

1. Log-in to [Wolf Den](#) and click the Technology tab at the top. Then, click the link that says **Cybersecurity Training Fall 2024 – Mandatory**.



2. You will land on the training page. Click “Continue”.



3. Enter your **first and last name** and click “Continue”.

ACA

We are asking you to enter your name so it can be seen on the Certificate of Completion you get after finishing this training. We will not keep or use your name for anything else.

Timothy Collins

Continue without name Continue

4. Click the “eLearning” option on the right.

ACA

**Cybersecurity Awareness** helps you protect sensitive information, secure yourself online, and learn ways to identify security events and report them to your security team.

If you want to Test Out, you must get 100% in one try. If you answer a question wrong, you can complete the course with the text transcript or the eLearning.

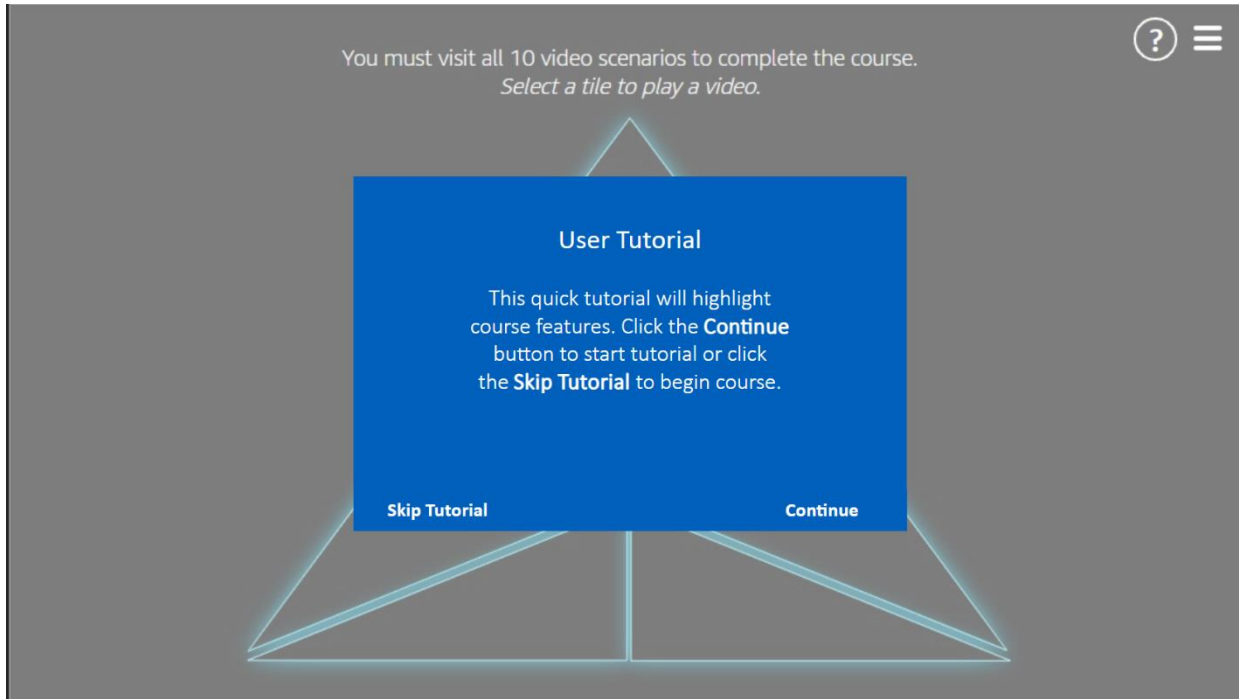
eLearning  
9 minutes

Text Transcript  
12 minutes

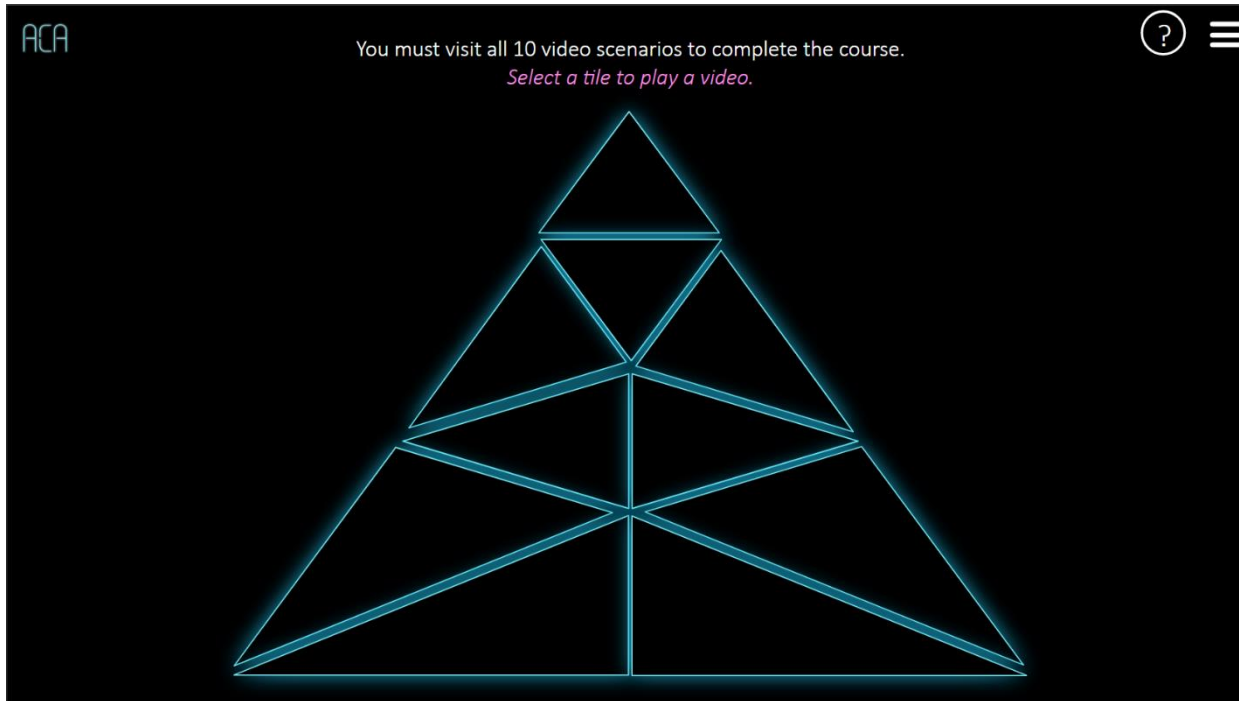
Test Out  
5 minutes

The Amazon Cybersecurity Awareness Training is subject to the [Amazon.com Conditions of Use](#).

5. Click "Continue" to go through the guided tutorial.



6. Click on one of the small triangles to open a scenario. You will need to answer the question asked. If you answer incorrectly, you will be given the correct answer with an explanation. Do this for all 10 scenario triangles.



