Getting Started With
Security Awareness Training

Congratulations on your enrollment in a robust, ongoing Security Awareness Training Program!
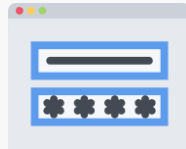If you haven't already, you'll soon receive a Welcome Email.

Then follow the steps below to get on your way!

1 Log In

☐ The first step is easy! Log in to the portal to get started.

HOW TO:
- Head to https://portal.pii-protect.com using any modern browser
- *Or*, copy and paste the above link into Google Chrome or Microsoft Edge
- Then Log-in using your company email address and password

2 Set up Your Profile

☐ Once you're in, first thing to do is to choose a "screen name" for the leaderboard.

HOW TO:
- Click on **Edit Profile** in the Menu on the left
- Scroll down to **Screen name**
- Pick something fun, but appropriate!

3 Complete Annual Training

☐ Complete your Annual Security Awareness Training before the deadline. It's 45 minutes in total and you can stop and start as often as you like!

HOW TO:
- In the portal, go to the 2nd tab at the top titled **Training**,
- Complete Steps 1, 2 and 3.
- Remember you can stop and resume at any time.

4 Run a Dark Web check

☐ Check to see if your email and password have been compromised on the Dark Web.

HOW TO:
- In the portal, head to the 4th tab titled **Dark Web**
- If you see your email address listed there, it means its time to change that password !
- Use **Check another email** on the run to scan a personal address, too.

5 Engage in Micro-Training

☐ Every week you'll receive a short training video and quiz on the latest security threats.

HOW TO:
- Watch out for weekly emails, read and take the micro quiz to boost your ESS!
- Missed some? Catch up via the **Micro Training** tab in the portal.

6 Read Your Monthly Newsletter

☐ Each month, you'll receive a Security Newsletter with important information and tips for protecting the business and yourself.!

HOW TO:
- Catch up on newsletters you miss in the **Newsletters** tab in the portal.

7 Climb the Leaderboard!

☐ Your Security Awareness Program was created to be FUN!
Keep track of your ESS and compete with your co-workers for the top spot on the leaderboard!

YOUR ESS!

Your ESS (Employee Secure Score) brings together all the points you earn for completing cybersecurity awareness training and activities in the platform. The higher your ESS, the better trained you are and the less likely you will be to fall victim to a cyber incident.

HOW TO GET TO THE TOP OF THE LEADERBOARD !

- Start by completing the Annual Security Awareness Training,
- Check your status on the Dark Web
- Start working your way through all of the weekly Micro-Training videos and quizzes!