

# Navigating SuccessFactors for IOT Security Awareness Learning Assignments

## Confirmation

When you are assigned an IOT Security Awareness Learning Item or Program, you will receive a **SuccessFactors Notification** (see Image A) to your email inbox. If the learning item is “**Required**” you will see a **Due Date** in the notification. For “**Optional**” Learning items the **Due Date** will be blank. **Programs** require a due date even if the content is **Optional**. We now have a “**Cybersecurity Awareness**” **Category** in SuccessFactors where users can locate additional learning modules on a “self-assignment” and **Optional** basis.

## How to use SuccessFactors

This guide will show you how to conduct the following in SuccessFactors Learning:

- Locate and Launch Learning Content You’ve been Assigned
  - Required Learning
  - Optional Learning
- Review Content from Learning History
  - Item
  - Program
- Locate and Self-Assign Optional Security Awareness Learning Content
- Removing Optional Learning Content
  - Item
  - Programs

Find additional Cybersecurity Awareness resources on the **IOT Statewide Training Resources** web page here <https://www.in.gov/iot/statewide-training-resources/>

Find additional SuccessFactors Login Resources here [How to register](#)

For questions, please contact [Awareness@iot.in.gov](mailto:Awareness@iot.in.gov)

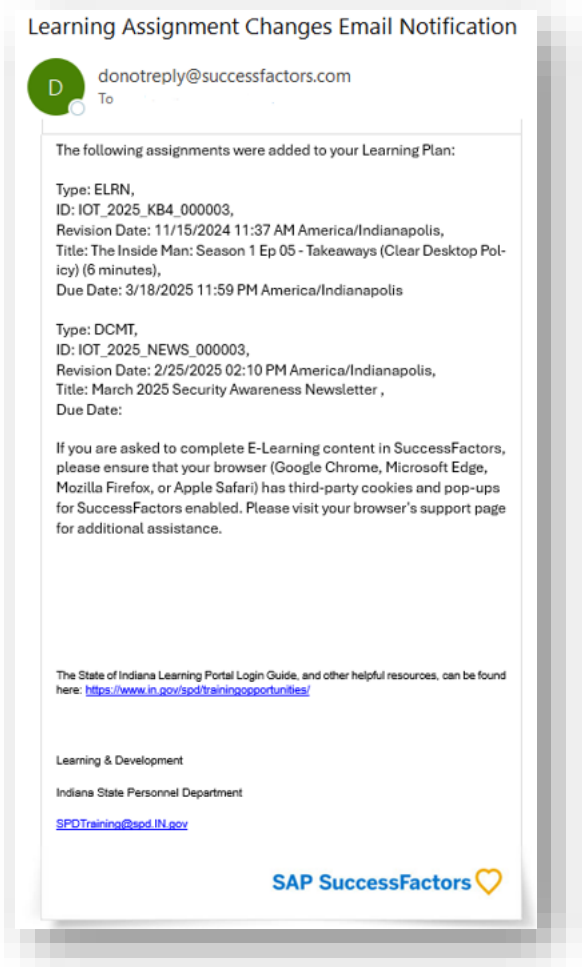
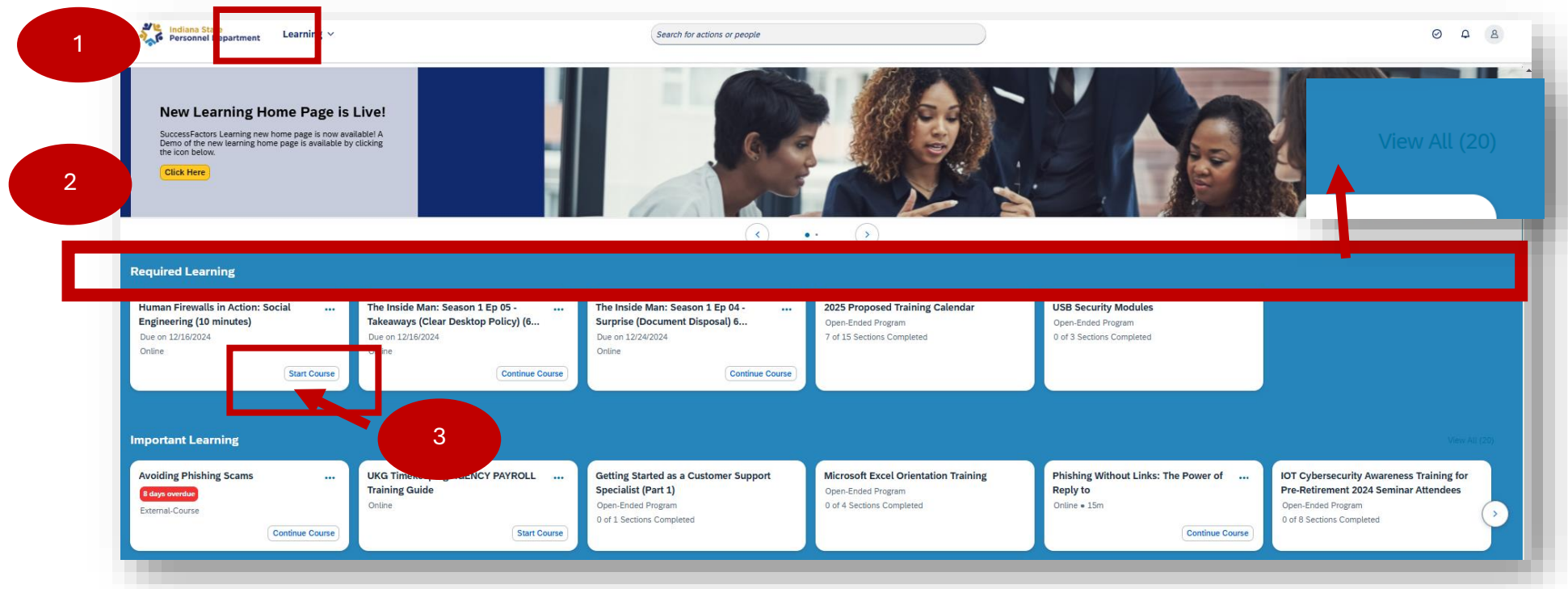


