How to Submit Cyber Security Trainings

Purpose:

Provide employees the basic steps to use and complete submission of required cyber security trainings

Prerequisite:

- JRE account and password

Who's Responsible:

- All employees

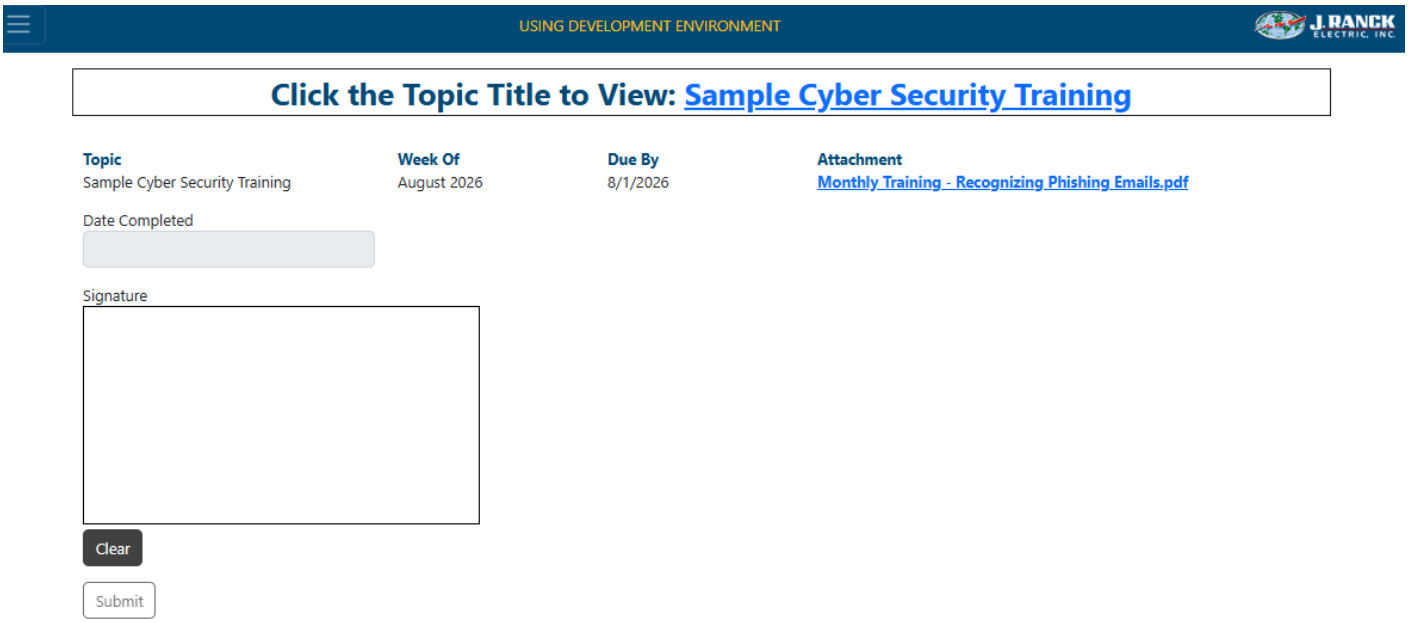
Process:

- How to View Cyber Security Trainings
  - Navigate to Cyber Security Trainings app on Our Current, located on the Safety page
  - Click on View Cyber Security Trainings button

