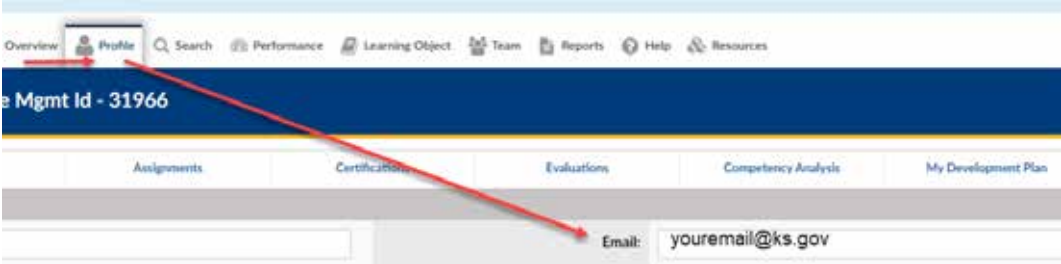
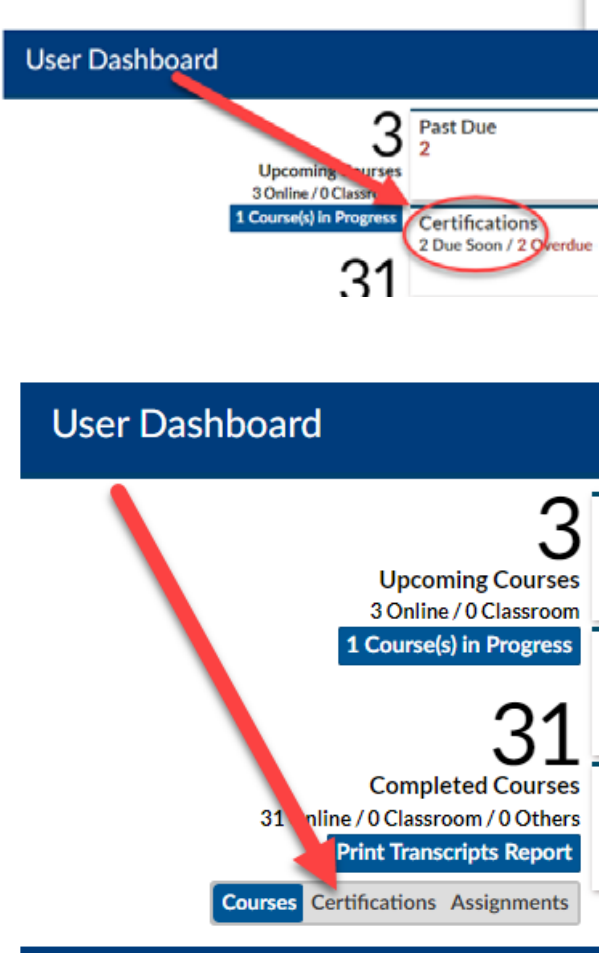
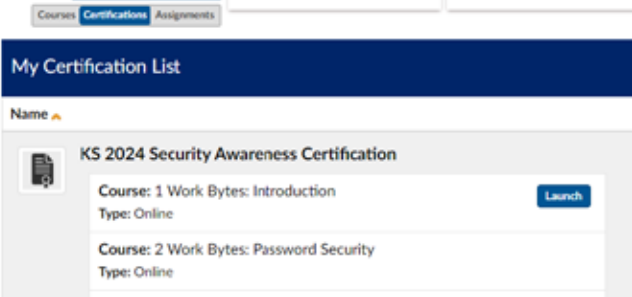
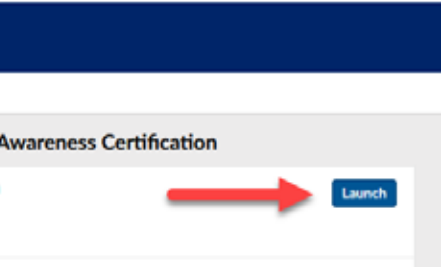
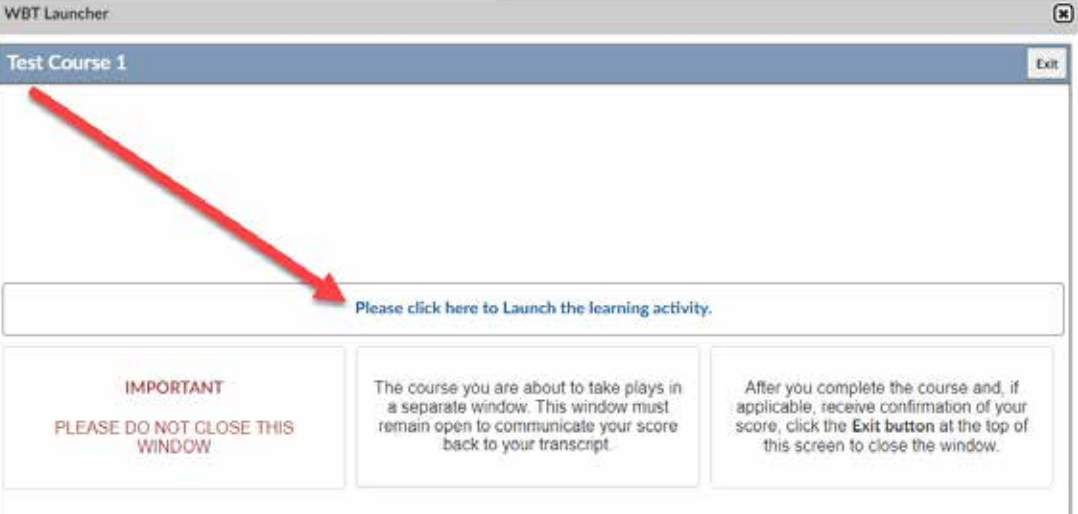


Quick Start Guide: KLPM Security Awareness Certification 2024

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 first time 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 email address.</p> 
<p>On the Overview tab, in the User Dashboard section, view the number of certifications you must complete</p> <p>Click the Certifications button to go to My Certification List</p> <p>*You must launch your training in order from the My Certifications List page.</p>	 <p>The top screenshot shows the 'User Dashboard' with the following statistics: 3 Past Due, 2 Upcoming Courses (3 Online / 0 Classroom), 1 Course(s) In Progress, and 31 Completed Courses (31 Online / 0 Classroom / 0 Others). The 'Certifications' button is circled in red.</p> <p>The bottom screenshot shows the 'User Dashboard' with the following statistics: 3 Past Due, 2 Upcoming Courses (3 Online / 0 Classroom), 1 Course(s) In Progress, and 31 Completed Courses (31 Online / 0 Classroom / 0 Others). The 'Certifications' button is highlighted in blue.</p>

Step	Information
<p>On the My Certification List, scroll to the KS 2024 Security Awareness Certification</p> <p>Click Launch on the first course in the list.</p> <p>When you complete a course the Launch button will be available on the next course.</p>	<p>Scroll down to view the Certification and the courses to take in order.</p>  
<p>Click the WBT Launcher page link to open the course in a new window.</p> <p><u>Do not close the WBT Launcher page.</u></p>	
<p>Complete your course and close the course window.</p> <p>Click Exit button on the WBT Launcher page.</p> <p>You will be returned to the My Certifications List.</p>	