Image A

## Locate and Launch Required Learning Content You've Been Assigned

**Required Learning:** (Includes but not limited to: Information Technology Resource/ITR Policy Acknowledgement, Cybersecurity Onboarding and Monthly Security Awareness Modules)

1. Login to SuccessFactors and navigate to Learning (when logging in, it may automatically open the Learning page).
2. On the Learning page, find the IOT Monthly Security Awareness Modules under the **Required Learning** banner. (If an agency or manager assigns other content as *Optional* learning, then it will show in the *Important Learning* section instead.) If you have more than 6 assignments in a section, you may need to select the **View All** link to locate and launch the assignment. *The color of the text is very hard to see so you may need to magnify the screen using your control and arrow keys.*
3. Select **Start Course** to begin viewing content.

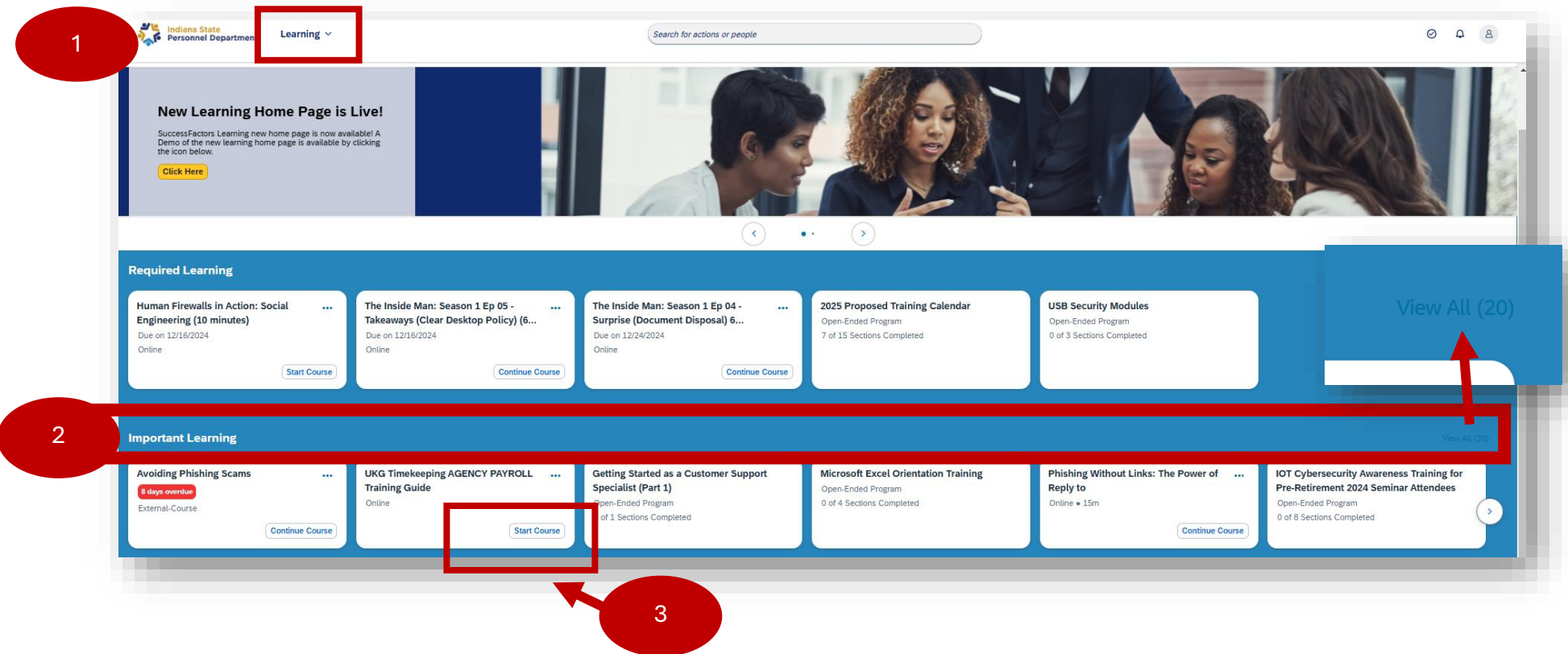


The screenshot shows the SuccessFactors Learning interface. At the top, there is a navigation bar with the 'Learning' tab highlighted (callout 1). Below the navigation bar, there is a banner for 'New Learning Home Page is Live!' with a 'Click Here' button (callout 2). The main content area is divided into two sections: 'Required Learning' and 'Important Learning'. The 'Required Learning' section contains several course cards, including 'Human Firewalls in Action: Social Engineering (10 minutes)', 'The Inside Man: Season 1 Ep 05 - Takeaways (Clear Desktop Policy) (6...)', 'The Inside Man: Season 1 Ep 04 - Surprise (Document Disposal) 6...', '2025 Proposed Training Calendar', and 'USB Security Modules'. The 'Important Learning' section contains cards for 'Avoiding Phishing Scams', 'UKG Timeclock AGENCY PAYROLL Training Guide', 'Getting Started as a Customer Support Specialist (Part 1)', 'Microsoft Excel Orientation Training', 'Phishing Without Links: The Power of Reply to', and 'IOT Cybersecurity Awareness Training for Pre-Retirement 2024 Seminar Attendees'. A red box highlights the 'Required Learning' section header (callout 2). A red box highlights the 'Start Course' button on the 'Human Firewalls in Action' card (callout 3). A red arrow points to the 'View All (20)' link in the top right corner of the 'Required Learning' section.

