

DESK AID FOR REQUIRED INFORMATION SECURITY TRAINING

New Hires and Annual Training

All staff should print two certifications of completion for each test.

1. Submit to local LISO
2. Personal record

For Workforce Solutions

- **All documentations are needed prior to system access and annually, in October, thereafter.**

Signed Documentation

- [Information Resources Usage Agreement](#)
- [Code of Conduct](#)
- [Equal Opportunity Employee Acknowledgement Form](#)

Online Training

- CyberSecurity Awareness
 - Staff – [CyberSecurity Awareness](#)
 - TWC Staff – [CyberSecurity Awareness](#)
- [Fraud Awareness Training](#)
- [Diversity, EEO, and Discrimination Prevention](#)
- [Human Trafficking](#)
- [WIOA Discrimination Complaint Process](#) (For EO Officers, Office/ Contract Managers, Monitors, and Navigators)

Work through the screens and answer the questions. You must answer 70% of the questions correctly to pass the individual training modules. If you pass the training module, this screen appears:

Important: Select “Print Certificate” to print a copy. Then, click “Finish” and exit the training module.

After finishing this lesson, complete the form below:

Type your name or identifier:

- **For staff with wrksolutions email**

Online Training

- [KnowBe4](#)
 - All users must successfully complete KnowBe4 training within 30 days after activating an account and annually, in October, thereafter. If a user fails a simulated phishing attempt, the user must complete an additional testing for each failed attempt within 30 days.
- **For LISO training**– Please contact workforcesecurity@wrksolutions.com

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Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (Please request reasonable accommodations a minimum of two business days in advance.) Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711