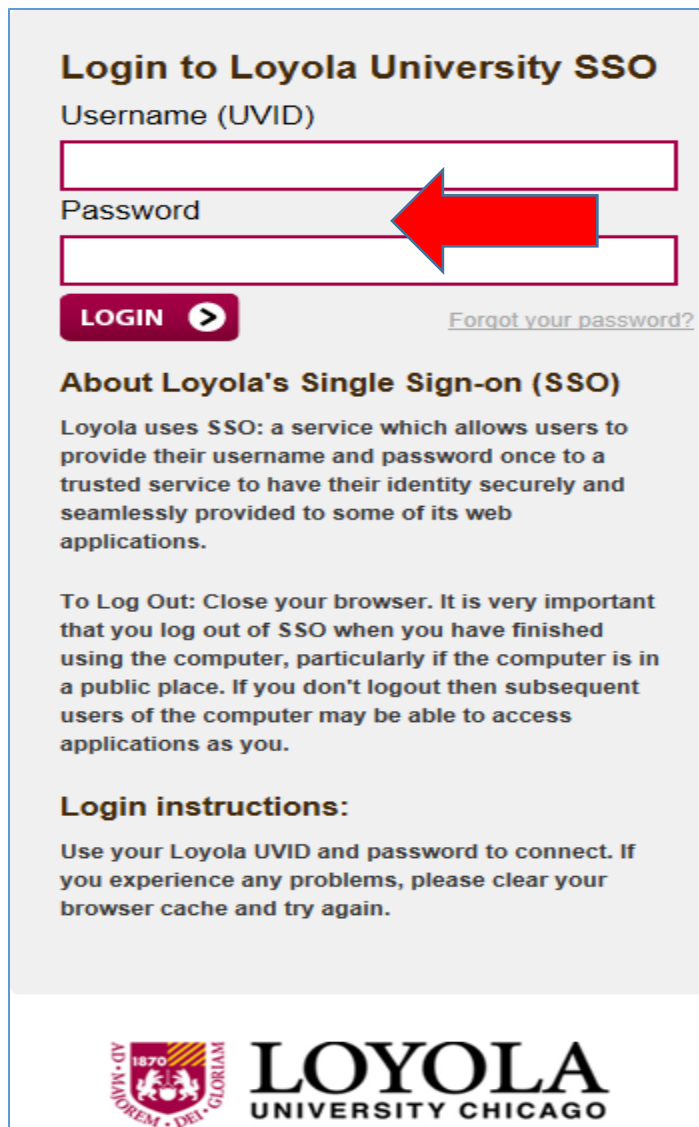


Loyola Aware via SANS Instructions

The Loyola Aware via SANS HIPAA training modules can be accessed online using your UVID and password. Each module contains a brief video followed by three to five assessment questions.

To access the Loyola Aware via SANS HIPAA training modules:

1. All current LUC employees assigned to take the Loyola Aware via SANS training should have received an email notice from the Loyola Aware via SANS training system with the subject line "You have been assigned new Security Awareness Training" You can either follow the link in the email or;
2. Navigate to <https://access.sans.org/go/loyolauniversitychicago> and log in using your UVID and password.



Login to Loyola University SSO

Username (UVID)

Password

LOGIN > [Forgot your password?](#)


About Loyola's Single Sign-on (SSO)

Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

Login instructions:

Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.



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3. There should be two sections on the home page: "Required Training" and "Recommended Training". The HIPAA training modules will be assigned to you under the Required Training heading. These modules are mandatory and must be completed by the due date.

REQUIRED TRAINING
Please complete the following training activities.

CYBERSECURITY AWARENESS (1) ▲		
Title	Due	
Required HIPAA Training - 2018	Aug 31, 2018	✓
Health Insurance Portability and Accountability Act (HIPAA)	Aug 31, 2018	✓

The recommended Training modules are not mandatory, but are strongly recommended.

RECOMMENDED TRAINING

All recommended training has been completed.

4. Click on the Link for Health Insurance Portability and Accountability Act (HIPAA).

5. The pop-up box will open. Click on Launch.

SANS ACLP - Microsoft Edge

learn.sans.org/learn/app/SYS_ModalDialog.aspx?Path=/lea

You have completed the learning activity. Click Close to close the player window or Launch to return to the learning activity.

