



Run Book Accessing Security Training.

BPO ELKS

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## Accessing Security Training.

You will need to go to the following link <https://training.knowbe4.com/login?domain=elks.org>

You will then see the following enter your email address for elks.org and select next.

To start with KnowBe4 enter your email address below

Email:

You will now be directed to a web page displaying the following information.

### Thank you for signing up!

We have sent an email to  to verify your email address.

Please click on the confirmation link inside this email to complete the registration process.

If you do not receive the email confirmation, please add [support@knowbe4.com](mailto:support@knowbe4.com) to your address book and [click here to resend the email](#). If you need help, please check out our [support](#) page.

Now open your email and you should have an email from Knowbe4. Open the email and follow the instructions.

1. To access your training courses in Knowbe4 website. You will need to log on to the website. To logon please go to <https://training.knowbe4.com/users/login> enter your [elks.org](https://training.knowbe4.com/users/login) email address and your knowbe4 password that you created.

2. Select my Training tab

My Training

3. You will see courses assigned to you.

**Available courses**

4. Some courses will be mandatory and some may not.

5. You will select **Start Course** icon at the far right of the course you wish to start.

6. A popup window will open and the course will start.

7. After the course is done look at the my course tab to see the status of the course.

Course	Enrolled On	Status	Completed On	Time Spent
		Incomplete		

8. You will see the following under the mandatory training.

9. You will select the link and the following page will be displayed.

Elks National Foundation [http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQC3.0\\_SecurityPolicyTemplate\\_v5.pdf](http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQC3.0_SecurityPolicyTemplate_v5.pdf)

Central Accounting [http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQC3.0\\_SecurityPolicyTemplate\\_v5.pdf](http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQC3.0_SecurityPolicyTemplate_v5.pdf)

Internet/IT Department [http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQA3.0\\_SecurityPolicyTemplate\\_v3-elks-orgINETecommercepayments.pdf](http://www.elks.org/SharedElksOrg/hq/is/documents/KB4SAQA3.0_SecurityPolicyTemplate_v3-elks-orgINETecommercepayments.pdf)

10. You will need to select each link on the page and read each PDF.

11. You will then need to go back to the courses on the My Training tab and select

12. If your status page is empty this means you are up-to-date on your training.

13. When you are done with your training and wish to log off please select the drop down from your name in the upper right corner and then select logoff.

