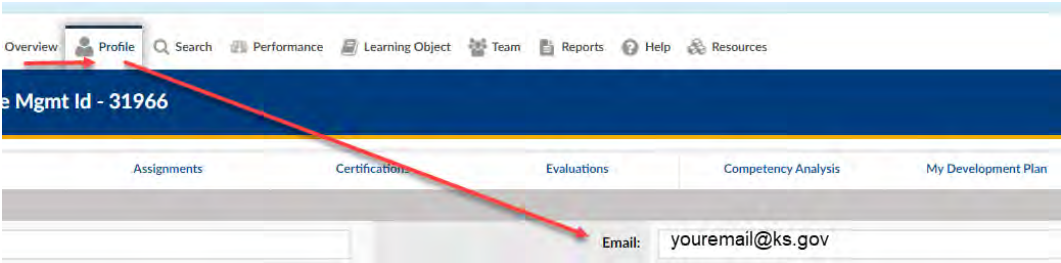
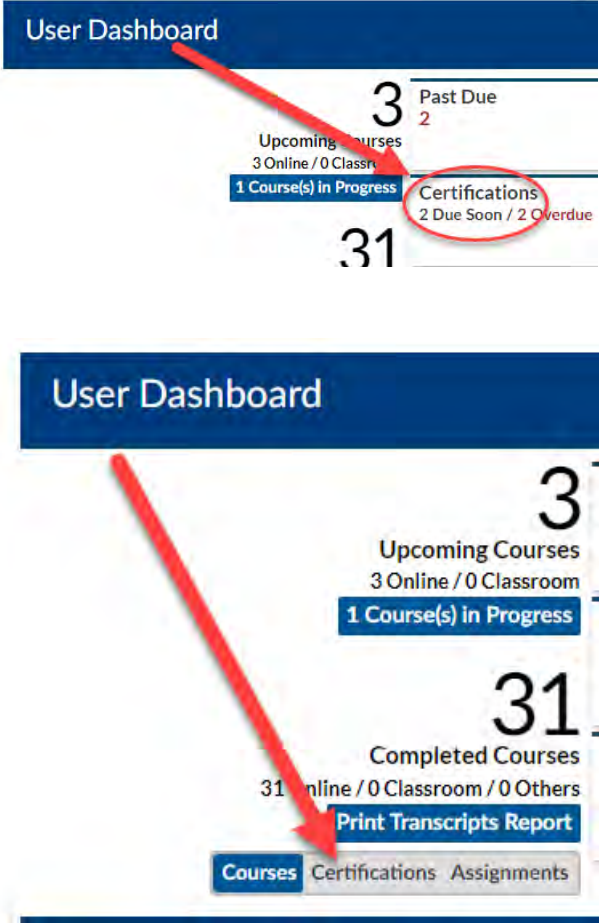
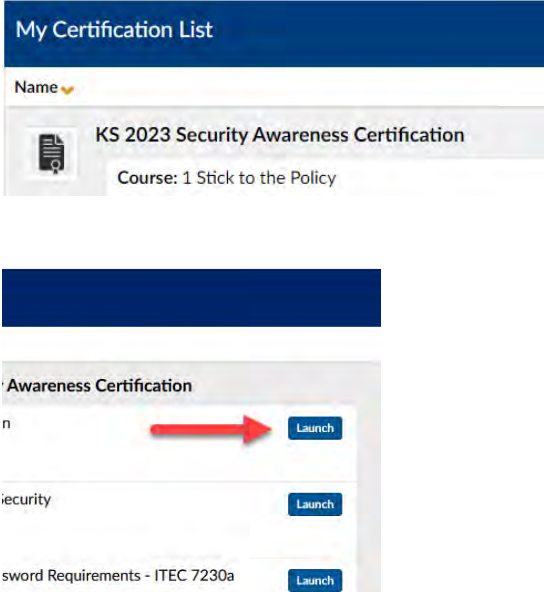
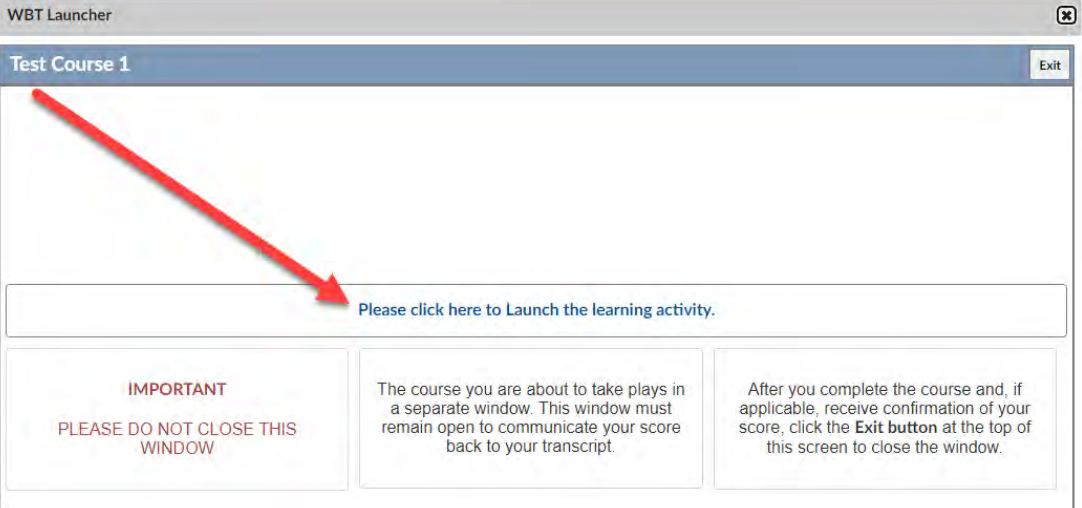
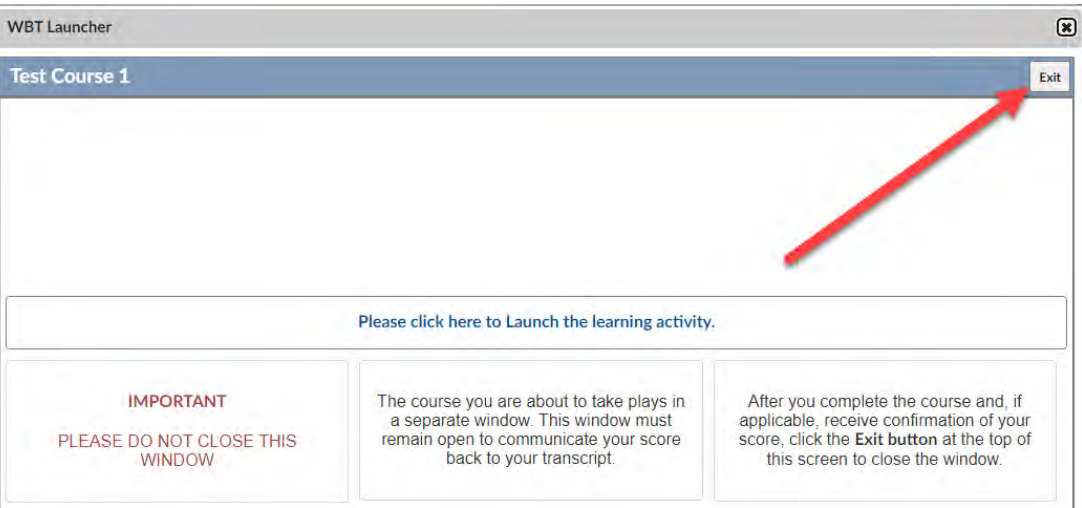


