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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Cybersecurity Awareness Training Course Now Available

Louisiana State Civil Service is pleased to announce the availability of our newest course: **CPTP SCS Cybersecurity Awareness**. This web-based training meets the requirements set forth in ACT 155 of the 2020 Regular Session of the Louisiana Legislature, including content on forming information security habits and best practices for detecting, assessing, reporting and addressing information security threats. The course was created with the assistance of the Office of Technology Services.

Availability

The course is available in LEO using search term Cybersecurity, and is also available for download for those state agencies employing contractors or governmental units without access to LEO. One download is allowed per IP address. Downloaders may then place the downloaded course on their intranet, LMS, or may make and distribute copies within the organization. The course may not be placed on a public-facing portal.

To request a download link for **CPTP SCS Cybersecurity Awareness**, please complete the download request form located [here](#) and email it to SCSCourseDownload@la.gov.

Reporting

ACT 155 requires state and local agencies to identify employees or elected officials who have access to the agency's information technology assets. Anyone with such access is required to complete the training, including any contractors who may have access to state information technology (IT) systems. New employees shall complete the training within 30 days of initial service or employment with the agency.

State agency heads are required to periodically verify that Cybersecurity Awareness training has been done and report to State Civil Service on the completion of Cybersecurity Awareness training by employees and contractors. Course completion reports are due to the State Civil Service Director by March 31st of each year for the previous year. Thus, the next reporting date

will be March 31, 2022, for completions in the last quarter of 2020 and calendar year 2021. Per Act 155, Agency heads are required to submit reports on employee and contractor course completions to the State Civil Service Director. Reports of completions should include employee name, personnel number and completion date along with a statement and signature from the agency head certifying the list. Completion reports should be sent to SCSInfo@la.gov.

If you have any questions about the course, please contact Dana LeBherz, Talent Development Director, at dana.lebherz@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director