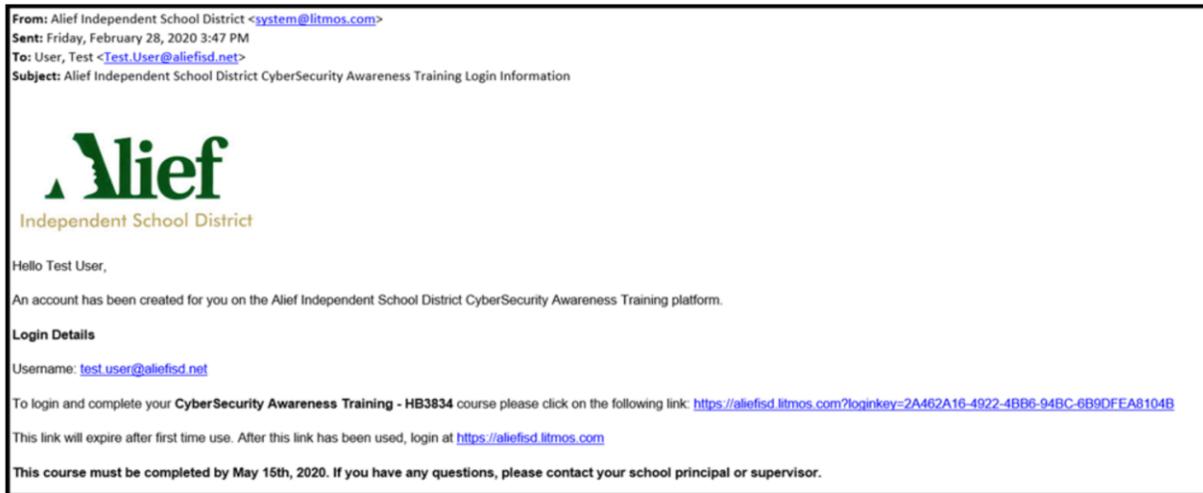Alief ISD Staff, Drivers and Attendants:

The Texas legislature recently passed House Bill 3834. HB3834 requires that all district employees that have access to district computers or district databases must take a TEA approved cybersecurity awareness training course. Employees with district *aliefisd.net* email addresses will receive an email with login instructions to access the online cybersecurity awareness course. The welcome email you will receive will be sent from system@litmos.com and will be Alief ISD branded. A sample screenshot of the welcome email is shown below. This course will take approximately 30 minutes to complete. **All staff are required to complete the course by December 1, 2020.** Your partnership in helping Alief ISD satisfy this mandate is critical. Thank you in advance for your cooperation.

Also, the course is best taken on a laptop, desktop or mac using the latest version of the Chrome browser. The vendor does not recommend attempting the course on a cell phone or similar sized device. Finally, the vendor recommends that users take the course with a browser in full-screen so that they can see all the controls and links on the training pages

**** Sample Email Below ****

From: Alief Independent School District <system@litmos.com>
Sent: Friday, February 28, 2020 3:47 PM
To: User, Test <Test.User@aliefisd.net>
Subject: Alief Independent School District CyberSecurity Awareness Training Login Information

.Alief

Independent School District

Hello Test User,

An account has been created for you on the Alief Independent School District CyberSecurity Awareness Training platform.

Login Details

Username: test.user@aliefisd.net

To login and complete your **CyberSecurity Awareness Training - HB3834** course please click on the following link: https://aliefisd.litmos.com?loginkey=2A462A16-4922-4BB6-94BC-6B9DFEA8104B

This link will expire after first time use. After this link has been used, login at https://aliefisd.litmos.com

This course must be completed by May 15th, 2020. If you have any questions, please contact your school principal or supervisor.

