Georgia State University

<u>Information Security Awareness Course for Georgia State Employees:</u>

As a Georgia State University employee, you are required to complete the Information Security Awareness Course, prior to being given access to secure information in (BANNER) the University's Student Database System. Access is based solely on a need to know basis, as required to perform your job duties within the University. To take the course, follow the directions below.

1) Go to http://www.gsu.edu

2) Select uLearn (formerly WebCT) on the top of the page

3) If this is your first time using uLearn, click the link 'Configure your Browser' (This only needs to be done once but it is VERY important).

4) Enter your user name and password (if you do not have a pre-existing uLearn account, use your email address for the username).

5) Click Login

6) Click on uLearn

7) You should see "User Security Course - Information Security Awareness 101" in the Course listing.

8) Click the link to begin the course.

9) Please email William Monahan istwcm@langate.gsu.edu of IS&T Information Security if you are unable to access the course or can't logon to uLearn.