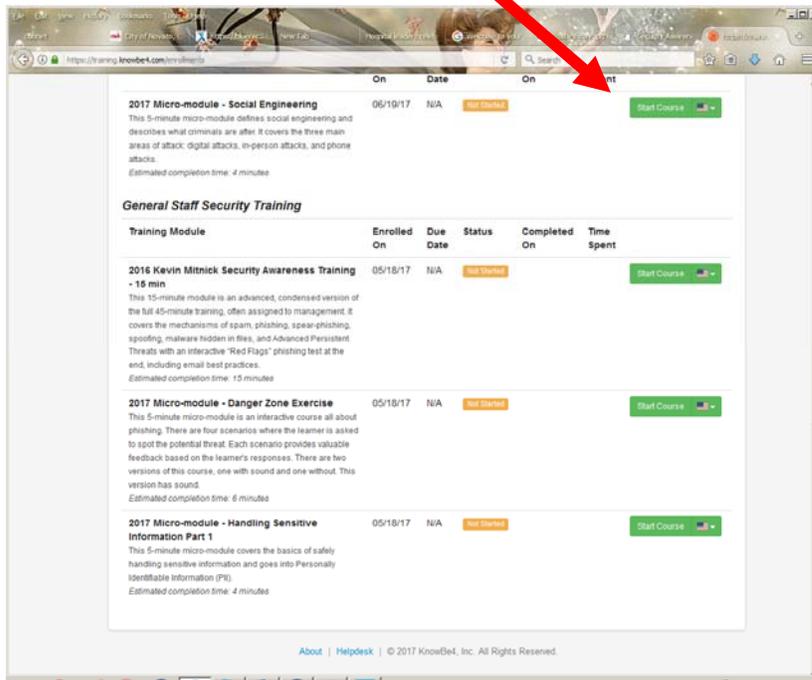


ACCESSING BOTHELL INFORMATION SECURITY TRAINING

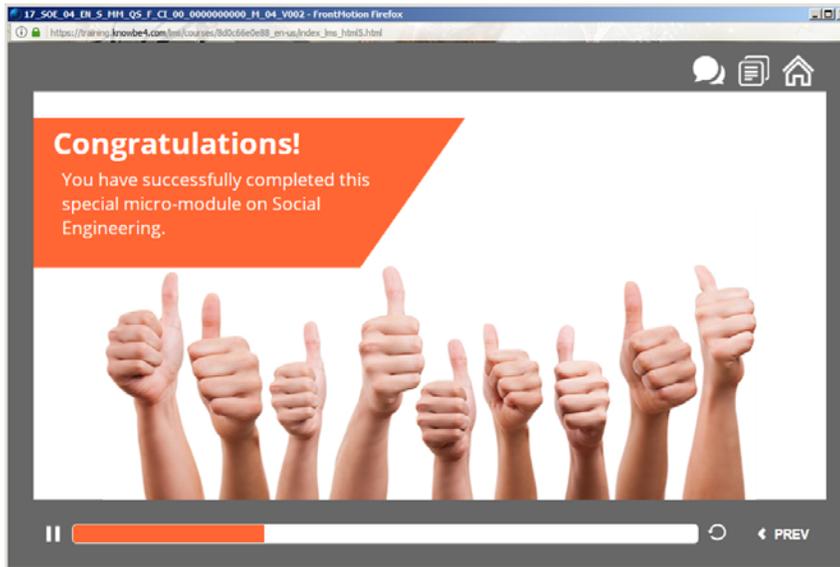
1. Visit KnowBe4.com
2. Click on 'Account login' in the upper right corner.