Step 1

To access district email, you must log in through Alief HUB. You will need your district issued username and the password you created.
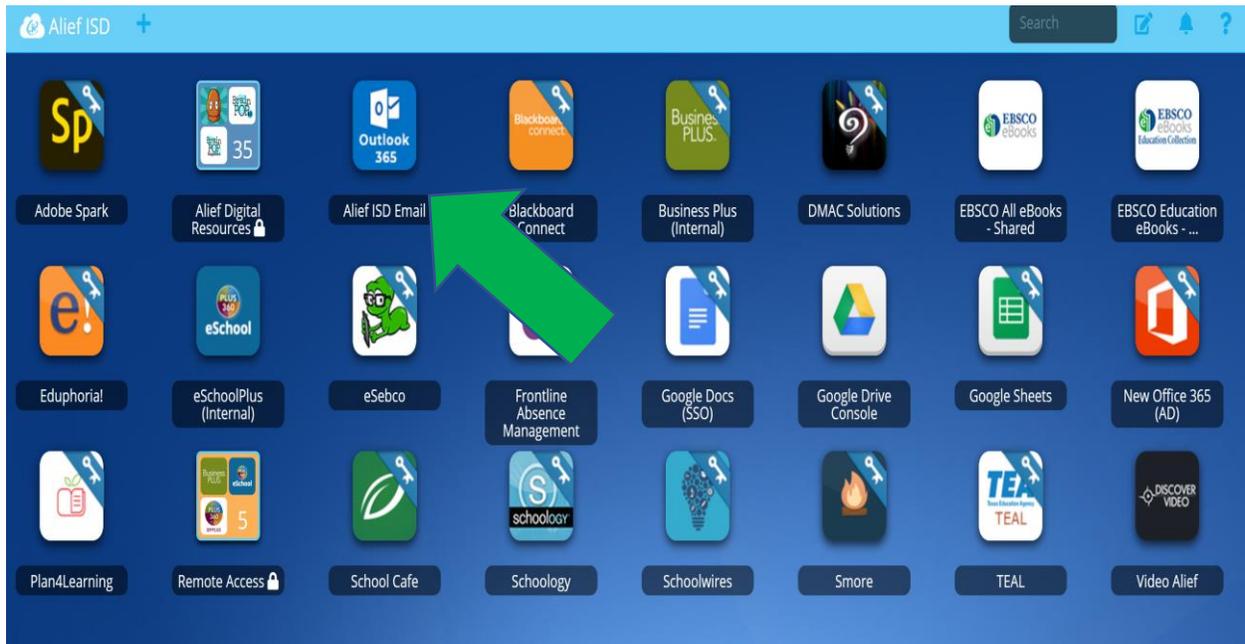
If you forgot your username or password, you can call tech support at 281-498-8110 ext. 22530 for assistance.

Step 2:

Once you successfully log in, you should see the page below:
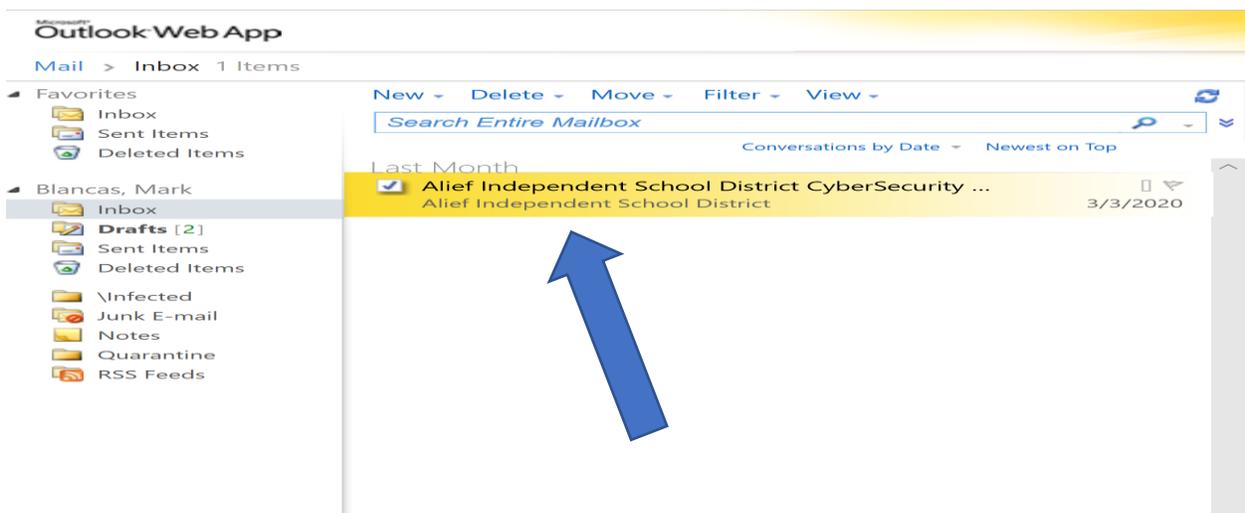
ACCESSING EMAIL:

