

DESK AID FOR REQUIRED INFORMATION SECURITY TRAINING

New Hires and Annual Training

All staff should print two certifications of completion for each test – one to submit to the local LISO and one for staff’s personal records.

For Workforce Solutions

- All training must be completed and all documentation must be submitted prior to staff receiving system access. Thereafter, all staff must complete training and submit documentation each October.

Signed Documentation

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

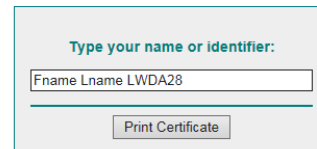
Online Training

- Cybersecurity Awareness
 - Staff – [Cybersecurity Awareness](#)
 - TWC Staff – [Cybersecurity Awareness](#)
- [Fraud Awareness Training](#)
- [Diversity, EEO, and Discrimination Prevention](#)
- [Human Trafficking](#)
- [FNS Civil Rights Training](#)
- [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” and take a screenshot of the certification to make a copy. Then, click “Finish” and exit the training module.

After finishing this lesson, complete the form below:



Type your name or identifier:



- All staff that received their @wrksolutions.com email will need to complete the remaining steps listed under “Workforce Solutions Basics” in the [Information System Onboarding](#) page within 30 days of starting employment and again in October each year*.
 - **Omnilert (Registration)**
 - [SysAid](#) (Registration)
 - [KnowBe4](#)*
 - [Veterans Triage Training](#)*

October 15, 2024

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