Data Security & Privacy Course Instructions

System Requirements

1. We recommend that you use **Internet Explorer** if you are working on a PC or **Safari** if you are working on a Mac
2. Turn off all pop-up blockers:
   - If you are using a PC:
     1. Click on the **Tools** icon (this looks like a gear) in the upper right-hand corner of your screen
2. Click on **Internet Options**
3. Go to the **Privacy** tab
4. Uncheck the box that says **Turn on Pop-up Blocker**
5. Click **OK**

- If you are using a **Mac**:
  1. Click on the **Safari** tab
  2. From the Safari menu, make sure **Block Pop-up Windows** is unchecked
Completing the Data Security & Privacy Course

The Data Security & Privacy course can be completed through both the ‘New Portal’ and ‘Old Portal’

- **New Portal**:
  1. Log in to your CSUF Portal at [http://my.fullerton.edu](http://my.fullerton.edu)
  2. Click on the yellow **Show More** link under the row of icons
  3. Click on the **IT Security** icon

  4. In the **Data Security & Privacy** section, click on the **Launch** link in the **Action** column
5. You may see a window that reads “Do you want to run this application? Name: RO Applet”. If you see this window, click on the Run button. The class should now start.

6. When the training has finished, read the Access and Compliance Form and enter your first and last name into the boxes provided.

7. Click on the blue “I read and acknowledge Our Policy” button to confirm that you have read the policy.
8. Click the Next button

![Image of a completed training page]

9. The course will close and your Employee Training Center record should show that you have completed the Data Security & Privacy course. This could take as long as 30 seconds. If your training record is not automatically updated, please contact the Employee Training Center for assistance.

![Image of the Employee Training Center record]

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• Old Portal:

1. Log in to your CSUF Portal at [http://my.fullerton.edu](http://my.fullerton.edu)
2. Click on the IT Security tab

3. In the Data Security & Privacy section, click on the Launch link in the Action column
4. You may see a window that reads “Do you want to run this application? Name: RO Applet”. If you see this window, click on the Run button. The class should now start.

5. When the training has finished, read the Access and Compliance Form and enter your first and last name into the boxes provided.

6. Click on the blue “I read and acknowledge Our Policy” button to confirm that you have read the policy.
7. Click the **Next** button

8. The course will close and your Employee Training Center record should show that you have completed the **Data Security & Privacy** course. This could take as long as 30 seconds. If your training record is not automatically updated, please contact the **Employee Training Center** for assistance.