CLOSE **LAUNCH**

6. Select your preferred language. English (United States) is automatically populated. Click Continue.

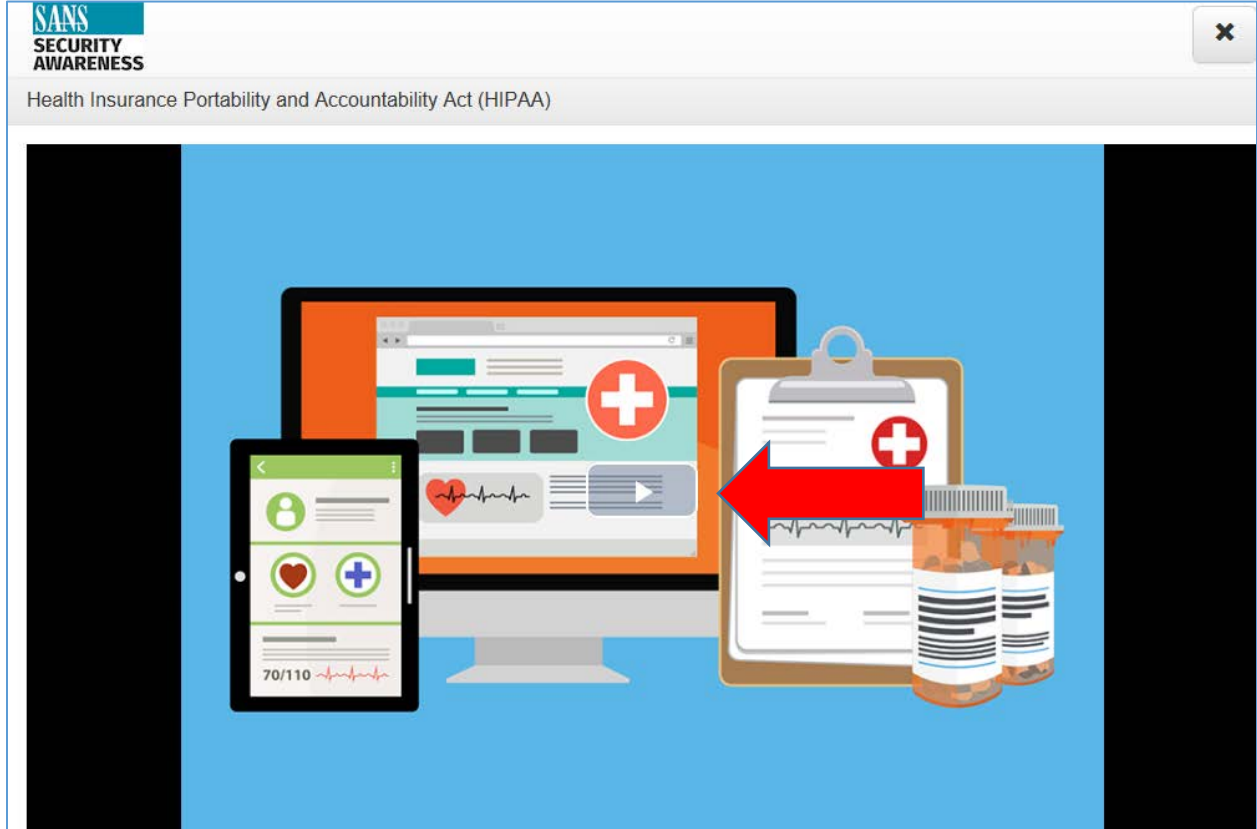
learn.sans.org/learn/app/experience/course/ACP_Course.aspx?PackageViewId=50A16DEA-8F8A-4AD7-A92A-11B50920C285&StudyMode=true&ShowFir

This content is available in more than one language. What is your preferred language?

