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**Subject:** SCC Required Training-- Ecology's IT Security Awareness training: Turn over a new leaf in IT Security  
**Date:** Friday, November 8, 2024 8:29:02 AM  
**Attachments:** [image001.png](#)  
[image007.png](#)  
[image008.png](#)

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Good morning!

You all should have received the message below from Ecology's IT department. While it says all Ecology staff are required, all **State Conservation Commission staff are also required** to take this exact training by their deadline of June 30, 2025. SCC uses Ecology's network for our IT services, and we must follow their IT security requirements and policies.

This training should be listed in your LMS dashboards. If it is not, please let me know. Thank you!

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**From:** ECY RE ITSO UPDATE <itso-update@ECY.WA.GOV>  
**Sent:** Thursday, November 7, 2024 4:45 PM



## Turn over a new leaf in IT Security

### IT Security Awareness Training: Learn. Protect. Success!

Starting Friday, Nov. 8, 2024, the Ecology Training Team will assign the **ECY FY25 IT Security Awareness Training** to all Ecology employees.

- An email generates the day after it is assigned so you may see the training in your LMS dashboard before the email arrives.

#### This training is required for all Ecology employees.

All employees have about eight (8) months to complete the training.

- IT Security Awareness Training is required for all current state employees per the [WaTech Policy SEC-03](#).
  - IT Security Services reports Ecology's completion rates to WaTech as part of Ecology's compliance requirements.
- **All training must be completed by June 30, 2025, and all parts are required.**



## What do I do?

The training is assigned Friday, Nov. 8, 2024.

You can review the [IT Security Awareness Instructions](#) from Ecology's Training and Development Team.

**ECY FY25 IT Security Awareness training may be completed all at once or in multiple sessions except the "Security Essentials" portion of the training.**

- **Security Essentials completion warning:** The twelve (12) "Security Essentials" modules must be done in one sitting (you can test out of up to 10 of them).
  - If you leave before completing the Security Essentials module, it will not save your progress, and you will need to start the module over when you return.
- Set aside about 90 minutes for this module (actual time needed may vary based on reading speeds and the number of modules you test out of).

**To access and launch the training on or after Nov. 8, 2024:**

1. Log into your LMS.
2. Select Dashboard.
3. Locate My Learning Assignments.
4. Find the tile for ECY FY25 IT Security Awareness trainings.
  - a. Scroll sideways if needed.
5. Select REGISTER.

The screenshot shows a user's LMS dashboard. At the top, there are four activity tiles: 'Pending Activity' (0), 'Current Activity' (0), 'Assigned Activity' (1), and 'Required Certifications' (0). Below these is a 'NEWS' section with a Department of Ecology logo and text about training assistance. To the right is a 'MY SCHEDULE' calendar for October 2024, showing a green circle on Friday, Nov 8. A 'MENU QUICK LINKS' sidebar on the right includes 'Training Transcript', 'Training Schedule', 'Messages', and 'Self-reported Training'. The 'MY LEARNING ASSIGNMENTS' section is highlighted with a green box and contains a document tile for 'ECY FY25 IT Security Awareness Training' with a 'REGISTER' button. A green arrow points from the 'Assigned Activity' tile to this section.

## What to expect this year.

1. Guidance documents.

2. Eight (8) Policy documents.
3. Fifteen (15) online self-paced modules total.
  - a. Three (3) required modules in the IT Security Awareness Training, cannot test out of these.
  - b. The "Security Essentials" portion has 12 modules—two (2) required modules and 10 possible to test out of. You will see an [IT Security Awareness Reminder](#) from the Ecology Training Team before you begin the "Security Essentials".
4. Attestation.

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### Part 1: Review guidance document, eight (8) policy documents, and three (3) online modules.

These must be reviewed and completed before you can access the "Security Essentials" module with the Knowledge Pre-Check option to test out of 10 modules.

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### Part 2: Review the guidance document and complete the "Security Essentials" module.

- The guidance document will remind you this module will not save your progress.
- You may take an optional Knowledge Pre-Check to test out of up to 10 of the 12 remaining modules.
  - If you pass all the questions assigned to a module, that module is marked completed for you.
  - If you do not pass all the questions assigned to a module, you must review the full module and take a short test at the end of each topic.
- You may also complete all modules without attempting the "Security Essentials" Knowledge Pre-Check.
- To ensure the LMS captures your completion, it is recommended that you complete all "Security Essentials" activities (optional Knowledge Pre-Check and training modules) in one sitting. If you leave in the middle of the "Security Essentials" module, you will need to start it over when you return and you may not be able to retake the Knowledge Pre-Check.

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### Part 3: Attestation.

The attestation will mark the ECY FY25 IT Security Awareness training as complete on your LMS Transcript and remove it from your LMS Dashboard assignments.

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### Reminder:

- **IT Security Awareness is required**
- **PhishFirewall is optional supplemental training**

From the [Test your phishing skills](#) article about PhishFirewall originally sent out September 4.

As part of Ecology's ongoing commitment to safeguarding our organization against cyber threats, IT Security is conducting a simulated phishing campaign. As part of the campaign, your phishing detection skills and security knowledge will be tested using a series of exercises emailed directly to you. These exercises are designed to raise awareness about the risks associated with phishing attacks and provide opportunities to recognize and respond to suspicious emails effectively.

**This is not a replacement for security awareness training**, it is an exercise that reinforces and trains employees to detect phishing emails by sending them fake phishing emails. Participation with PhishFirewall is not mandatory at this time, though all employees will receive campaign emails.

## Contact

### Training & Development Team

[ecytraining@ecy.wa.gov](mailto:ecytraining@ecy.wa.gov)

- Questions about the Learning Center (LMS) assignment?
- Need a reasonable accommodation to complete this training successfully?

### IT Security Services

[ecydlitsosecurity@ecy.wa.gov](mailto:ecydlitsosecurity@ecy.wa.gov)

- Questions about the security training requirement or content?

[View in SharePoint](#)



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