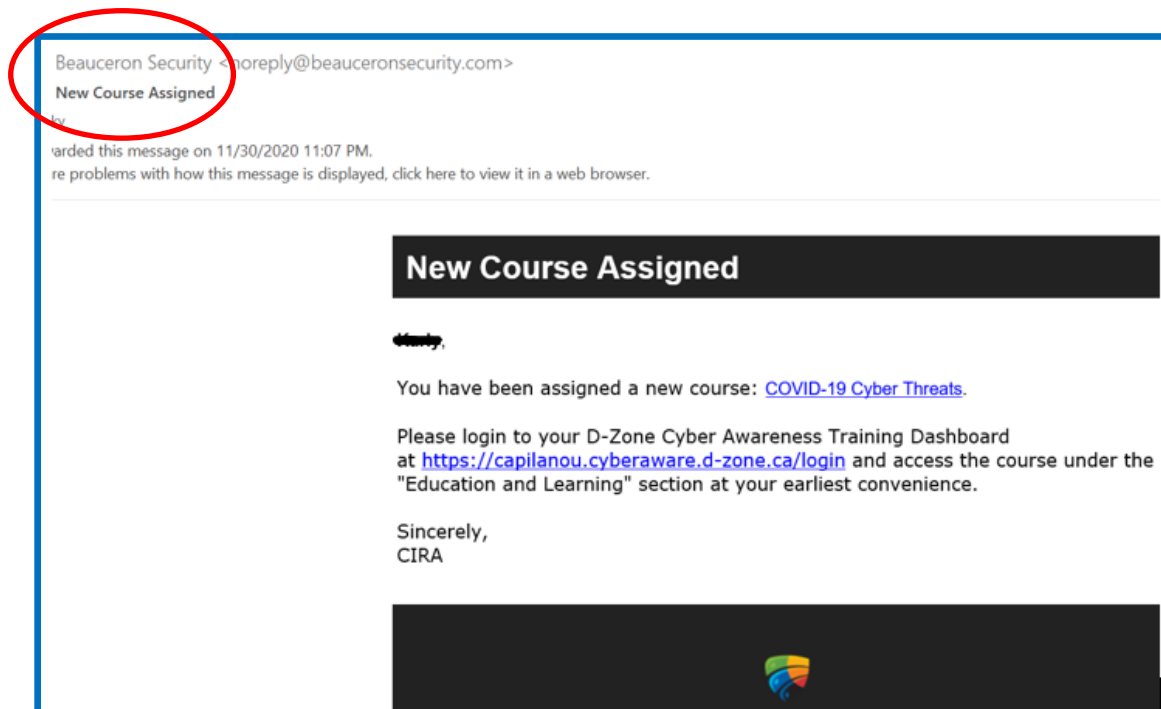


## CIRA/Beauceron Security Awareness Training for CapU Employees

1. You will receive an email to your CapU inbox from **Beauceron Security** indicating you have a new course assigned.



2. Within the email, you have *two options* to access the training – through the direct link or by going to the CIRA dashboard.
3. Upon selecting the desired option as outlined below, you may be required to authenticate if you have not already done so – if you are prompted to authenticate, you will use your usual CapU credentials.

- o **Email Option 1 (Recommended):** Click the first link in the email to go directly to the training.

You have been assigned a new course: [COVID-19 Cyber Threats](#).

Please login to your D-Zone Cyber Awareness Training Dashboard at <https://capilanou.cyberaware.d-zone.ca/login> and access the course under the "Education and Learning" section at your earliest convenience.

Sincerely,  
CIRA

Option 2

Option 1

- o **Email Option 2:** Click the second link and you will be brought to the dashboard within the CIRA application – if you go through the dashboard, click on the **“Education”** tab.

Dashboard / Personal

Welcome back

You currently have 1 out of 10 courses completed. Your score recently detected.

Summary Education Phishing & Exploits

My Surveys

Surveys

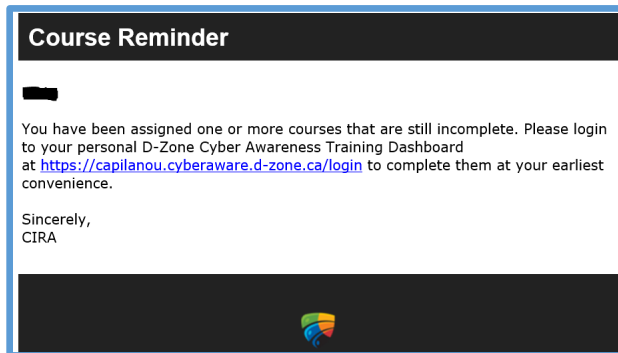
- ✓ Awareness, Perceptions and Behaviours Survey

4. If you have selected the dashboard option from within the CIRA email, **“Education”** tab scroll down to the **“My Courses”** area.
5. Under **“Education and Learning”** click the link with the name of the course to go directly to the training.

My Courses

Education and Learning	Status	Grade	Type	
<a href="#">COVID-19 Cyber Threats</a>	In Progress		Mandatory	Last Updated 2 months ago

6. You will receive a course reminder email from **Beauceron Security** 7 days after you receive the initial course assignment.
7. The reminder emails will contain a link to the **dashboard only**, where you can access the training.



*\*If you don't complete the training within the allotted timeframe, you will continue to receive reminders from Beauceron until the course has been completed.*