

Information Security Training Verification Survey Instructions

ITS has been asked to create an educational program that promotes a culture of information security awareness to allow faculty and staff to help maintain the integrity of SIUE's resources and infrastructure. As part of the program, ITS has also been asked to verify that training has been completed. Once you or your faculty and staff have viewed the video, please verify completion of the training using the following survey:

Directions to filling out the survey:

- Click on the survey link: https://siue.co1.qualtrics.com/SE/?SID=SV_8BTpUUYLFEf4Ncp
- There are two ways to enter completion verification:
 - If the video link was shared with faculty and staff to view individually, each person will use the survey link above to enter their own individual verification.
 - If the video was viewed in larger groups, a department representative will enter the names individually on the survey.
- If individuals will be entering their own information:
 - Click on the survey link above
 - Enter the date the individual view the video in mm/dd/yyyy format
 - Enter their full name and email address
 - Click "No"
 - Click the "Submit" button
- If a department representative will enter group information:
 - Click on the survey link above
 - Enter the date the individual view the video in mm/dd/yyyy format
 - Enter their full name and email address of the first individual
 - Click the "Yes" button to indicate more people's information needs to be added
 - Click the "Submit" button
 - Repeat the steps above for each individual who viewed the video
 - After the last entry, click "No"
 - Click the "Submit" button