DGS Information Security and Privacy Awareness Training Instructions for Offsite Users without access to the DGS intranet

1. COMPLETE THE ONLINE SECURITY AWARENESS TRAINING

- All employees are enrolled into the training on the day they start employment.
- In the event, you do not receive an email about training for the first time, contact the DGS ISO at DGSInfoSec@dgs.ca.gov.
- **Turn on your speakers** The training is a multimedia presentation, so ensure your computer speakers are on or have headphones connected so you can hear the audio.
- **Take the quizzes** Each training video has a short quiz immediately after. Complete the quiz to register your completion of the training module. After you have completed training, the system will create a certificate of completion.
- **Print the completion email and provide it to your DGS supervisor or contract manager.**

2. READ THE DGS POLICIES

- Click here to view the DGS Acceptable Use Policy.
- Click here to view the DGS Access Control Policy.
- Click here to view the DGS Information Security and Privacy Awareness Policy.
- Read these policies and understand the information security requirements for using DGS assets and resources.

3. COMPLETE THE INFORMATION SECURITY POLICY ACKNOWLEDGEMENT FORM

- Complete the Information Security Policy Acknowledgement form (DGS ISO 001).
- You may electronically sign and email the form, along with your completed certificate from the security awareness training, to your DGS supervisor or business contact.
- Your DGS supervisor will hang on to the completed form. Do NOT send these documents to the DGS Information Security Office or DGS Help Desk.

Questions: Contact the DGS Help Desk at (916) 375-4357

This document is intended for DGS internal use only.