## Locate and Launch Learning Optional Content You've Been Assigned

**Optional Learning:** (May include but not limited to: Self-Assignments from the SuccessFactors Library)

1. On the Learning page, you will find Optional Training Assignments under the **Important Learning** banner. (If an agency or manager assigns learning as *Required*, then it will show in the *Required Learning* section instead.) If you have more than 6 assignments in a section, you may need to select the **View All** link to locate and launch the assignment.
2. Select **Start Course** to begin viewing the content.



The screenshot shows the SuccessFactors Learning interface for the Indiana State Personnel Department. A red circle with the number '1' points to the 'Learning' dropdown menu in the top navigation bar. Below the navigation bar, there is a banner for 'New Learning Home Page is Live!' with a 'Click Here' button. The main content area is divided into two sections: 'Required Learning' and 'Important Learning'. The 'Required Learning' section contains five cards: 'Human Firewalls in Action: Social Engineering (10 minutes)', 'The Inside Man: Season 1 Ep 05 - Takeaways (Clear Desktop Policy) (6...)', 'The Inside Man: Season 1 Ep 04 - Surprise (Document Disposal) 6...', '2025 Proposed Training Calendar', and 'USB Security Modules'. The 'Important Learning' section contains six cards: 'Avoiding Phishing Scams', 'UKG Timekeeping AGENCY PAYROLL Training Guide', 'Getting Started as a Customer Support Specialist (Part 1)', 'Microsoft Excel Orientation Training', 'Phishing Without Links: The Power of Reply to', and 'IOT Cybersecurity Awareness Training for Pre-Retirement 2024 Seminar Attendees'. A red circle with the number '2' points to the 'Important Learning' section header. A red circle with the number '3' points to the 'Start Course' button on the 'UKG Timekeeping AGENCY PAYROLL Training Guide' card. A red arrow points from the 'View All (20)' link in the 'Required Learning' section to the 'View All (20)' link in the 'Important Learning' section.

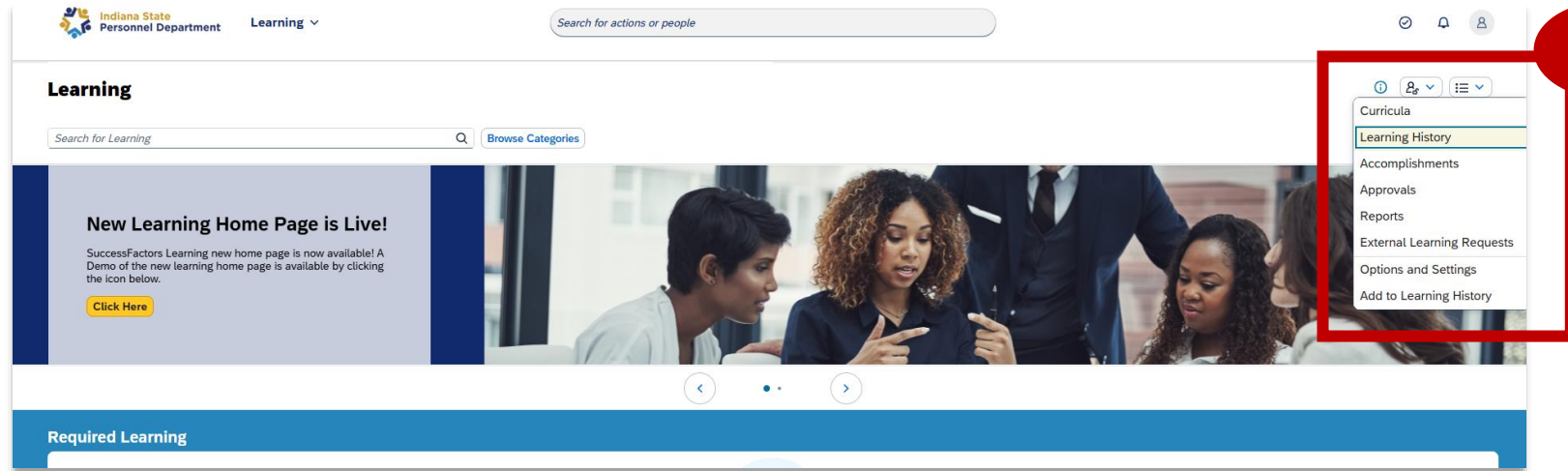
See the following pages for the steps to review content from **Learning History**.

