To:	All Staff, Code 2A	Date:	October 1, 2021

From: Staff Development

Subject: Mandatory Training**:** 2021 Kevin Mitnick Security Awareness Training

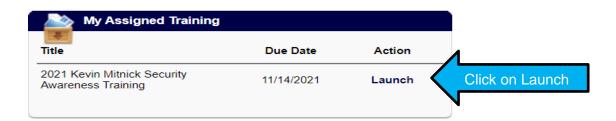**Note: This on-line training is required for all EHSD staff**

Cyber Security Awareness Training is an annual training required by our department. The training is online, available through SMART, **effective October 1, 2021, and needs to be completed by November 15, 2021.**

For compliance and reporting purposes, it is mandatory that all EHSD staff complete this training, even if you have taken this training in the past.

The training will take approximately 45 minutes to complete. You can close out the training at any point. When you re-launch, it will resume where you left off. You will need headphones to listen to the course.

You will be automatically enrolled in this training via the SMART system. An email will be sent to you from Staff Development with instructions on how to access the training. To manually access the training:

- Go to your EHSD intranet: http://ehsdhome/Pages/default.aspx
- Click on "SMART" located on the left column, under "MyLinks"
- Under "My Assigned Training" you will see 2021 Kevin Mitnick Security Awareness Training
- Click the "**Launch"** button to start the training

My Assigned Training		
Title	**Due Date**	**Action**
2021 Kevin Mitnick Security Awareness Training	11/14/2021	Launch

Click on Launch

Contact Staff Development at (925) 608-4570 or smarthelp@ehsd.cccounty.us with any questions