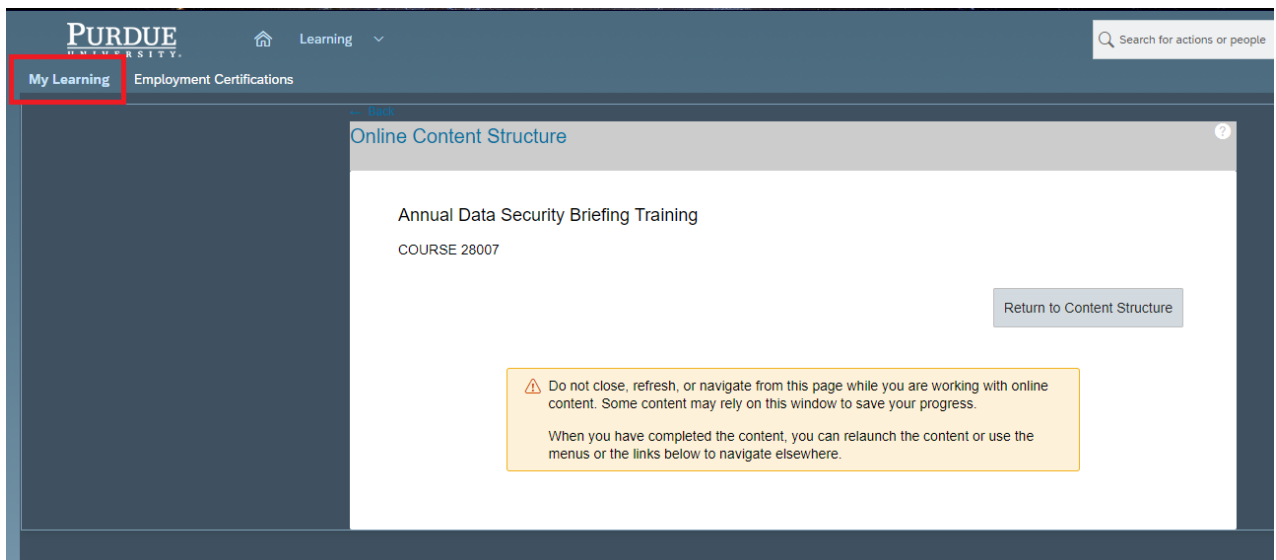

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Quick Reference Card
Annual Data Security Briefing Training

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).
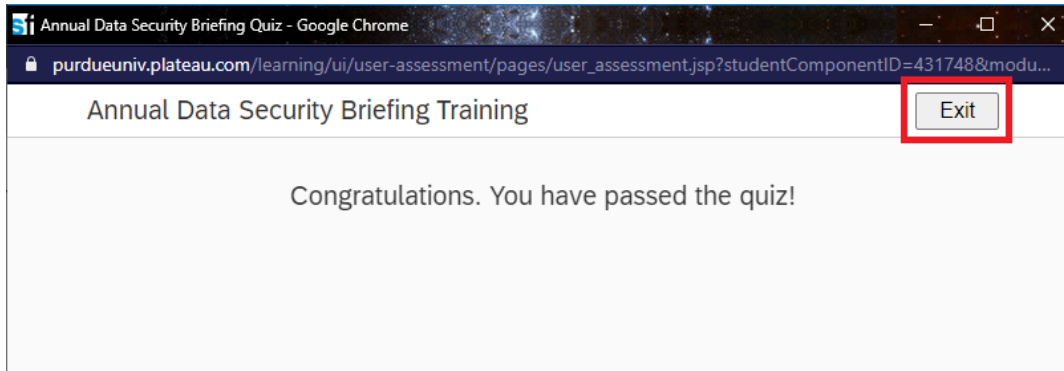
14) Once you have passed the quiz, click on "My Learning".

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

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

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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 **rsec@purdue.edu**==. Cc the analyst you are working with.

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