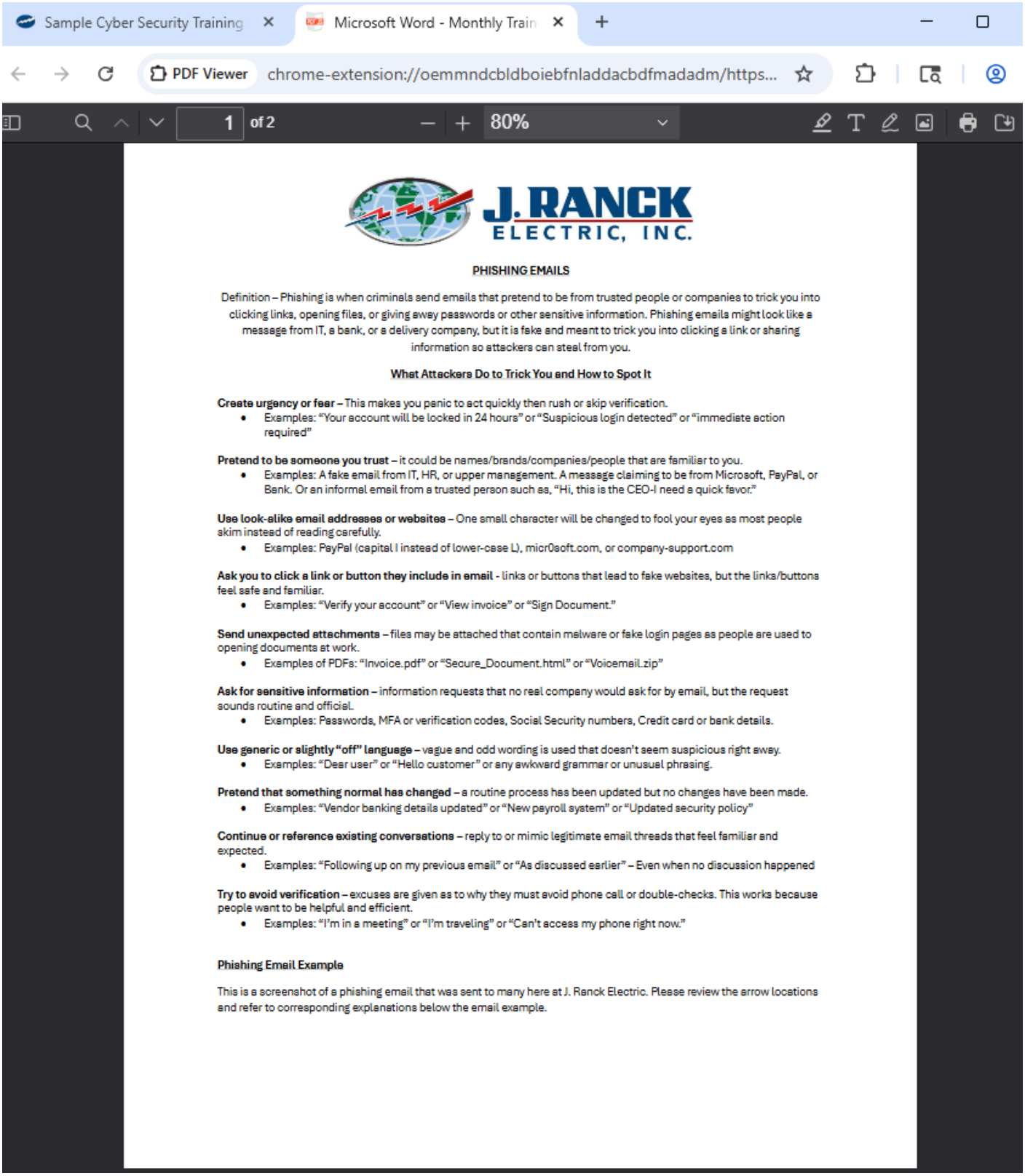
  - Cyber Security trainings that need to be completed are listed under View Cyber Security Trainings
  - The trainings that have been completed will indicate that the training has been "Submitted" in the Submitted column
  - You can complete, review or amend a training by selecting the "View" button

- How to Complete a Cyber Security Training
  - Navigate to the training you wish to complete, view or amend by clicking on the "View" button

