Attestation to Use of High Risk Data

Quick Reference Guide

The Attestation process has **two** parts. First you will take a survey. Then you will be asked to attest that you took the survey and agree to the policies surrounding the use of high risk or confidential data at WCM.

The process requires multiple systems which can be confusing as there are several different windows. It is recommended that you **close all browser windows** and **disable pop-up blockers** before you launch My Learning.

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Step-by-step instructions

1. This link will take you directly to the WCM Learning Management System. (Mac users: use Firefox or Chrome)
2. You will see a list of your Learning Assignments. Scroll to locate **2017 Attestation to Use of High Risk Data** and Click Start Course (or Continue Course if you are returning).
3. Another window opens. Click **2017 Attestation to Use of High Risk Data** to launch the course.
4. The course opens in another window. Follow the on-screen directions using the arrows at the bottom right to proceed. You will be able to read policies prior to the survey if you wish. Then you will be asked to **Take Survey**. This will launch the actual survey in another window. There are very few questions if you don't deal with high risk data, more if you do.
5. Once you complete the survey, return to the course window (which may be in a window behind the one you are in. This can be confusing.) Follow the onscreen instructions to complete the attestation. Click **Exit** to close the course. You have now successfully completed the course.
6. You can verify that your attestation was correctly recorded by returning to your Learning Assignments. Locate the **History** tile and click **View All**.

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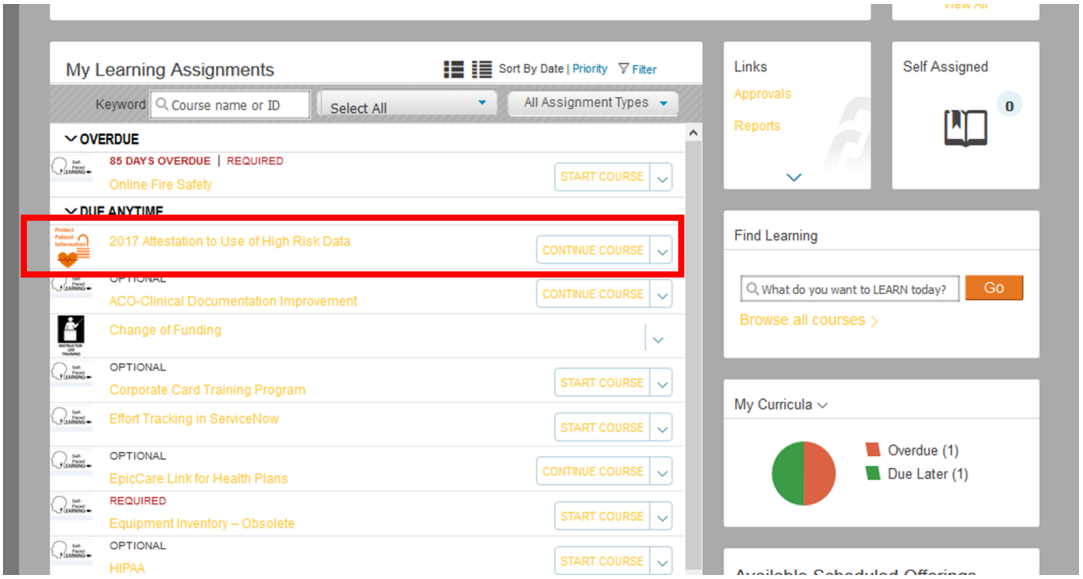
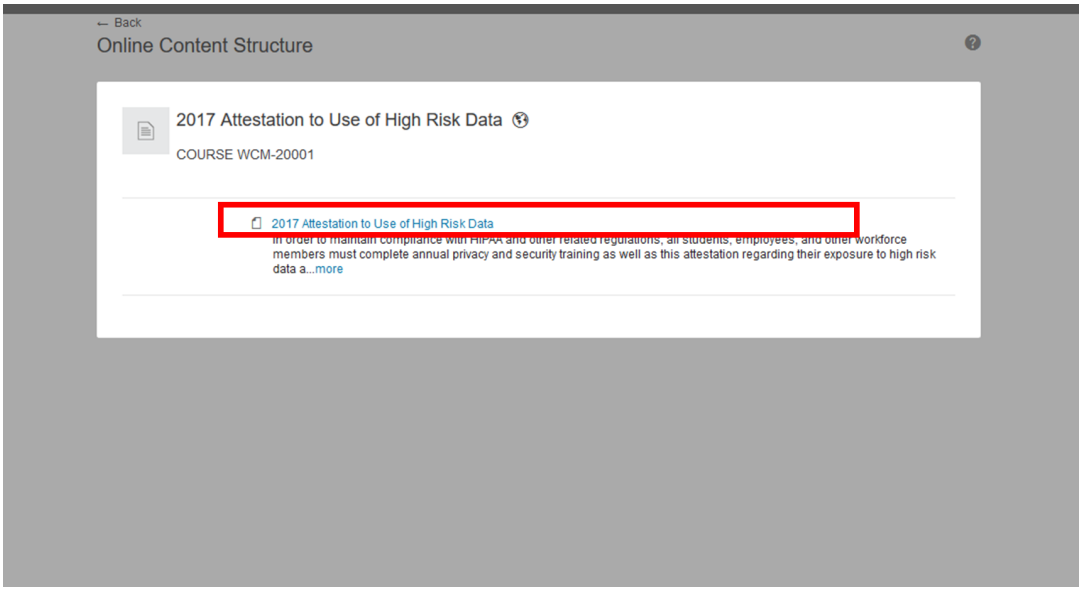
Step-by-step instructions with images

