KnowBe4 SEAT training initial setup user guide

Overview

This guide serves as a walkthrough of how to access and utilize the KnowBe4 security education and awareness training. SEAT training is used to increase employee awareness of their information security responsibilities for protecting the confidentiality, integrity and availability of state data and resources. OMES manages security education awareness training for the State of Oklahoma. Training takes place in our training platform, Knowbe4. SEAT is pushed annually at a minimum with OMES reserving the right to require training more frequently to ensure state employees are adhering to cyber requirements.

Individuals will receive KnowBe4 system-generated email notifications for the following:

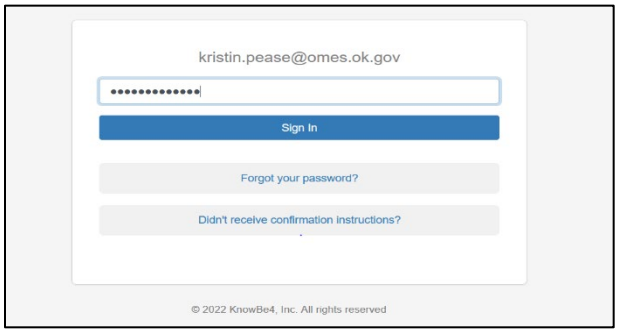
- When a new required training is assigned.
- When a training assignment is incomplete.

Steps

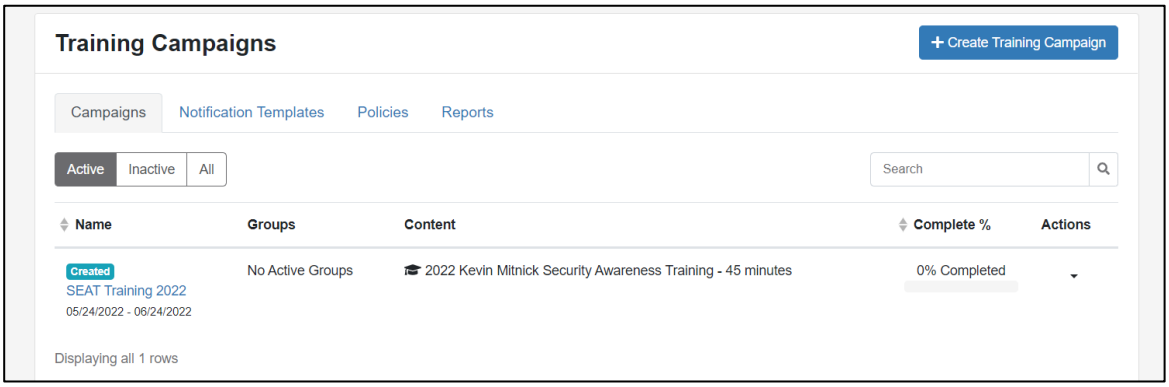
Step 1: Type this URL into your internet browser address bar: https://training.knowbe4.com/ui/login

Step 2: The State of Oklahoma's Knowbe4 instance is integrated with Azure Active Directory. You may use your Microsoft credentials to log in.

Step 3: Select **Sign In** after you have entered your credentials.

