

## Accessing the IT Security Policy Learning Module

With the recent release of the Information Technology Security Policy Learning Module, we wanted to provide step by step instructions on how to gain access to the content for anyone not yet very familiar with our ULEARN computer based learning system. We hope you will take advantage of this wonderful opportunity to gain valuable insight of all fourteen new policies within the short period of time that it takes to complete the lesson.

We value your time and opinion, and welcome any questions or feedback directed at the following email address: [security@miami.edu](mailto:security@miami.edu).

1. Open your browser (i.e. Internet Explorer, Firefox, etc.)
2. Access the following URL: <http://www.miami.edu/ulearn>
3. Select **Click Here to Login** as seen below.

UNIVERSITY OF MIAMI

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INFO FOR: CURRENT STUDENTS • FACULTY AND STAFF • COMMUNITY • PARENTS • AL

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### ULearn

**Welcome to the University of Miami's online learning environment**

YOU MUST DISABLE ALL POP-UP BLOCKERS, YAHOO AND GOOGLE TOOLBARS IN ORDER TO USE ULEARN.

**New Employees  
CLICK HERE**  
for step-by-step instructions on enrolling in CBLs & ILT classes

**CLICK HERE  
TO LOGIN**

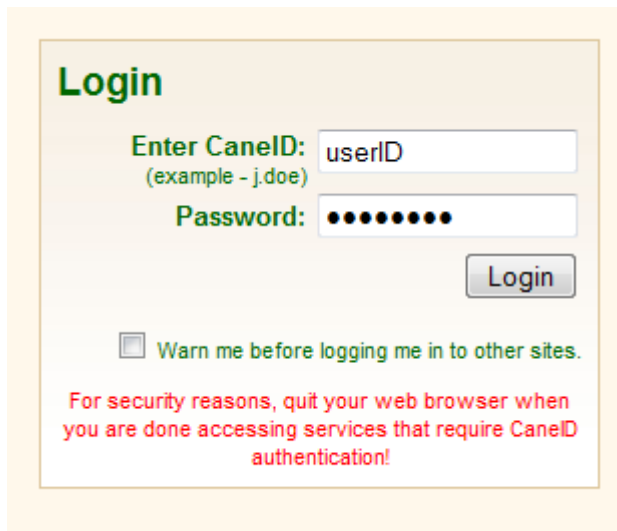
New Employees, please make sure you complete ALL CBLs and register for the live session online **or** you will NOT be allowed to attend Orientation!

**The user MUST use their Cane ID not the UM ID**  
Ex. John Doe's Cane ID is jdoe or j.doe, not C00012345

Check out our [ULearn News page](#) for more details about the ULearn upgrade.

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  - » Toolkits
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- » Orientation
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- » Learning Activity Request

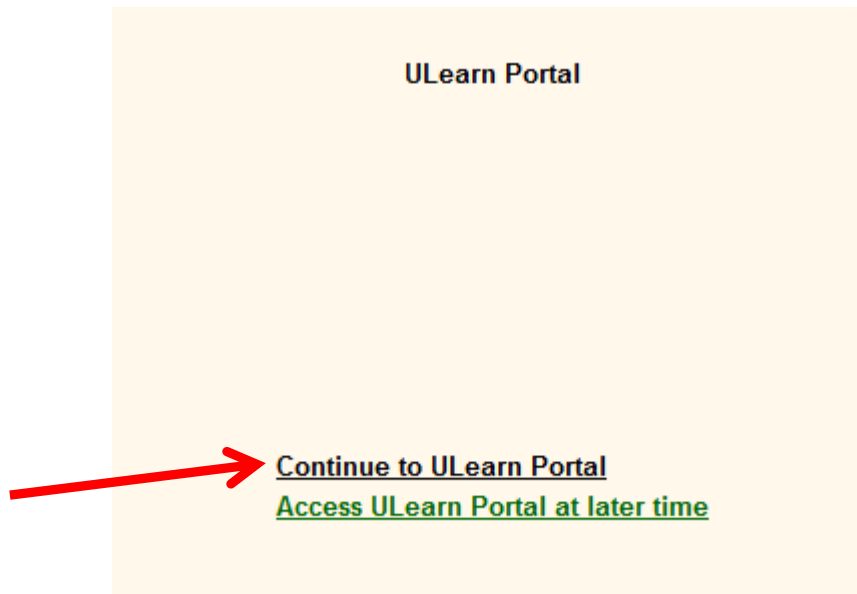
4. Type your CaneID and password when prompted to login.



