Per the Oregon Revised Statute: *Information Technology State Agency Coordination* ORS 276A.323 all employees, board and commission members, temporary employees, contractors, and volunteers in Executive Branch agencies as defined in ORS 174.112 are required to complete information security awareness training annually.

DAS EIS CSS Information Security Awareness & Training has developed an on-line course on information security for all Executive branch state agencies. All employees, board and commission members, temporary employees, contractors, and volunteers must complete the required training by no later than December 31 of each calendar year.

1. Alternative Formats & Delivery Methods

If your agency needs the training in an alternative format or wants the ability to show the training at team meetings, here are the options available and how the agency will need to track and report completions.

1. **Accessible Version**: There is an accessible version of the course in PDF for agencies to distribute to people who need assistive processes or technology. The accessible version can be located by contacting security.training@das.oregon.gov
2. **Group Setting**: To show the training at team meetings or in group settings, an agency can use the accessible version or have an administrator log into Workday and display it from the website through a projection screen.

1.1 Tracking and Reporting

Agencies who provide the online training at team meetings, in group settings, or in an alternative format need to do the following:

- If an agency provides the training at team meetings, in group settings, or in the PDF version each learner will need a paper copy of the quiz to complete. A person(s) designated by the agency will need to grade each exam and ensure the learner passes.
- A person(s) designated by the agency will need access the digital course in Workday, enroll each learner who completes the course using an alternative method, and mark them complete (see job aid below).
  IMPORTANT The designated person needs to have the 'Content Creator' role in Workday to mark a learner complete. If they don't have this role contact your Agency Workday Learning Partner.
- A person(s) designated by the agency will need to complete this process each time they offer the course using one of the alternative formats or delivery methods. The completions will be automatically included in the statewide report.

Job aid for enrolling and marking someone complete in a digital course.

https://www.oregon.gov/das/HR/Documents/Req3.pdf

For more information, please contact security.training@das.oregon.gov

2. Board and Commission Members

All new board and commission members will need to complete three on-line courses:
1.   DAS - CHRO – Overview of Boards, Commissions, & Small Entities
2.   DAS – CHRO – Preventing Discrimination and Harassment
3.   DAS – EIS – Information Security Training: Foundations

The Governor's office communicates the training requirement when they are appointed, and the DAS Chief Human Resources Office (CHRO) assigns the required training to the new members in Workday. Upon initial appointment, the new board and commission members have six months to complete the courses.

For more information https://www.oregon.gov/das/HR/Documents/req2.pdf.

3. Agency Exemptions

EIS/CSS does not exempt anyone from the statutory requirement as Agencies, Boards, & Commission staff, temporary employees, contractors, and volunteers that meet the statutory requirement language noted above are required to take the EIS Information Security Training: Foundations course annually.

We are aware that some individuals who are required to complete the course may not have access to Workday. Individual agencies are working with their Workday partners to come up with a better solution for those individuals who do not have Workday access to be able to complete the required training.
We have provided the alternative delivery methods mentioned above to assist those individuals and others.
The alternative delivery options should be used to meet the statutory requirement for all users who do not have access to Workday. Please plan accordingly.

For more information, please contact security.training@das.oregon.gov