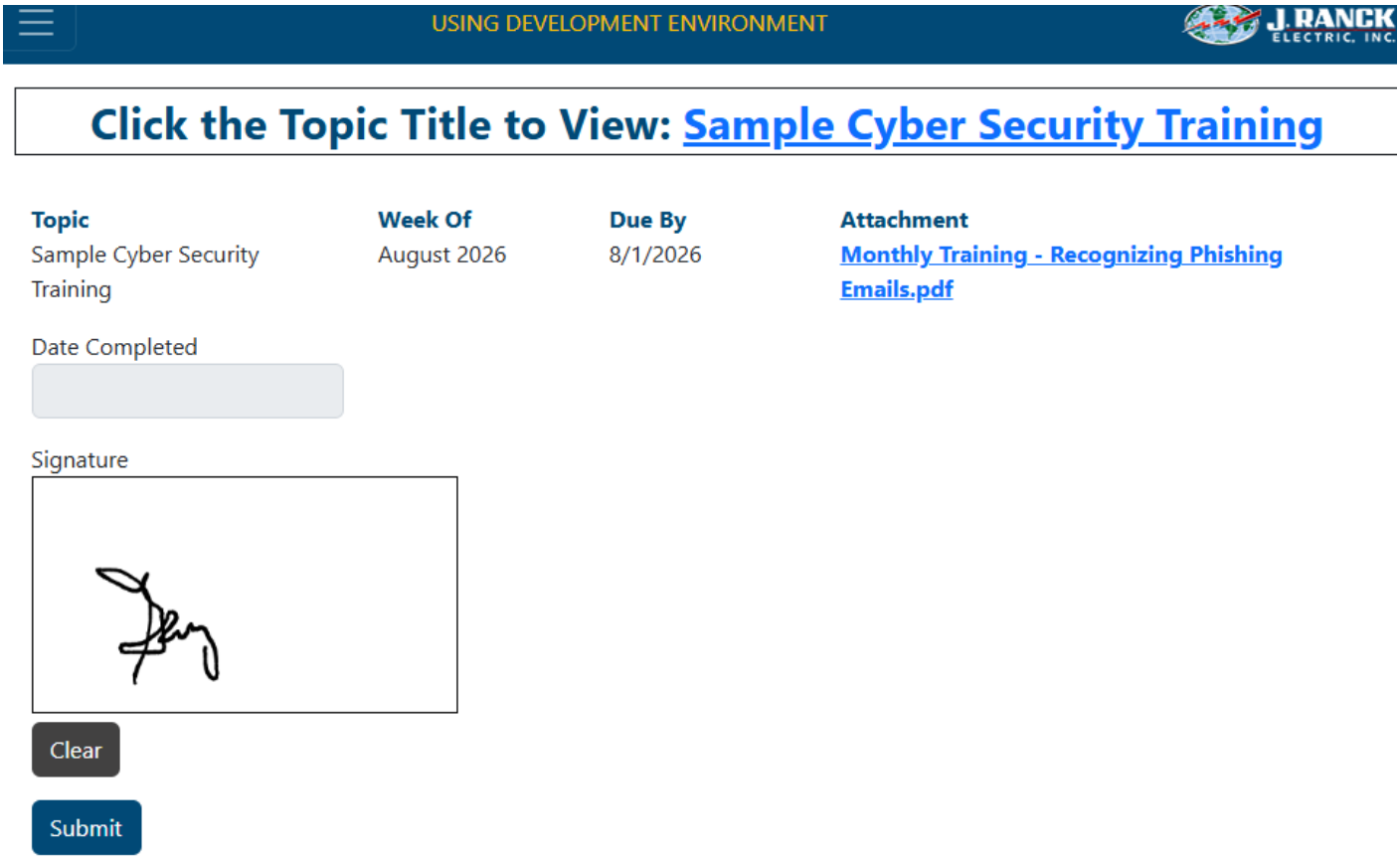
  - At the top of the page, click the topic title link or the Attachment link to view the associated training



- Cover the information in the training document
- Once done, close the training document



- Sign your name in the signature box
- Click "Submit" button



Troubleshooting:

- For technical issues submit a ticket to IT support@jranck.com
- For process questions send email to support@jranck.com

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