Scenario 1

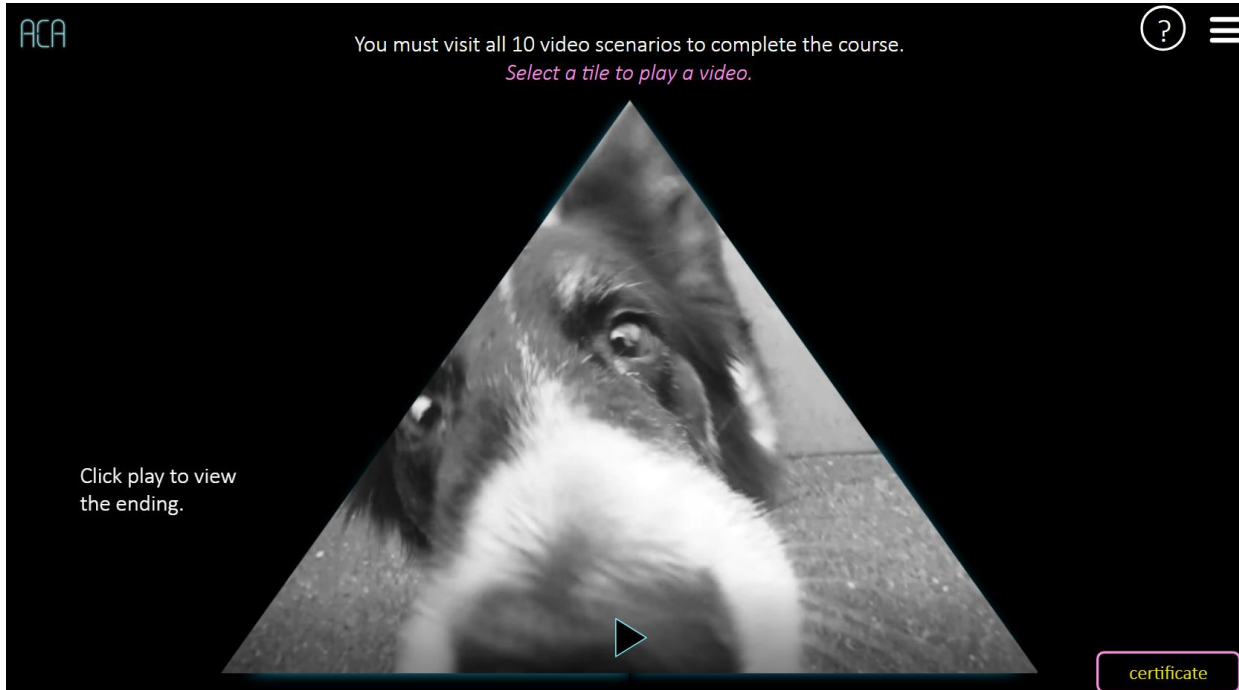
AD off

You just got a text with a suspicious link from an unknown number. What should you do about the link?

- a. Click to verify
- b. Hover/focus on link to verify & delete if needed
- c. Forward to colleague

CC

7. Once you have completed all the scenarios, click “Certificate” in the bottom right.



8. Your certificate will show. Click “Save a copy of your certificate.”



9. Make sure **Destination** is set to **Save as PDF** and **Layout** is set to **Landscape**.

The image shows a certificate of completion from ACA (Amazon Cybersecurity Awareness Training) for Timothy Collins, dated 27 June, 2024. The certificate text includes: "Certificate of Completion", "Timothy Collins", "has completed", "Cybersecurity Awareness Training 2022", "on", "27 JUNE, 2024", and a link to "Save a copy of your certificate.". Below the certificate is a message: "Click the arrows to select your favorite security tip. You may now close this browser." At the bottom of the certificate, there is a disclaimer: "The Certificate of Completion only indicates that an individual has completed the Amazon Cybersecurity Awareness Training (the 'ACA Training'). The ACA Training is provided for informational purposes only. Amazon does not track or store any Certificates of Completion. Accordingly, each individual that completes the ACA Training is solely responsible for obtaining and retaining a copy of their Certificate of Completion. YOU WILL BE UNABLE TO ACCESS, VIEW OR SAVE THIS CERTIFICATE OF COMPLETION AFTER YOU LEAVE THIS PAGE. The Amazon Cybersecurity Awareness Training is subject to the Amazon.com Conditions of Use." To the right of the certificate is a print dialog box with the following settings: "Print" (1 page), "Destination" (Save as PDF), "Pages" (All), "Layout" (Landscape), and "More settings" (expanded). At the bottom of the print dialog are "Save" and "Cancel" buttons.

10. Save your certificate in a safe location, then email to **Human.Resources@newberry.edu**

The image shows a Windows "Save As" dialog box. The file name is "ACA 2022-English-Hosted.pdf" and the save as type is "Foxit PDF Editor Document (\*.pdf)". The dialog box is open to the "Documents" folder, which contains a "New folder". The "File name" field is highlighted, and the "Save as type" dropdown is also visible. At the bottom of the dialog box are "Save" and "Cancel" buttons.