1. **Why do I need to complete this information security training?**

As a Harvard staff member working in an administrative and professional support role, you frequently encounter confidential information in your work. [University policy](https://policy.security.harvard.edu/5-all-persons-accessing-harvard-confidential-information-must-be-trained-protecting), as well as Massachusetts law\*, requires that users of such information be appropriately trained in handling and protecting data. This annual online information security training has been developed to meet this requirement, as well as ensuring that you are equipped with the knowledge and resources to keep Harvard’s data safe and secure.

*\*See MA201CMR 17.04 (8).*

1. **What is involved in the training and what will I learn?**

The online training in the Harvard Training Portal is short (10-15 minutes) and situation-based to clearly demonstrate secure methods for working with confidential information. You will learn how to classify your data according to risk levels and about University tools and practices for safely sharing, storing, or sending this information to others. From the training, you will also be able to identify University and School Security Officers who can advise you on unique or challenging information management situations.

1. **When should I complete the training?**

You will be notified by email that information security training has been added to your profile in the Harvard Training Portal (HTP), including a due date for completion if you have not previously viewed it in 2018 or 2019. The HTP will then send periodic reminders of the due date as it approaches.

1. **Will managers have access to the training completions of their teams?**

Yes. Managers should view information security training (in the Harvard Training Portal under My Team) as part of your ongoing learning and work with you to ensure completion. [This guide](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/resources/resourcedetail/simrs000000000009744) shows managers how to use the HTP to view statistics on their team’s training completion rates and customize reports.

1. **Who can I contact if I have more questions?**

Contact [infosec@harvard.edu](mailto:infosec@harvard.edu) with questions, or for more information about additional trainings and resources offered by the Information Security team.