

From: pod@mtsac.edu
To: [REDACTED]
Subject: POD Connect ACTION REQUIRED: Cybersecurity Awareness
Date: Tuesday, February 20, 2024 1:31:07 PM

EXTERNAL SENDER - Exercise caution with requests, links, and attachments.

You have been assigned the Cybersecurity Awareness training via POD Connect.

The training needs to be completed within 30 days of assignment, during regularly scheduled work hours. This training is required for new employees upon onboarding and all employees annually.

Why?

Our cyber liability insurance carrier requires this training. The training is part of an ongoing effort to strengthen information security to protect College systems, sensitive information, and the College community.

What is it?

The Cybersecurity Awareness course is 47 minutes total. The training can be done incrementally with your progress saved in the system. The course will cover best practices for protecting your online activity, accounts, and College data.

How does this help me?

Cybersecurity is everyone's responsibility. If you use College systems and data from a computer, tablet, or smartphone, you are exposed to varying security risks daily. This training will help you understand, identify, and avoid phishing, malware, and other cyber-related attacks at work and at home.

What happens when I complete the training?

Upon completion, your Information Security Training requirement will be satisfied for one year. After completing the training, you will be issued a certificate that is stored in POD Connect for your reference. No further action is required on your part.

If you have already completed the Cybersecurity Awareness training or have questions, please contact cybersecure@mtsac.edu.

How to access the training:

- Login to POD Connect at www.mtsac.edu/pod/calendar
- Enter your Mt. SAC portal username and password
- From the Welcome Page, scroll down and click the blue "Transcript" button
- Find "Cybersecurity Awareness" on your active Transcript
- Click on the "Launch" button

If you need assistance with POD Connect, please contact Professional & Organizational Development (POD) at pod@mtsac.edu or (909) 274-4504, during normal business hours.

Additional Resources and Information

Information Security Policies and Standards

<https://www.mtsac.edu/it/infosecurity/>

How to use the Authy client Two Factor Authentication with Office 365

<https://vimeo.com/657499296>

How to report suspicious email

https://www.mtsac.edu/it/blog/faqs_covid19.html

How to request IT support

<http://helpdesk.mtsac.edu/>

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