Click on the link that shows Alief ISD Email

Step 3:

Once you access your email, you should see the following screen with the email you are looking for:

Click and open the email:

SAMPLE EMAIL:

Independent School District

Hello Christopher,

You have been invited to do an online course at Alief Independent School District

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CyberSecurity Awareness Training - HB3834

2020/2021 School Year

Login Details

Your username is: christopher.roberts@aliefisd.net

To start this course please click on the following link: https://aliefisd.litmos.com/account/login?loginkey=119F8AC8-FF46-42E4-B66D-0C7650DD6BF2&c=4513214

PLEASE NOTE: IF YOU ARE AN EXISTING USER AND HAVE FORGOTTEN YOUR PASSWORD, YOU CAN USE THE FORGOT PASSWORD PROMPT TO RESET YOUR PASSWORD.

NEW USERS WILL BE PROMPTED TO SET UP THEIR PASSWORD. PLEASE DO NOT EDIT OR ADD ANY OTHER ACCOUNT INFORMATION OTHER THAN YOUR PASSWORD.

Enter your district email address along with the password
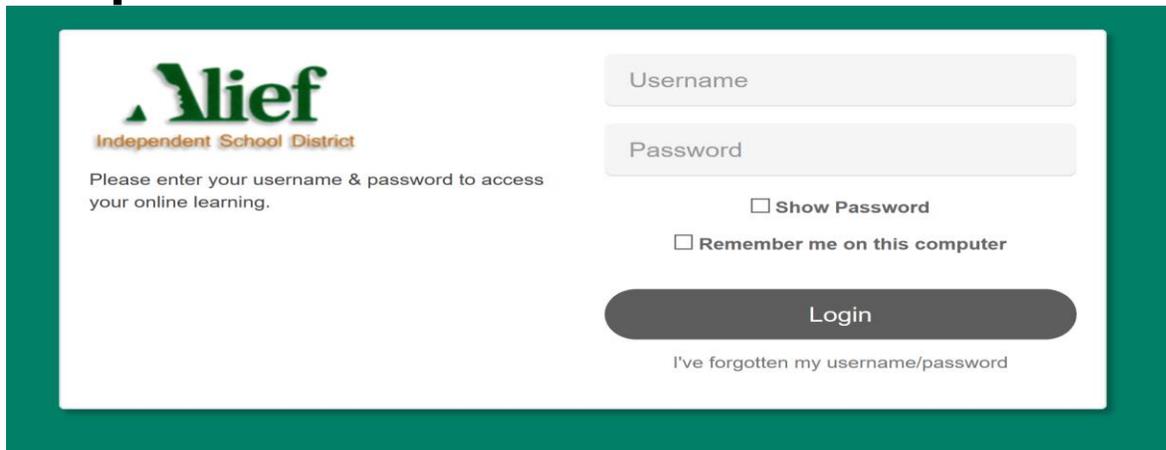
Step 4

Click on link and begin course:

You must go through the entire course to receive credit. Once complete, your dashboard will show 100% and complete.