Data Security Awareness
On-line Training

Seton Hall University is committed to maintaining the highest levels of data security for all confidential information held by the University. As such, a sub-committee of the Administrative Computing and Banner Steering Committee created an online, self-paced and interactive training program called Data Security Awareness. Using interactive videos and exercises, staff and administrators will learn about privacy awareness, data security practices, and the Family Educational Rights and Privacy Act (FERPA).

Proper awareness by all staff and administrators will help to prevent the unintentional compromising of confidential information and unauthorized access to our technology infrastructure and systems.

All University employees are required to complete the University's online Data Security Awareness course once every two years. All new employees are required to complete the Data Security Awareness course within sixty (60) days of employment and every two years thereafter.

To access the course:

- Log into PirateNet, and choose Blackboard from your list of applications.

- The Data Security Awareness course will be listed in the "My Courses" module.

- Click the course title, *Data Security Awareness*, and follow the instructions to begin the course.

- Once you begin the training program, you can complete it in one session or stop and return to complete it as your work schedule permits.

- Problems accessing or navigating through the course should be reported to the Technology Service Desk via email at servicedesk@shu.edu or by calling (973) 275-2222.