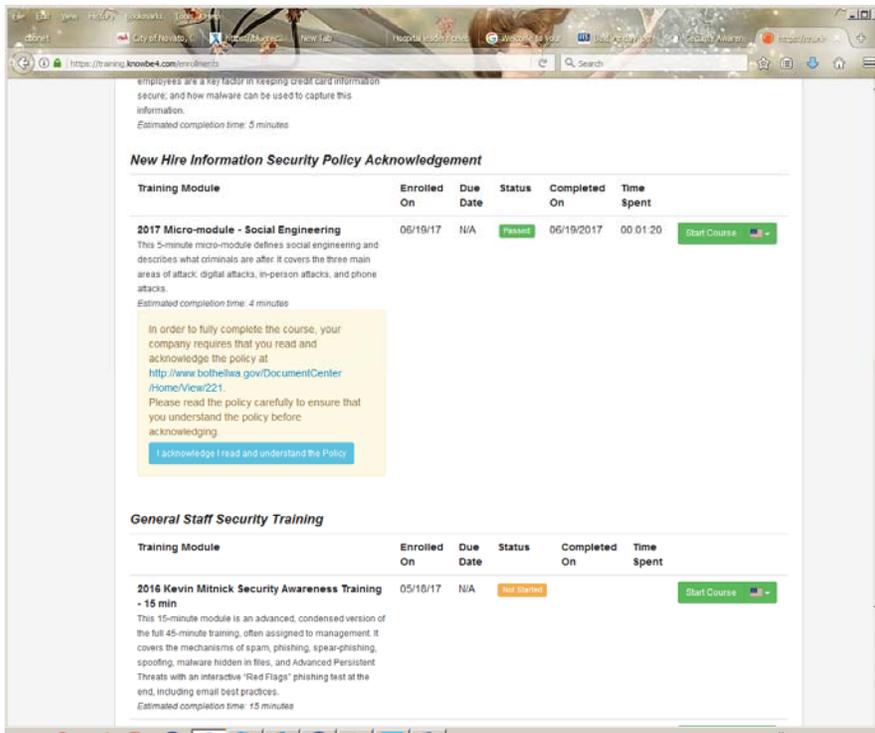
3. Enter your **city email address** as your login name. If this is the first time you have logged into 'KnowBe4.com', a random password will be emailed to your city email address.
4. Enter your password
5. Once logged in, click on 'courses' toward the top of the screen if you are not immediately directed to your courses page. Your required trainings will appear. Click on the green 'Start Course' button to begin a course.



6. You will see the 'Congratulations' window when you have completed a course. Until you see this window, your course is not completed.



7. Close the window when a course is completed to return to your 'courses' screen.
8. Please note that one or more trainings requires you to read and acknowledge a policy. This is indicated under each training title (after you have finished the training).



9. When all of your trainings indicate that you have 'passed' and no 'acknowledgement' buttons show in the left column, you are all done.

The screenshot displays a web browser window with the URL training.knowbe4.com/enrollments. The page content includes a detailed view of a training module on the left and a table of training modules on the right. A red arrow points to the 'Passed' status in the 'Status' column of the table.

General Staff Security Training

Training Module	Enrolled On	Due Date	Status	Completed On	Time Spent	
2016 Kevin Mitnick Security Awareness Training - 16 min This 15-minute module is an advanced, condensed version of the full 45-minute training, often assigned to management. It covers the mechanisms of spam, phishing, spear-phishing, spoofing, malware hidden in files, and Advanced Persistent Threats with an interactive "Red Flags" phishing test at the end, including email best practices. Estimated completion time: 15 minutes Course Completion Certificate	05/18/17	N/A	Passed	05/16/2017	00:32:12	Start Course
2017 Micro-module - Danger Zone Exercise This 5-minute micro-module is an interactive course all about phishing. There are four scenarios where the learner is asked to spot the potential threat. Each scenario provides valuable feedback based on the learner's responses. There are two versions of this course, one with sound and one without. This version has sound. Estimated completion time: 6 minutes Course Completion Certificate	05/18/17	N/A	Passed	05/19/2017	00:11:55	Start Course
2017 Micro-module - Handling Sensitive Information Part 1 This 5-minute micro-module covers the basics of safely handling sensitive information and goes into Personally Identifiable Information (PII). Estimated completion time: 4 minutes You acknowledged the policy at http://www.bothehrsa.gov/DocumentCenter/Home/View/221 on 06/16/2017 06:39 PM Course Completion Certificate	05/18/17	N/A	Passed	06/16/2017	00:01:48	Start Course

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