



**Illinois Wesleyan University
Information Technology Procedure**

Procedure Synopsis

Title: Information Technology Security Training Procedure

Approval Date: 01/2025

Revision Date, if applicable: 12/2024

Review Date(s): 01/2026

Related documents: Information Technology Security Training Policy

A. Purpose

This Procedure outlines the Information Technology security training program, and provides the standard process for which training is administered, including completion requirements and steps taken for failure to comply.

Due to the increase in cybersecurity threats and related breaches, it is imperative that the University protects its information as well as the information of all its constituents. Through awareness and training programs, as outlined in this Procedure, the University will take a proactive stance to ensure data protection and to lessen the risks associated with security incidents. Information Technology Services is committed to supporting the campus community with fulfilling this goal.

B. Procedure

1. Training

Cybersecurity and compliance training at IWU is provided via KnowBe4, a security training partner. An open catalogue of training modules will be made available to all Faculty, Staff, and Students, but specific modules may be assigned as mandatory training in the following cases:

A minimum of 30 days will be given for completion of the training. Training assigned in these instances will be tailored to address the contents of the phishing campaign.

3. Enforcement

Enforcement methods depend