1. Am I required to take the DAS EIS Information Security Training: Foundations course?
   a. Do you work as a staff member for a state agency in the executive branch (as defined in ORS 174.112)? Do you report to a staff member at a state agency? Do you work with any information of any value in written, verbal, or electronic form (information assets) related to the state of Oregon?
      i. Yes > You are required to take the EIS Information Security Training.
      ii. No> Proceed to question b.

   b. Do you work as a staff member for a semi-independent state agency in the executive branch (as defined in ORS 174.112)? Do you report to a staff member at a semi-independent state agency? Do you work with any information of any value in written, verbal, or electronic form (information assets) related to the state of Oregon?
      i. Yes > You are required to take the EIS Information Security Training.
      ii. No> Proceed to question c.

   c. Are you a volunteer for a state agency in the executive branch (as defined in ORS 174.112)? Do you report to a staff member at a state agency? If you are scheduled to volunteer and you are sick, do you notify a staff member at a state agency? Do you work with any information of any value in written, verbal, or electronic form (information assets) related to the state of Oregon?
      i. Yes > You are required to take the EIS Information Security Training.
      ii. No> Proceed to question d.

   d. Are you a contractor for a state agency in the executive branch (as defined in ORS 174.112)? Do you report your work to a staff member at a state agency? If you are scheduled to do your contracted work and you are sick, do you notify a staff member at a state agency? Do you work with any information of any value in written, verbal, or electronic form (information assets) related to the state of Oregon?
      i. Yes > You are required to take the EIS Information Security Training.
      ii. No> proceed to question e.

   e. Are you a board or commission member for the state of Oregon? Do you work with any information of any value in written, verbal, or electronic form (information assets) related to the state of Oregon?
      i. Yes > You are required to take the EIS Information Security Training.
      ii. No> proceed to question f.

   f. Do you work, volunteer or are contracted by any other organization but access a state of Oregon system?
      i. Yes > You are NOT required to take the EIS Information Security Training – You are required to show proof of haven taken an approved (by the agency responsible for the system) Information Security Training annually for access to that system. All documentation of your training requirements for access and your actual access are done by the agency responsible for the system.
      ii. No> You are not required to take an Information Security training.

   g. Are you volunteer for a state agency in the executive branch (as defined in ORS 174.112) but you DO NOT work with any information of any value in written, verbal or electronic form (information assets) related to the state of Oregon? And you DO NOT have a state email address, you DO NOT access any state systems and are NOT entered in Workday?
      i. Yes> You are not required to take an Information Security Training.

2. **Who do I contact if I have been assigned this training in error?**

   If you have reviewed Question 1 above and have determined that you are not required to take the DAS EIS Information Security Training, but you have received a training assignment in Workday please contact Workday directly to have the assignment removed and your Workday account moved to the appropriate partner group.

3. **I don't have access to any state computers in my work, why do I have to do this training?**

   Information assets are all the verbal, written and electronic information related to the state of Oregon that we as state employees work with every day. The legislature determined the definition of information assets and has made it a law that all executive branch employees are trained in information security. Cyber Security Services is where the Human Risk Management, Information Security Awareness & Training program is housed which at times leads staff to think that the training is limited to cybersecurity. It is not.

   This statutory requirement can only be changed by legislative action.

4. **Who do I contact if I am offended by something in the training?**

   We believe strongly in diverse representation across all of our content. We strive to represent diverse backgrounds, ages and ethnicities, and we seek to ensure that they are complex and believable characters - real people who sometimes make mistakes, and sometimes save the day.
    We accept that this is a journey, not a destination. Throughout our creative process, we endeavor to be conscious of potential bias, and seek feedback to avoid negative stereotypes. Each piece of content goes through a thorough diversity, equity and inclusion review prior to being released.
    We appreciate your feedback.
   Constructive criticism helps us continue to grow and improve.
   For questions/feedback regarding the content of this course, contact:
   security.training@oregon.gov.

5. **Who do I contact if I don't have a Workday account?**

   If you don't have a Workday account and after answering question 1 above, you have determined that you are required to take the DAS EIS Information Security Training: Foundations course you have two options:
   a. Contact Workday to see if you can get an account set up.
   b. Contact your reporting manager to arrange delivery of the alternative format of the training. That can be a group viewing or a physical copy. Instructions for the alternative delivery

6. **Who do I contact if I have technical issues with the training? i.e. I can't see the entire screen, it's buffering for a long-time, pop-up blocker, etc.**

   If you have gone through the tips & troubleshooting document and are still having technical issues, please contact your agency IT helpdesk. With staff working remotely and agencies all having different technical configurations there is no way for us to troubleshoot an individual's technical issues beyond the information provided.

7. **Who do I contact if I can't progress to the next slide in the training itself?**

   If you are not able to progress inside the training to the slide because, for example, the next button isn't active, or a field won't allow you to enter something, etc. Please go through the tips & troubleshooting document, if you need additional assistance contact security.training@das.oregon.gov.

For more information, please contact security.training@das.oregon.gov