For questions, please contact [Awareness@iot.in.gov](mailto:Awareness@iot.in.gov)

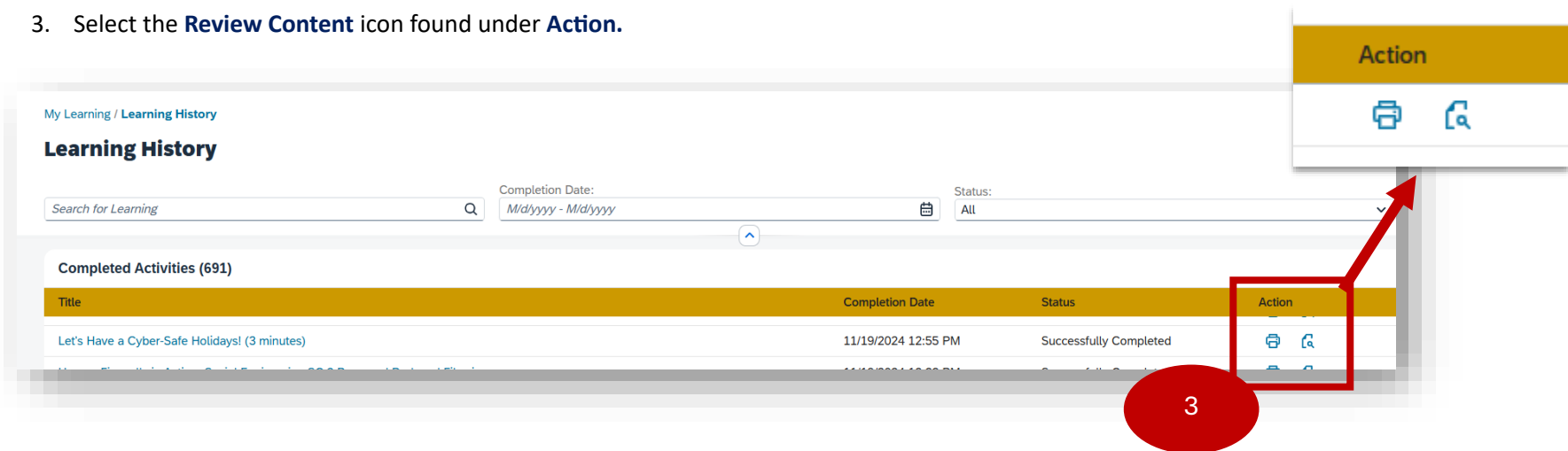
## Review Content from Learning History

### For a Learning Item or Course:

1. Select the drop-down menu in the far upper right-hand corner of the Learning page and select **Learning History**.



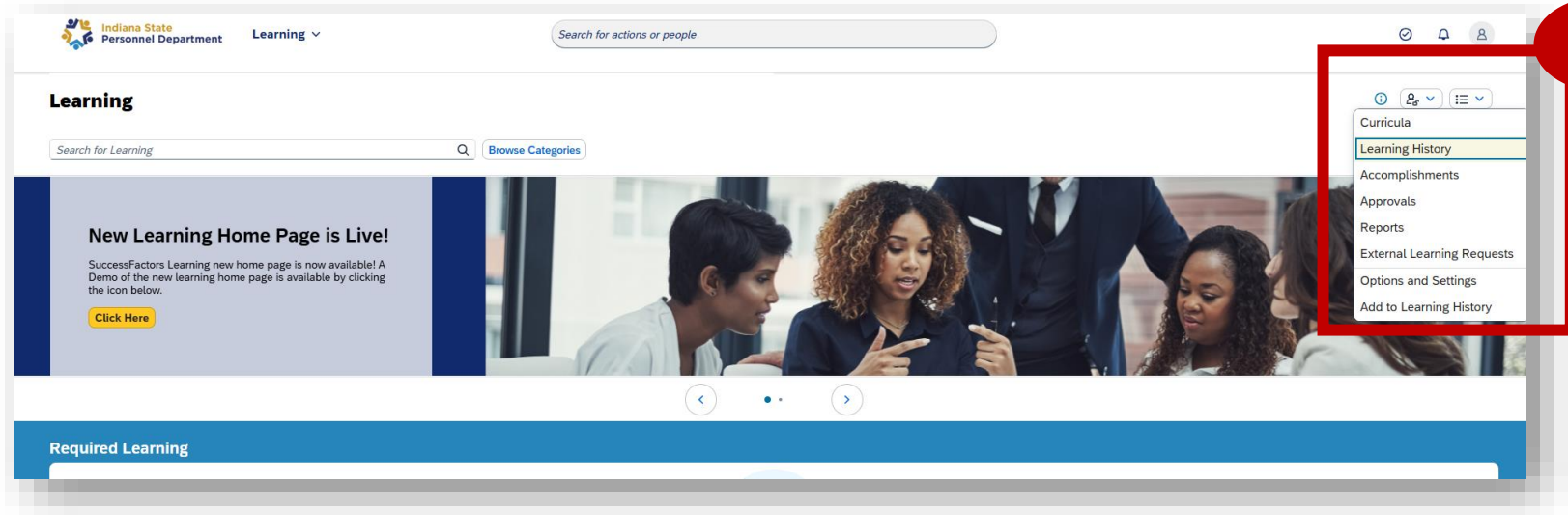
2. Locate the title you wish to review
