



Information Security

Introduction to information security training: new employees



University of
St Andrews

It is essential that the University works to keep the information for which it is responsible safe and secure. All new employees of the University are required to undertake and complete the Information Security Essentials training, within 3 months of commencing employment with the University. This training highlights and reinforces the common information security risks and threats that are present, and explores the steps that can be taken to protect students, staff and the University from the impacts of cybercrime.

The aim of the training is to increase awareness of cyber security threats and to encourage safe working practices.

The course is an interactive, computer-based training package. This will typically take 45 - 60 minutes to complete. You can work through the materials at your own pace; if you need to take a break from the course, you can save your progress and carry on where you left off. Prior to completion there is a short multiple choice test, which requires an 80% pass rate to finish the course.

The materials will remain accessible to you after completion of the course allowing you to review and refer back to at any time.

Starting the course

- Click on: <https://moody.st-andrews.ac.uk/moodle/course/view.php?id=5139>
- Log in
- Click the Enrol me button
- Click the '**Information Security Essentials**' link
- Press '**Enter**' button in '**Normal**' view.

On completion of the course

Send a copy of your Certificate of Completion to: hrdata@st-andrews.ac.uk

Help, problems, questions
Please email: itservicedesk@st-andrews.ac.uk



Tips To Stay Safe Online:



NEVER click on links or open attachments in suspicious or unsolicited emails.



DON'T share your password with anyone. IT Services will **NEVER** ask for your password.



DON'T reply to texts or emails that ask you to provide your personal information.