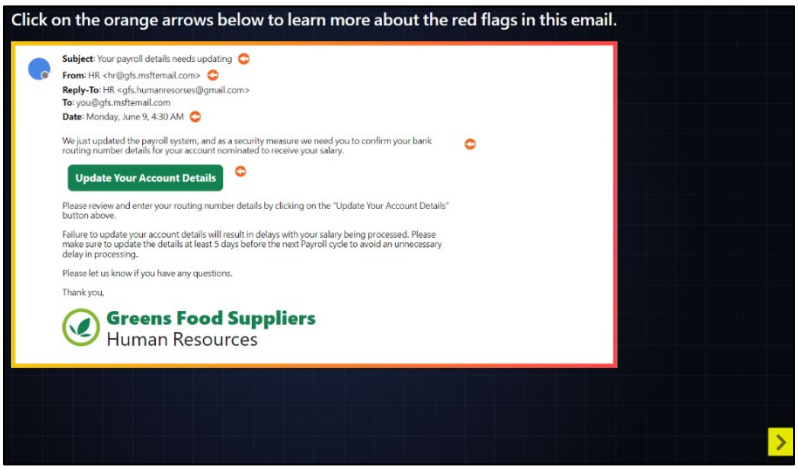


Step 4: In the Training Campaigns section, under the Campaigns tab, select **SEAT Training 2022.**



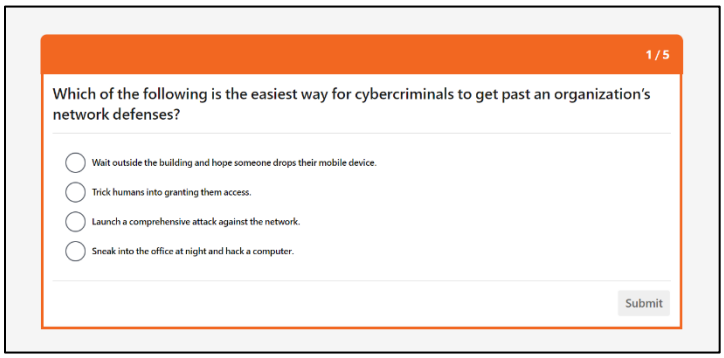
Step 5: You will see the following:

Step 6: Select the **yellow arrow** in the lower right corner of the page. This takes you through multiple videos, quizzes and scenarios. As you complete the questions, select the **yellow arrow** to progress through the entire training.

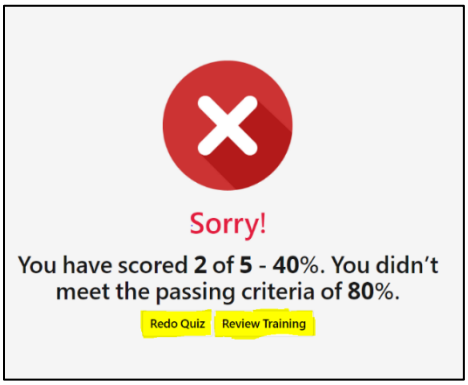


Step 7: Once you have completed all the training content, read each question and select the best answer.

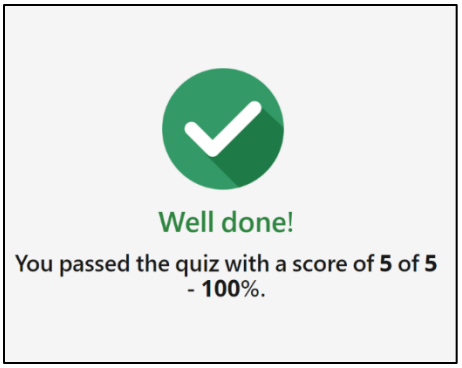
You must answer four out of five questions correctly to complete this course.



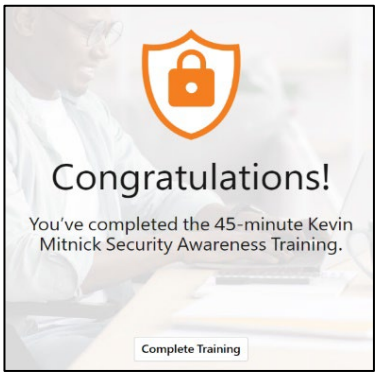
Step 8a: If you do not pass the quiz, you will receive this message. You can either redo the quiz or review the training again.



Step 8b: Once you pass the quiz, you will receive this message:



Step 9: Once you complete this training, select **Complete Training** to close the training.



You have successfully completed the SEAT training.

Additional Resources

KnowBe4 Learner Support: A 4-Step Guide to Getting Started