3. Select the **Review Content** icon found under **Action**.



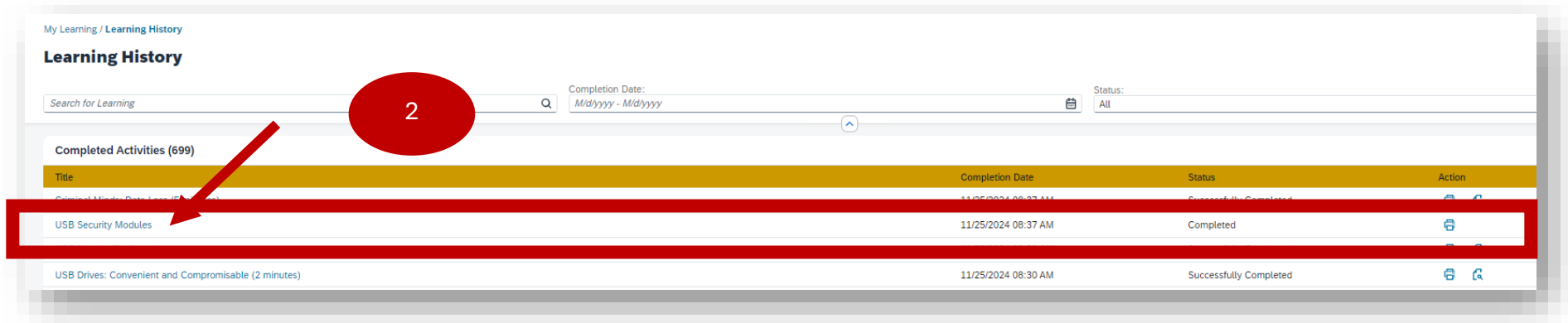
For questions, please contact [Awareness@iot.in.gov](mailto:Awareness@iot.in.gov)

## For a Learning Program:

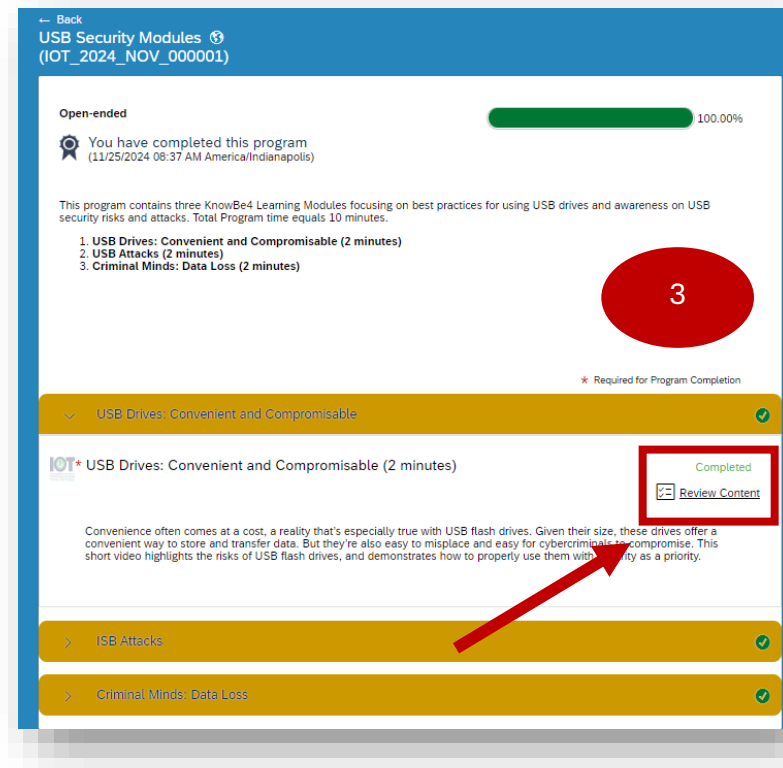
1. Select the drop-down menu in the far upper right-hand corner of the Learning page and select **Learning History**.



