

DAS EIS Information Security Training: Foundations Alternative Delivery Instructions

If your agency needs to deliver the DAS EIS Information Security Training: Foundations course in any way other than Workday Learning, follow the steps below:

1. Deliver training
 - Options:
 - Hard copy to individual learner – use slide deck, plain text document and assessment. Each participant is required to complete an assessment.
 - Group viewing – the training facilitator will need to log in to their Workday account and share the training for group viewing. Each participant is required to complete an assessment.
2. Deliver assessment
 - Options:
 - Hard copy to individual learner – give hard copy of assessment, have learner complete assessment and return it to you for review.
 - Group delivery – go through each of the assessment questions as a group, allow time to discuss any questions that may arise.
3. Review assessment
 - You can review the assessment as a group or individually. Each participant must be clear and understand the correct answer to each assessment question before marking the learner complete in Workday.
4. Enroll participants in the DAS – EIS – Information Security Training: foundations course in Workday.
5. Mark each participant complete in Workday.

Can't find your Workday Learning Partner or not sure how to enter completions in Workday Learning? Contact LMS.Workday@oregon.gov

*All documents mentioned above can be located at <https://www.oregon.gov/das/OSCIO/Pages/Securityresources-ag.aspx>