The screenshot shows a login form with the following elements:

- Header:** "Login" in green text.
- Input Fields:** "Enter CaneID:" with a text box containing "userID" and "(example - j.doe)" below it; "Password:" with a text box containing ten black dots.
- Button:** A "Login" button.
- Checkbox:** An unchecked checkbox with the text "Warn me before logging me in to other sites."
- Warning:** Red text at the bottom: "For security reasons, quit your web browser when you are done accessing services that require CaneID authentication!"

5. Click **Continue to ULearn Portal** as seen below when the link appears.



6. Click the **Select for Training** link under Quick Links section

The screenshot shows the ULearn homepage. At the top, there are navigation tabs: Home, Learning, My Team, and Reports. Below the tabs is a welcome message: "Welcome, , to ULearn!". The main content area is divided into several sections:

- News and Events:** Contains a "Welcome to ULearn!" message and a list of links: "ULearn system demo", "User tutorials", and "ULearn training schedule". It also includes sections for "New Hires" and "All Employees".
- Quick Links:** A vertical list of links: "Search for Training", "Events/Class Calendar", "Competency Based Programs", and "User Tutorials". A red arrow points to "Search for Training".
- Your Inbox:** Shows a notification: "View transcript (0 approved training selection(s)) (Registered for 1 training selection(s))".
- Central Area:** Features a group photo of healthcare professionals, a "Browse for Training" button, and a "UMconnects" button.

7. Type Security Policy in the title field and then click the **Search** button.

The screenshot shows the ULearn search interface. At the top, there is the ULearn logo and a navigation bar with tabs: Home, Learning, My Team, and Reports. Below the navigation bar is the "Search" section. The search criteria are set to "All Languages". The search results are displayed in a table with columns for "Online Class", "Event", "Curriculum", "Library", "Material", and "Certification".

**Step 1:** Type "Security Policy" in the title field.

**Step 2:** Click **Search**.

8. The module should now be visible under the search window. Drag your mouse over the title of the module and click on it as seen below.

### Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.

The search interface includes a row of icons for Learning Object types: Online Class, Event, Curriculum, Library, Material, and Certification. Below these are checkboxes for each type, all of which are checked. There are input fields for 'Security Policy', 'Description', and 'All Languages'. A search button with a magnifying glass icon is located at the bottom right of the search area.

For a complete course description click on the course title.