2. Locate the **Program title** you wish to review in your list of completed activities and then select the **Program Title**.



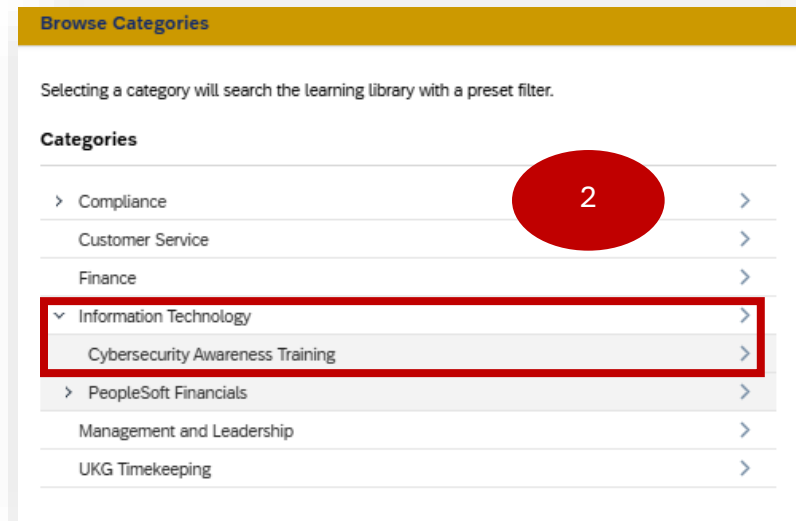
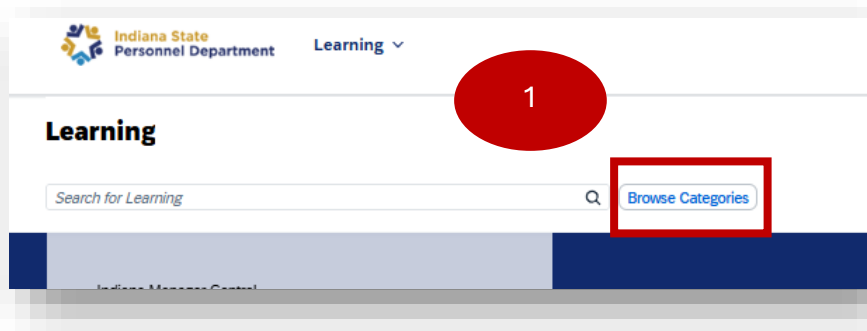
3. This will take the learner to the Program where you may **Review Content** inside the Program.



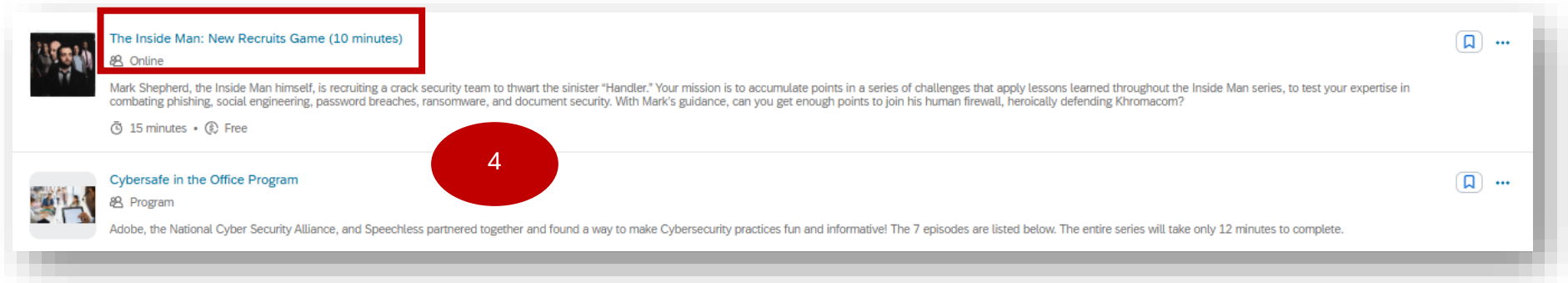
See the following page for the steps to **Locate and Self-Assign Optional Security Awareness Learning Content**.

## Locate and Self-Assign Optional Security Awareness Learning Content

1. From the Learning Page Select the **Browse Categories** button to the right of the search bar.
2. Select the drop-down arrow to the left of the **Information Technology** Category to locate the **Cybersecurity Awareness Training** Subcategory and select that category.
3. A list of learning opportunities will populate, scroll to the bottom of that list and select the **More** option to populate the complete list of trainings.

