

We aim at monthly security training, although we sometime pause between quarters or over breaks.

The training is mandatory for staff. For faculty it is not mandatory--but is highly encouraged.

People are given two months to complete each training.

Training is announced through a series of 5 emails:

- Send welcome notification to Users on enrollment
- Remind Users 7 days after enrollment and every 14 days thereafter
- Remind Users 2 days before due date
- Send completion notification to Users
- Remind Users, Managers 1 day after due date

Here is a sample initial message:

Dear _____,

The district has adopted a cybersecurity training platform from a leading company called KnowBe4, and the content is presented each month in short modules to help keep FHDA safe from increasing criminal threats to our systems and data.

The Cybersecurity Training April 2023 topic is
- Links and Attachments: Think Before You Click

Completion of this training is mandatory for administrators and staff and is due by June 03, 2023. Completion is optional for full-time and part-time faculty (though strongly recommended).

Please use this link to start your training: <https://training.knowbe4.com/>_____

If you are unsure of the authenticity of this message or do not trust this link, you may instead access the training by logging in to MyPortal and selecting the Cybersecurity Awareness tile.

Thank you for staying current in recognizing cybersecurity threats and helping to keep our district safe.

If you have questions or need additional information, you may contact the ETS Call Center at <https://etshelp.fhda.edu/>.

Thank you,

Jory Hadsell, EdD
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Foothill – De Anza Community College District
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This message was sent from the training system using and direct replies are not monitored. Please contact the ETS Call Center to verify the authenticity of this message or for further assistance.

We have seen a range of completion rates in previous trainings: anywhere from 36% to 63%.

Further analysis would be required to break down the rates by faculty/non-faculty.