Quick Start Guide: KLPM Security Awareness Certification

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>New employees to the agency must complete their security awareness training within 90 days of their hire (ITEC policy 7230 8.2)</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>	

Step	Information
<p>On the My Certification List, scroll to the KS 2023 Security Awareness Certification</p> <p>Additional Certifications: Scroll down to view additional certifications.</p> <p>Click Launch on the first course in the list.</p>	<p>Scroll down to view the Due Date, Completed Date and Expiry Date columns</p>  <p>The screenshot shows a 'My Certification List' interface. At the top, there's a 'Name' dropdown menu. Below it, a card for 'KS 2023 Security Awareness Certification' is visible, with a sub-card for 'Course: 1 Stick to the Policy'. A red arrow points to the 'Launch' button on this card. Below this, there are other certification cards, including one for 'Awareness Certification' and another for 'Security', both with 'Launch' buttons. At the bottom, there's a card for 'sword Requirements - ITEC 7230a' with a 'Launch' button.</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>The screenshot shows a window titled 'WBT Launcher' with a sub-header 'Test Course 1'. A red arrow points to a blue link that says 'Please click here to Launch the learning activity.' Below this link are three boxes: an 'IMPORTANT' warning box that says 'PLEASE DO NOT CLOSE THIS WINDOW', a box explaining that the course is in a separate window and must remain open to communicate scores, and a box instructing the user to click the 'Exit' button at the top of the screen to close the window.</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>	 <p>This screenshot is identical to the previous one, showing the 'WBT Launcher' window for 'Test Course 1'. However, a red arrow now points to the 'Exit' button located in the top right corner of the window's title bar.</p>