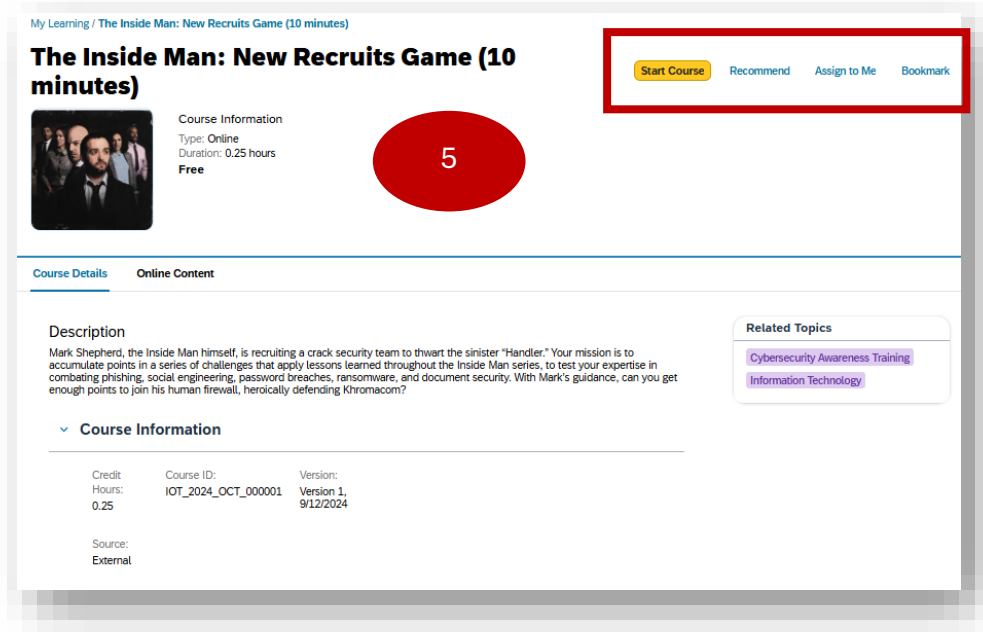


4. Select the **Training Title** to see additional Course Details.





5. From the **Course Details** page, you will find the following actions **Start Course**, **Recommend**, **Assign to Me** and **Bookmark**.



My Learning / The Inside Man: New Recruits Game (10 minutes)

## The Inside Man: New Recruits Game (10 minutes)

Course Information  
Type: Online  
Duration: 0.25 hours  
Free

5

Start Course Recommend Assign to Me Bookmark

Course Details Online Content

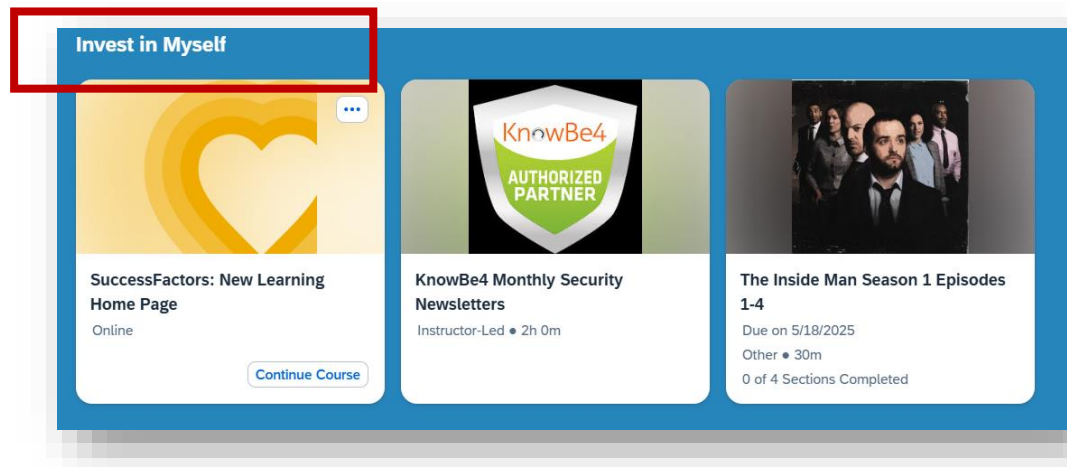
Description  
Mark Shepherd, the Inside Man himself, is recruiting a crack security team to thwart the sinister "Handler." Your mission is to accumulate points in a series of challenges that apply lessons learned throughout the Inside Man series, to test your expertise in combating phishing, social engineering, password breaches, ransomware, and document security. With Mark's guidance, can you get enough points to join his human firewall, heroically defending Khromacom?