Locate the course

1. This link will take you directly to the WCM Learning Management System. (Mac users: use Firefox or Chrome)
2. You will see a list of your Learning Assignments. Scroll to the **2017 Attestation to Use of High Risk Data.**
3. Click **Start Course** (or **Continue Course** if you are returning).

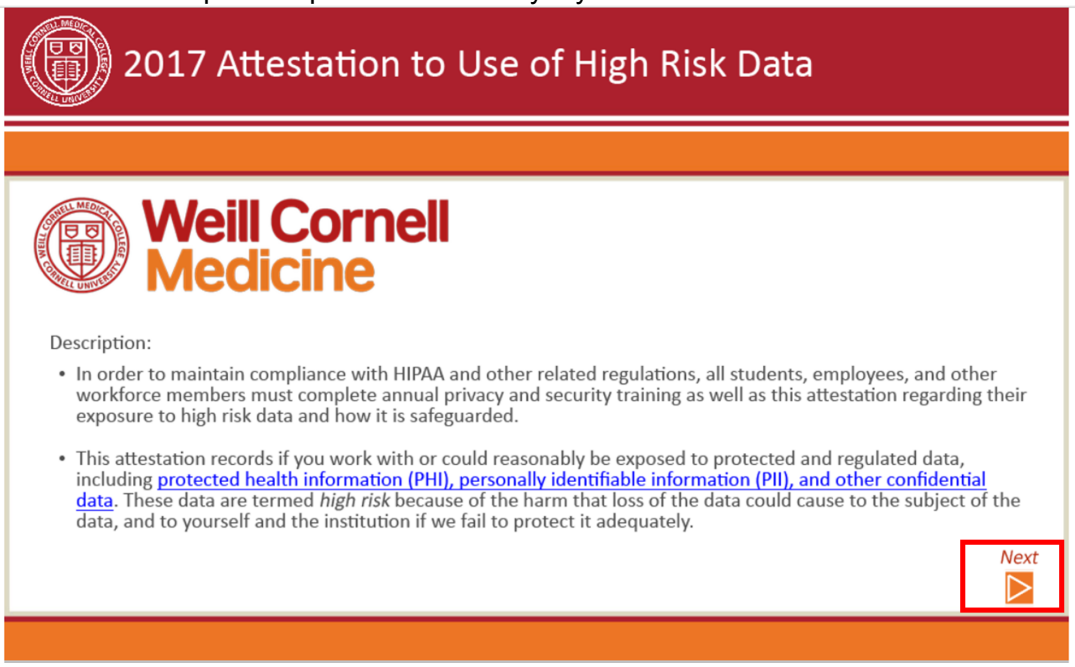


4. Click **2017 Attestation to Use of High Risk Data** to launch the course.

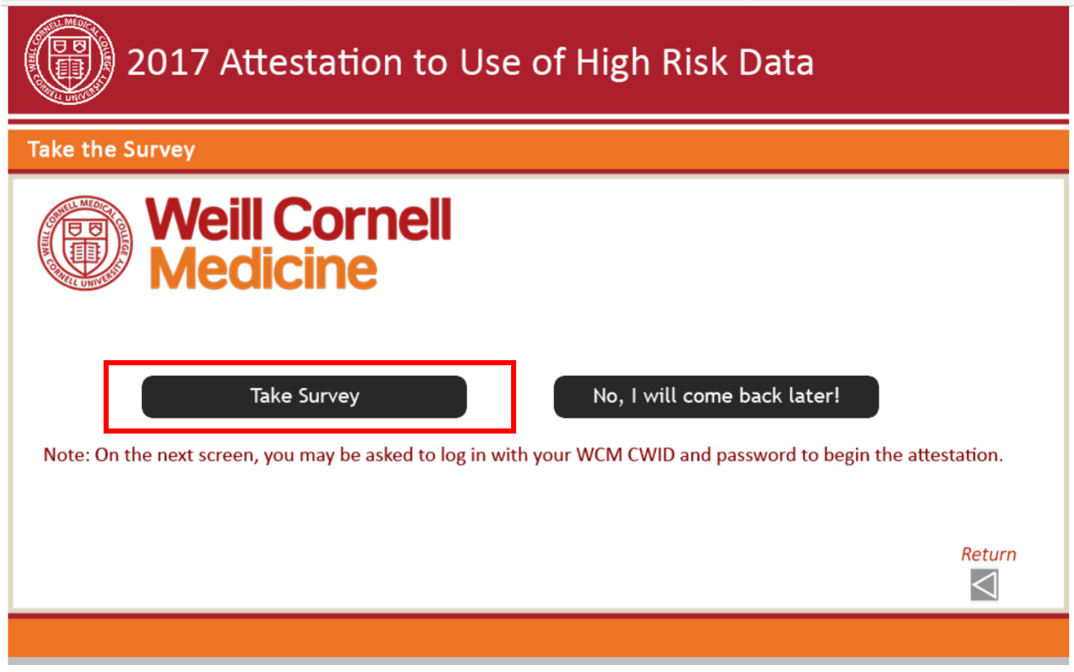


