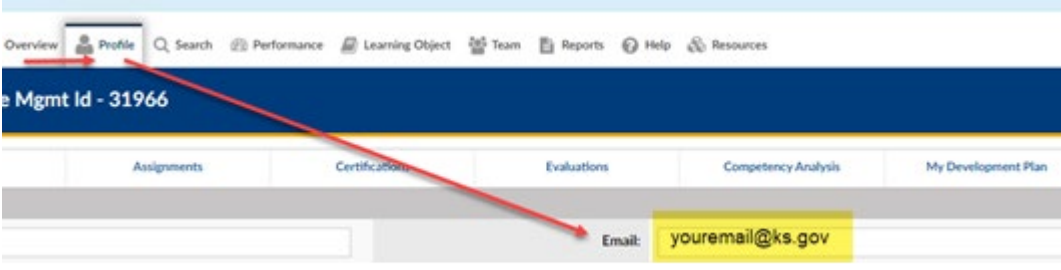
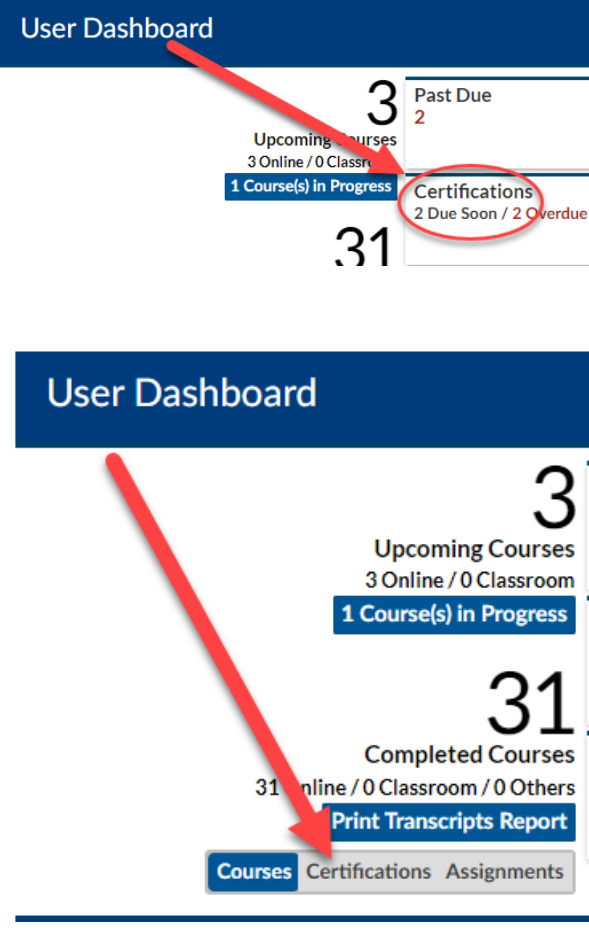


# Quick Start Guide: KLPM Security Awareness Certification 2025

Step	Information
<p>Log into KLPM and verify/add your email address.</p> <p>*If you have problems, please call the KS Service Desk at (785) 296-1900 or toll-free at 1-866-999-3001</p>	<p>If this is your <b>first time</b> logging into KLPM please get your User Name and default password from your HR office.</p> <p>When you login, you will be prompted to enter a new password, then on the Profile tab enter an <b>email address</b> (required for Forgot Password to work).</p> 
<p>On the <b>Overview tab</b>, in the User Dashboard section, view the number of certifications you must complete</p> <p>Click the <b>Certifications button</b> to go to My Certification List</p> <p><b>*You must launch your training in order from the My Certifications List page.</b></p>	

## Step

On the My Certification List, scroll to the **KS 2025 Security Awareness Certification**

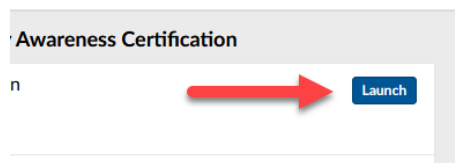
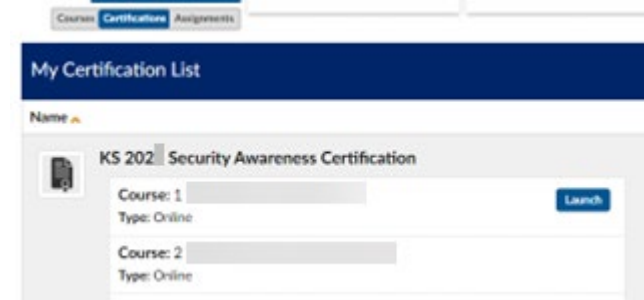
Click **Launch** on the first course in the list.

When you complete a course the Launch button will be available on the next course.

Print Certificate is available on the User Dashboard or last course in the certification.

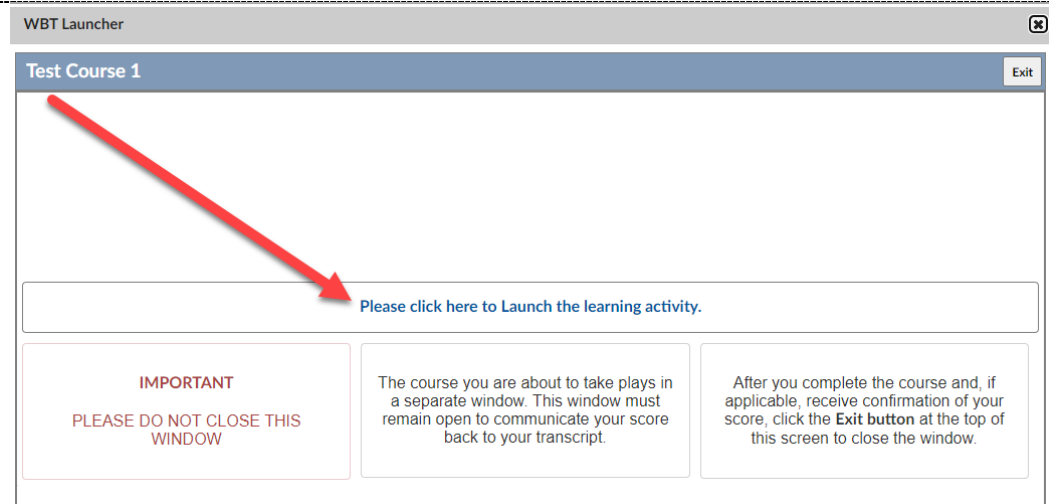
## Information

Scroll down to view the Certification and the courses to take in order.



Click the WBT Launcher page **link** to open the course in a new window.

**Do not close the WBT Launcher page.**



Complete your course and close the course **window.**

Click **Exit** button on the WBT Launcher page.

You will be returned to the My Certifications List.