Related Topics  
Cybersecurity Awareness Training  
Information Technology

Course Information

Credit Hours: 0.25	Course ID: IOT_2024_OCT_000001	Version: Version 1, 9/12/2024
Source: External		

6. The **Assign to Me** option will place self-assignment **Items** or **Programs** in the **Invest in Me** section of your SuccessFactors Learning Page:



Invest in Myself

SuccessFactors: New Learning Home Page  
Online  
Continue Course

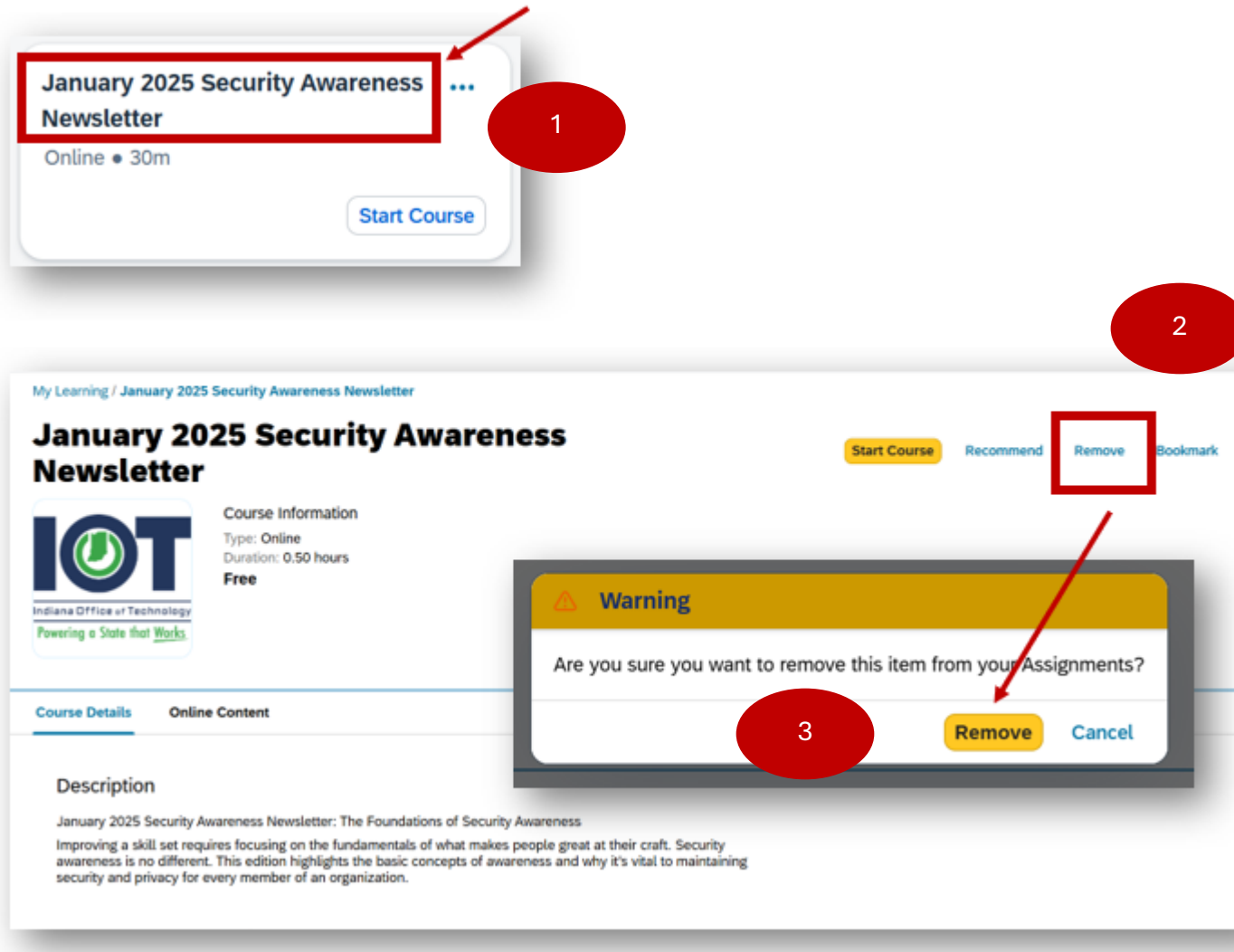
KnowBe4 Monthly Security Newsletters  
Instructor-Led • 2h 0m

The Inside Man Season 1 Episodes 1-4  
Due on 5/18/2025  
Other • 30m  
0 of 4 Sections Completed



## Remove Optional Items from Learning Assignments

1. Select the Content Title found in your **Important Learning** or **Invest in Me** section of your **Learning Page**.
2. Select the **Remove** Option.
3. Select the **Remove** Option again in the pop-up box.



The screenshot illustrates the process of removing a course from learning assignments in three steps:

- Step 1:** A card for "January 2025 Security Awareness Newsletter" is shown. A red box highlights the title, and a red circle with the number "1" is next to it. A red arrow points from the circle to the title.
- Step 2:** The course details page is shown. A red box highlights the "Remove" button in the top right corner, and a red circle with the number "2" is next to it. A red arrow points from the circle to the button.
- Step 3:** A warning pop-up box appears with the text "Are you sure you want to remove this item from your Assignments?". A red circle with the number "3" is next to the "Remove" button in the pop-up, and a red arrow points from the circle to the button.

## Remove Optional Programs from Learning Assignments

1. Follow steps 1 and 2 found here: [Locate and Launch Required Learning Content You've Been Assigned](#)
2. Select the **Program Title** found in your **Invest in Me** List.
3. Select the **Withdraw** option on the Program Details Page.

