



## MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Human Resources Department

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Monroe, Michigan 48161

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### **Vector Solutions/Safe Schools Training Instructions**

Please use the instructions below to access/complete all Vector Solutions/Safe Schools required trainings listed under your account.

1. Connect to the Internet. Please be sure to have your speakers turned on.
2. Use this link, [Vector Solutions/Safe Schools Training](#), to log in to the Vector Solutions/Safe Schools training website; **Or** select '**Training**' under the Quick Links menu on the ISD homepage to access the training link.
3. Enter your Username which is the **first initial of your first name and entire last name**.  
*Example: John Doe = jdoe – No password is required.*
4. Click the **LOGIN** button.
5. Check to make sure that your Position and Building is correct. Next, click the **LOG ME IN** button.
6. Your training assignments will be listed on the following screen.
7. To view an assignment, select '**Continue**' and view each section of the course. Some courses have a required Final Assessment. The Final Assessment must be completed and meet a minimum score to complete the assignment. Be sure it reads '**You have successfully completed this Course**' when you are done.
8. You may print a Certificate of Completion, for your records. An option to select 'Certificate' will appear in your assignment listing once a course is completed. *Note, the Human Resources Office does **NOT** need a copy; the certificate would only be for your records only if desired.*
9. To return to your list of assignments, select the 'house' icon (my assignments) in the upper left corner.
10. Continue to view each assignment. Once you have done so, you will have successfully completed all the required Vector Solutions/Safe Schools online annual trainings.

## **Cyber Security Awareness Training**

As part of our ongoing efforts to protect our accounts, data, and systems from cyber threats and criminals, we are implementing a cyber security awareness training program for all employees. This program will help you learn about the best practices and tips for staying safe online, as well as how to recognize and report potential cyberattacks and risks with your work and personal accounts and systems.

We will be using a service called Wizer and training will consist of the following components:

- Initial training that will cover basics of cyber security, such as password management, phishing, ransomware, and social engineering that staff should complete at the start of this school year.
- Short monthly training video that are less than 5 minutes in length to help educate you about new or emerging cyber topics or other topics to help keep you safe.
- Monthly phishing simulation emails sent to staff to help sharpen your skills at identifying phishy emails. If you click on one of these emails, you will be redirected to a webpage to confirm it was a simulation phishing email and the system will give you clues about what to look for with a phishy email since criminals deceive people into clicking fraudulent links or attachments. These tests are not being deployed with intent seek out and punish users who fail tests but to be used as a learning experience.

An email will be sent to all staff later in August from [no-reply@wizer-training.com](mailto:no-reply@wizer-training.com) to inform you about the initial and monthly trainings with reminder emails sent about incomplete trainings.