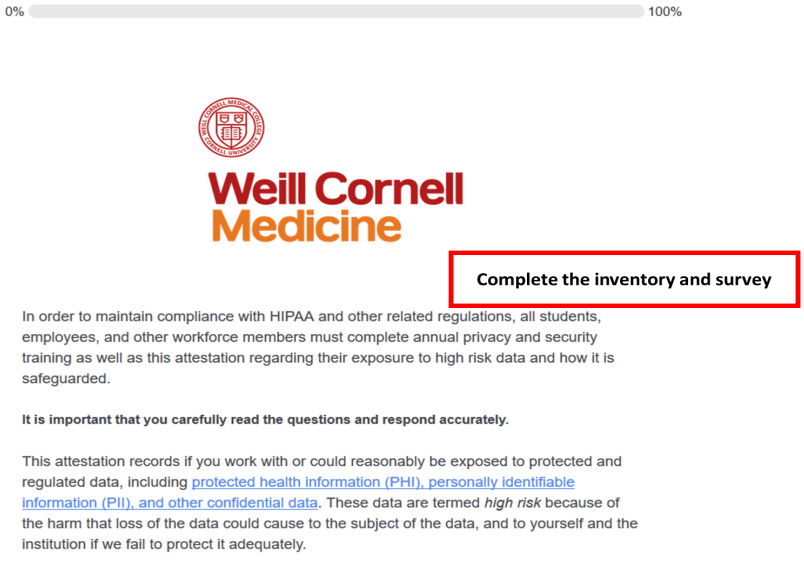
Take the course

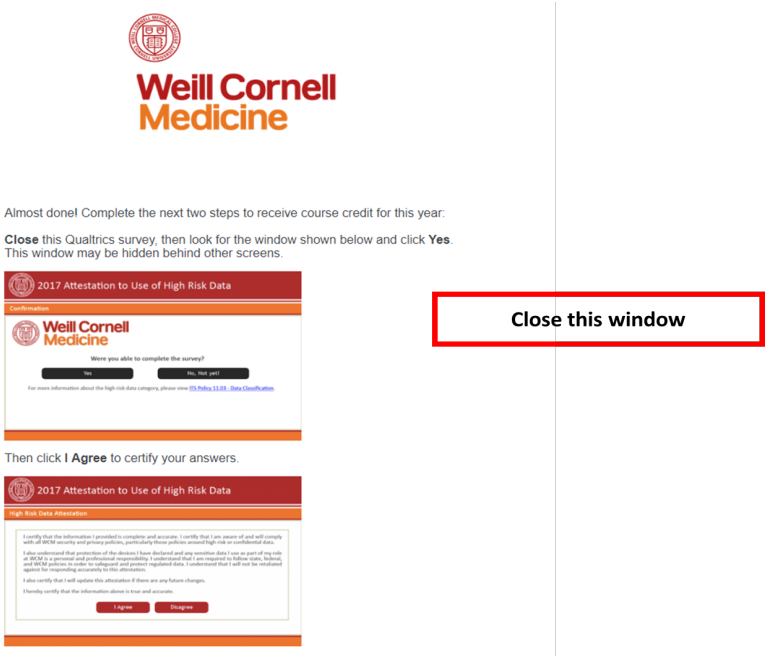
5. Follow the on-screen directions using the arrows at the bottom right to proceed. You will be able to read policies prior to the survey if you wish.



6. Click **Take Survey** This will launch the survey in another window. *There are very few survey questions if you don't deal with high risk data, more if you do.*







