

# Security Mentor Training

## Security Mentor Training

### TABLE OF CONTENTS

Purpose ..... 1

Log into the Employee Development Center..... 1

Launch Training..... 1

View Certificate..... 5

LINK HELP DESK CONTACT ..... 5

### PURPOSE

The Security Mentor series of training courses is required for all employees of the State of Nebraska. It covers important topics dealing with Information Technology security. This user guide will cover step 1 through step 7 in the Graphical & Interactive version. Steps in the View Certificate section apply to both the graphical and the audio versions of the course.

### LOG INTO THE EMPLOYEE DEVELOPMENT CENTER

1. The Employee Development Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

### LAUNCH TRAINING

1. On the Employee Development Center (EDC) home page, click the **Transcript** button.

**Welcome to the Learning and Performance system!**

This has been redesigned to reduce clutter and make it easier to focus on areas of importance. We have a guide that covers the changes and where items on the old page can be found by [clicking here](#).

Additionally, with the recent updates to probationary reviews and goals, and in preparation for next year's annual review, we've created some training that talks about the philosophies behind SMART goals in addition to updating user guides covering the new features. Please check out the resources below for more information:

**Performance Review Resources**

- User guide: [Creating SMART goals](#)
- Online training about SMART goal philosophies
- Free Lynda.com training: [How to Set Team and Employee Goals](#)
- Free Lynda.com training: [Performance Review Fundamentals](#)

**Inbox & Action Items**

[View transcript](#)  
 (0 approved training selection(s))  
 (Registered for 23 training selection(s))

**Performance Reviews**

No current tasks in progress

**Available Training**

No Required Training

**Assigned Training**

	Due Date	Action
OCIO - Security Mentor: 03 Office Security	None	Launch
OCIO - Security Mentor: 02 Password Security	None	Launch

## Security Mentor Training

- Click **Launch** to start the course. Note: If it does not launch right away, check your browser's pop-up blocker settings and allow the pop-ups.

My Transcript: Benjamin Franklin Options ▾

Use the transcript to manage all active training.

**0 HRS**  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2017** COST **\$0.00**

Active ▾ By Date Added ▾ All Types ▾

Search Results (23)

- OCIO - Security Mentor: 03 Office Security**  
Due: No Due Date Status: Registered Training Purpose: None **Launch** ▾
- OCIO - Security Mentor: 02 Password Security**  
Due: No Due Date Status: Registered Training Purpose: None **Launch** ▾
- OCIO - Security Mentor: 01 Web Security**  
Due: No Due Date Status: Registered Training Purpose: None **Launch** ▾
- OCIO - Security Mentor: 04 Key to Security**  
Due: No Due Date Status: Registered Training Purpose: None **Launch** ▾

- The first screen of the course shows an explanation of the course.
- There are two options at the bottom of the page. You can choose either the graphical version or the audio version. Click **Begin Graphical & Interactive Lesson**.

Note: If your screen does not look like the one below, please refer to the [Troubleshooting](#) section.



### Welcome,

Welcome to Security Mentor's training! Here are a few things to know about your training:

- Lessons are 10 to 12 minutes long and on a single security awareness topic.
- Training is self-paced.
- You may start and stop a lesson at any time; it will begin where you left off.
- Each page must be completed, including all activities, before you can proceed to the next page. When a page is completed, the "Next" button will be enabled and glowing.
- There is no formal test, you will not be graded. But you must complete all the pages to complete the lesson.

The default lesson format is a graphical, interactive Flash-based lesson. Lessons do not have a voice track. If you require training presented in an audio format, select the audio-only lesson format.

Start your lesson now by clicking on a lesson format button below.

[Begin Graphical & Interactive Lesson](#)

[Begin Audio-only Lesson](#)

© 2008-2016 Security Mentor, Inc.  
Security Mentor and the Security Mentor mark are trademarks or servicemarks of Security Mentor, Inc.  
All other content and graphics are copyrighted by Security Mentor, Inc.

## Security Mentor Training

5. Select **Next** in the bottom right-hand corner of the screen to move to the next page.



6. Follow the on-screen prompts. You may have to click directly on an image on the screen to progress to the next page.



## Security Mentor Training

7. On page 16, click **Print or Save** to open a document that you can either print or save to your computer for review.

The screenshot shows a training slide with a dark background and a central computer monitor. The slide title is "Don't Let Your Computer's Defenses Down" in green text at the top. Below the title, a message reads: "Remember, each layer of security provides a unique, critical protection for your computer and the information that you use." The central graphic features a computer monitor, a tower PC, and a keyboard. Surrounding these are five security layers, each with an icon and a green arrow pointing towards the center: "Safe Software Installation" (lock icon), "Software Auto-Updates" (refresh icon), "Anti-Malware" (shield icon), "Data Backups" (floppy disk icon), and "Firewall" (brick wall icon). A red arrow points from the "Firewall" icon to a callout box on the right that says "Print or save the 'Best Practices for Computer Security' document (pdf)." and contains a "Print or Save" button. At the bottom of the slide, the text "Be sure to use them all!" is displayed in white. The footer includes navigation buttons: "Help ?", "Glossary", "Resources", "powered by Security Mentor", "Replay", "Back", "16 of 17", and "Next".

## Security Mentor Training

### VIEW CERTIFICATE

After completing the training, the course certificate will be available to view or print.

1. Return to the Transcript page by clicking **Transcript** on the Employee Development Center home page.
2. To view the certificate, first click the button that says “Active” below the Aggregate Training Completed and select the “Completed” status from the list (shown in screenshot below as #1).
3. Find the OCIO - Security Mentor course in the list of completed training items.
4. Click the **View Certificate** on the right-hand side of the course to view the certificate (shown in screenshot below as #2).

Use the transcript to manage all active training.

**1** **8.87 HRS**  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2017** COST **\$114.00**

Completed ▾ By Completion Date ▾ All Types ▾ Search for training 🔍

Active  
✓ Completed  
Archived

**2** **Security Mentor: 03 Office Security**  
Completed: 9/6/2016 Status: Completed Training Purpose: None **View Certificate** ▾

**OCIO - Security Mentor: 04 Key to Security**  
Completed: 8/31/2016 Status: Completed Training Purpose: None **View Certificate** ▾

### LINK HELP DESK CONTACT

If you have questions about requesting training or need your login info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234