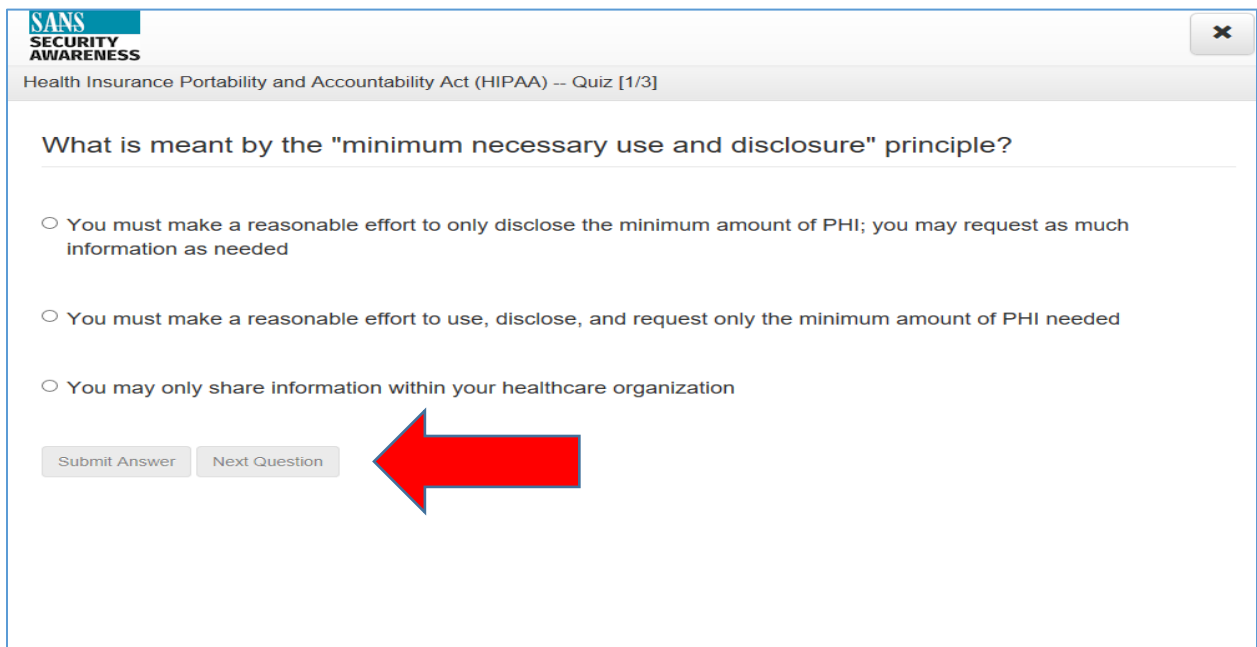
English (United States) **Continue**



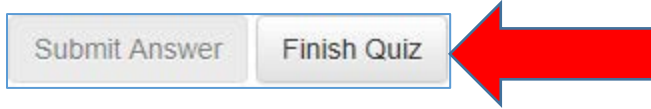
5. Click on the Grey Arrow in the middle of the screen to launch the video.



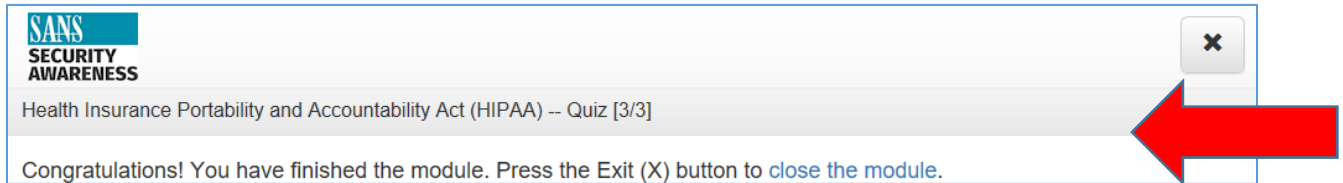
6. Answer the questions at the end of the video. Once you make your selection. Click submit answer. Then Next Question to move forward.



6. After the last question, click Finish Quiz.

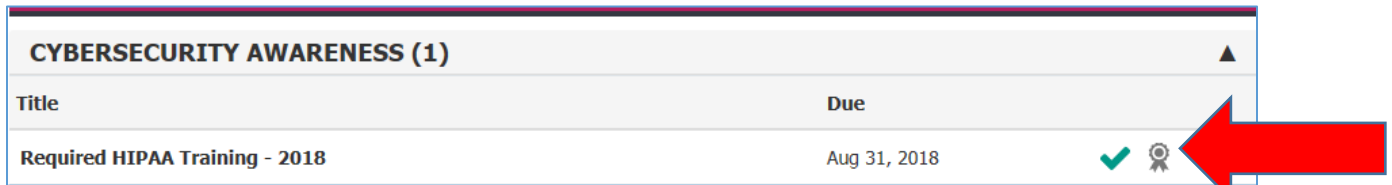


7. Click the (X) button to close the module.



All modules require a minimum score of 80% to pass. There is no limit on the number of times you may take an assessment, and you can click on the Gradebook to check your scores and get immediate feedback.

8. After completing all training that was assigned to you, you will be issued a certificate that you can download and print. All modules require a minimum score of 80% to pass. There is no limit on the number of times you may take an assessment, and you can click on the Gradebook to check your scores and get immediate feedback. To create the certificate, click on the icon that looks like a ribbon



If you have questions, please contact us at hipaa-privacy@luc.edu.