7. Once you complete the survey, return to the course window (which may be in a window behind the one you are in. This can be confusing.) Follow the onscreen instructions to complete the attestation.

2017 Attestation to Use of High Risk Data
Confirmation
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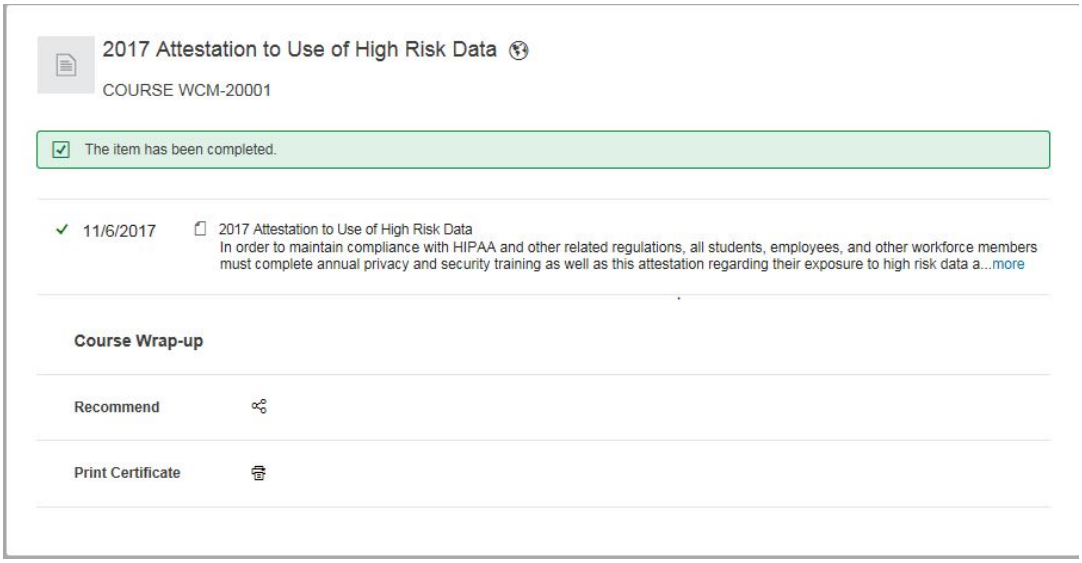
Were you able to complete the survey?
Yes
No, Not yet!
For more information about the high risk data category, please view ITS Policy 11.03 - Data Classification.

