Participate in the “Protecting Our Alumni & Donors’ Data” On-line Training Module

Step 1 – Request Enrollment:

• To request enrollment in the ‘Protecting Our Alumni & Donors’ Data’ on-line training module, email your request to agrattan@psu.edu.

Step 2 – Access the On-line Training Module:

• Once you receive a reply email with notification that you have been enrolled, visit http://cms.psu.edu (without the www).

• From the PSU ANGEL Course Management System Home page, click the Log On button to log in with your ITS Access Account userid and password.

![ANGEL Course Management System](image)
• Your 'My Profile' page will appear and list any courses and/or groups in which you are enrolled. Under 'My Groups' click on the link for 'Protecting Our Alumni & Donors' Data Training'.

Step 3 – Access the Training Content:

• Once in the ANGEL group, you will be taken directly to the Content page which will display links to Instructions, the Presentation, the Quiz (optional), link to information regarding a video series provided through Penn State’s Security Operations and Services group (SOS), and the Module Evaluation Survey (optional).
• Click on the link for the "Presentation: Protecting Our Alumni & Donors Data" to view the presentation.

• When finished viewing the presentation, reselect the 'Content' tab across the top of the ANGEL group.

• After viewing the presentation, consider completing the optional Quiz by clicking on the "Test Your Knowledge Quiz: Protecting Our Alumni & Donors' Data Quiz" link. Complete the 10 question quiz by selecting the best answer for each question. When you have finished answering all questions, click the Submit button at the bottom of the quiz page to submit your quiz results and view your answers and quiz score. Then click the Continue button appearing at the bottom of the quiz results page.

Note: The quiz can be taken and resubmitted multiple times.

• After viewing the presentation and completing the quiz, please consider completing the optional Evaluation Survey for the training module. Your answers to the questions included in this survey will remain anonymous.

• To log out of ANGEL, click the Log-off button.