Sort By:  Title  Type  Provider

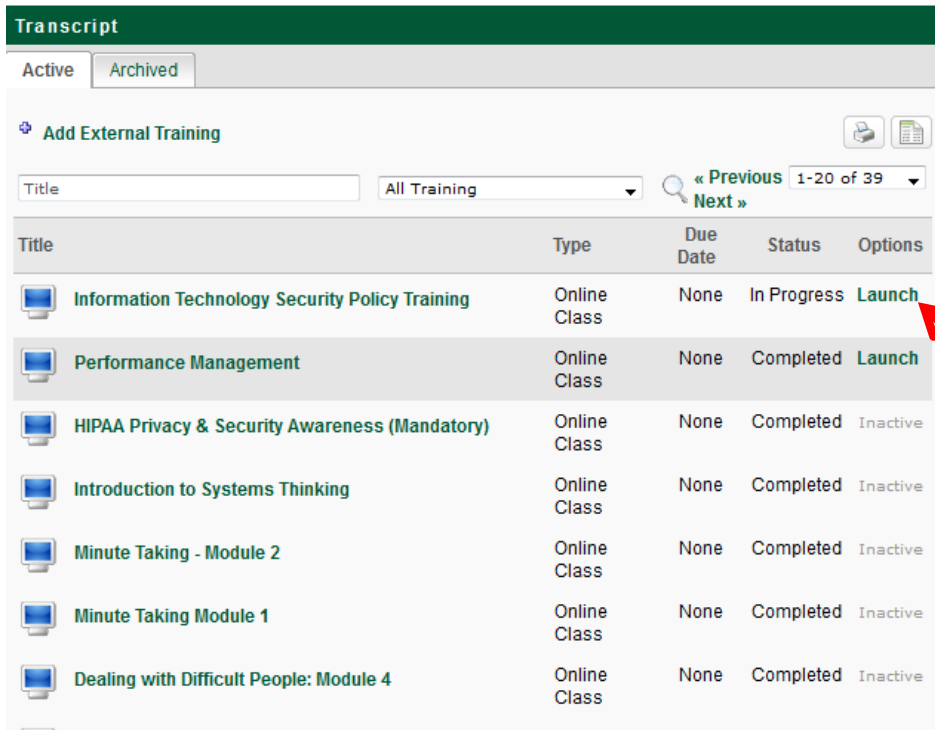
**Information Technology Security Policy Training** University of Miami | \$0.00  
This module is designed to help you discover what new Information Security policies have been adopted, where to view them, and how policy details relate to you.

Click on the module name **Information Technology Security Policy Training**

9. Click on the **Request** button to make the module available to you.

The course details page shows the title 'Information Technology Security Policy Training' and 'Online Class | University of Miami | 0 Hours 45 min'. Under the 'Details' section, it lists: Description: This module is designed to help you discover what new Information Security policies have been adopted, where to view them, and how policy details relate to you. Price: \$.00, Credits: 0.75, Available Languages: English (US). At the bottom, it says 'You are already registered for this training' and has two buttons: 'Assign' and 'Request'. A red arrow points to the 'Request' button.

10. Click **Launch** to begin the module



The screenshot shows a web interface titled "Transcript" with tabs for "Active" and "Archived". Below the tabs is a section for "Add External Training" with a search bar, a dropdown menu set to "All Training", and navigation links "« Previous" and "Next »" with a page indicator "1-20 of 39". A table lists training modules with columns for Title, Type, Due Date, Status, and Options. A red arrow points to the "Launch" link in the Options column for the first row.

Title	Type	Due Date	Status	Options
Information Technology Security Policy Training	Online Class	None	In Progress	Launch
Performance Management	Online Class	None	Completed	Launch
HIPAA Privacy & Security Awareness (Mandatory)	Online Class	None	Completed	Inactive
Introduction to Systems Thinking	Online Class	None	Completed	Inactive
Minute Taking - Module 2	Online Class	None	Completed	Inactive
Minute Taking Module 1	Online Class	None	Completed	Inactive
Dealing with Difficult People: Module 4	Online Class	None	Completed	Inactive

Click Launch to begin the module

11. The module should now appear on your screen as seen below:



The screenshot shows the module page for "Information Technology Security Policy Training" with the subtitle "14 New Information Security Policies". It features a navigation bar with "Contents" and "Next" buttons, and a list of page numbers from 1 to 25. The main content area includes the University of Miami logo, the module title, an "Approximate Duration: 45 Minutes" note, and a welcome message. A "More Resources" box on the right contains contact information for questions.

## Information Technology Security Policy Training

### 14 New Information Security Policies

Contents | Next | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | score | print all

21 | 22 | 23 | 24 | 25

# University of Miami

## Information Technology Security Policies Training

**Approximate Duration:** 45 Minutes

Welcome to this online course for the University-wide Information Technology Security Policies. The objectives of this module are to help you discover what new Information Security policies have been adopted, where to view them, and how policy details relate to you.

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#### More Resources

For questions regarding this learning module please email the following address:  
[SECURITY@LISTSERV.MIAMIEDU](mailto:SECURITY@LISTSERV.MIAMIEDU)