2017 Attestation to Use of High Risk Data
High Risk Data Attestation
I certify that the information I provided is complete and accurate. I certify that I am aware of and will comply with all WCM security and privacy policies, particularly those policies around high risk or confidential data.
I also understand that protection of the devices I have declared and any sensitive data I use as part of my role at WCM is a personal and professional responsibility. I understand that I am required to follow state, federal, and WCM policies in order to safeguard and protect regulated data. I understand that I will not be retaliated against for responding accurately to this attestation.
I also certify that I will update this attestation if there are any future changes.
I hereby certify that the information above is true and accurate.
I Agree
Disagree

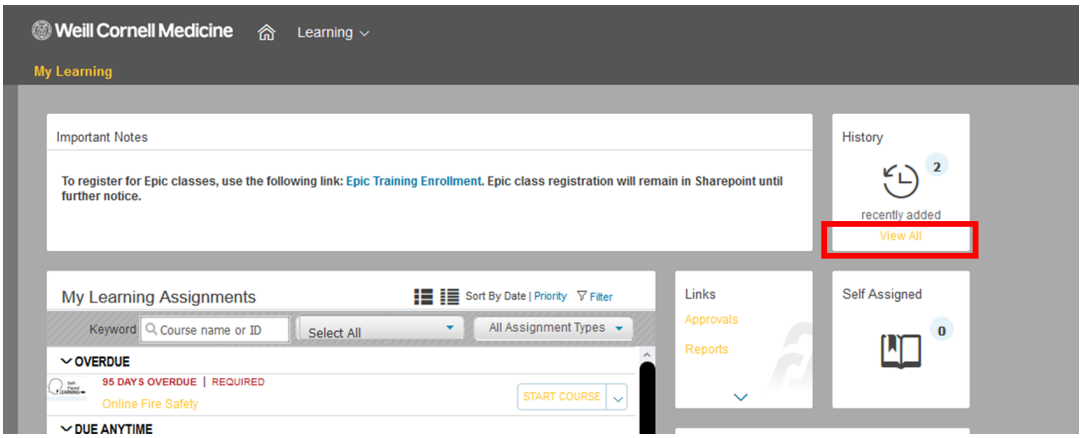
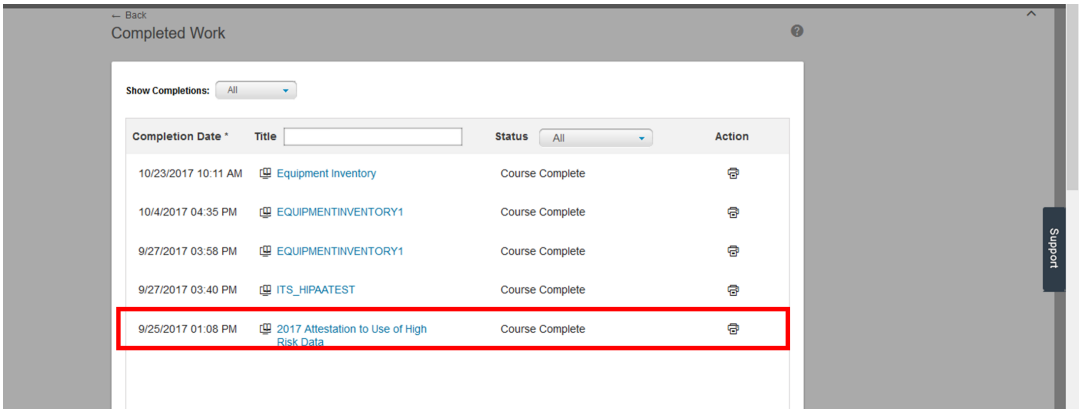
8. Click **Exit** to close the course. You have now successfully completed the course.

The item has been completed.



Verify your certification

9. Click **View All** in the **History** tile to verify completion.



View the time stamp to confirm course completion.