

## SANS IT: HOW TO BROWSE AND LAUNCH THE ONLINE COURSES

We are excited to offer an eLearning option to all state employees through the LMS. SANS IT is an eLearning provider that provides a catalog of classes that have been uploaded into the LMS. The Department of Human Resources is working with the Department of Information and Innovation to extend this benefit to State of Vermont employees.

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## Searching for SANS IT Online Courses

From the Welcome Page there are several different options to search for the SANS IT Trainings.

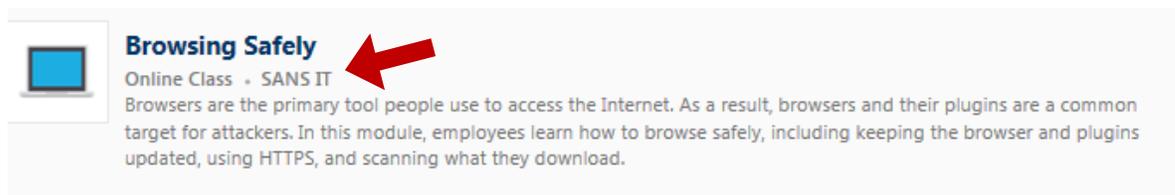
1. **My Upcoming Trainings** – All users have the ‘My Upcoming Trainings’ box on their welcome screen. This box will show you the trainings that you have either registered for or need to complete. By clicking on **Launch** below, this will open the SANS IT course immediately. **\*\*\*NOTE: All state employees are mandated to take the State of Vermont Security Awareness Training.**

My Upcoming Trainings		
	Due Date	Action
Browsing Safely	None	Launch
State of Vermont Security Awareness Training	None	Launch
You Are the Shield	None	Launch

2. **Browse for Training** – provides a search function for classes. Hover over Learning and click on Browse for Training. To the left of the screen click on the .



The online courses are listed in Alphabetical order. SANS IT courses can be verified by the description.



3. **Global Search Bar** – Type SANS IT or the name of the training in the Search bar.



## Registering for SANS IT Trainings

1. When users find a SANS IT training they are interested in, they can click on the title of the training. Users will see the Request button. The user will need to click the request button as shown below.

**Training Details**

**Browsing Safely**  
Online Class · SANS IT · 2 minutes · \$0.00

[Request](#) [Assign](#)

Browsers are the primary tool people use to access the Internet. As a result, browsers and their plugins are a common target for attackers. In this module, employees learn how to browse safely, including keeping the browser and plugins updated, using HTTPS, and scanning what they download.

**Price**  
\$0.00

**Available Languages**  
English (US)

2. Once the user has requested training, the user's screen will change to the one below. **There is not an email generated to the user's supervisor for approval.**

Kimberly Cruickshank Transcript: Kimberly Cruickshank

### Transcript: Kimberly Cruickshank

Options ▾

Use the transcript to manage all active training.

Active ▾ By Date Added ▾ All Types ▾ Search for training

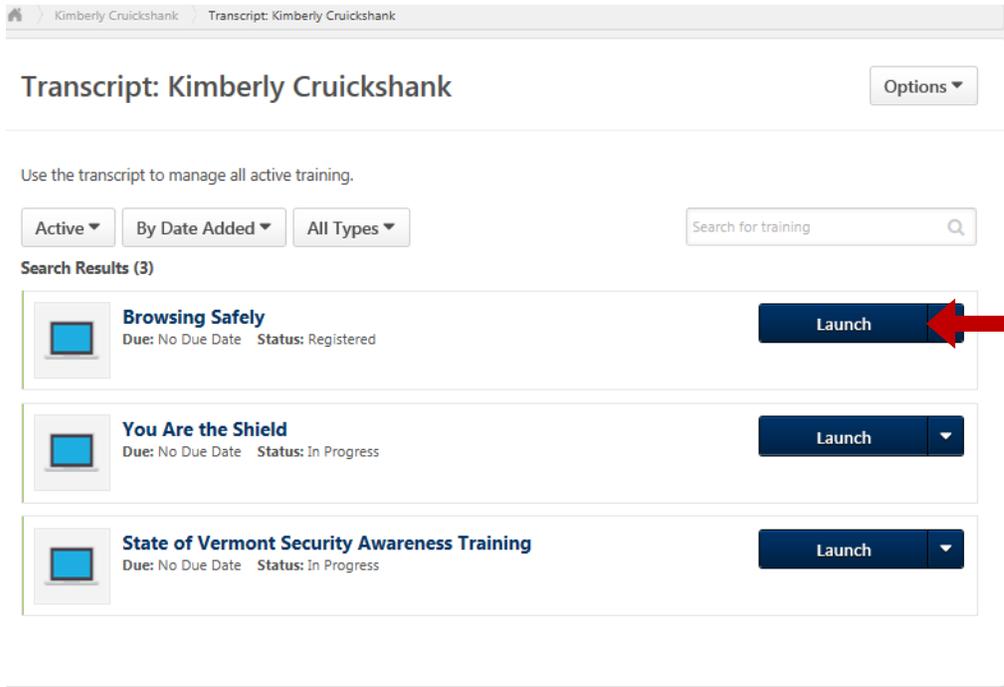
**Search Results (3)**

 <b>Browsing Safely</b> Due: No Due Date Status: Registered	<a href="#">Launch</a> ▾
 <b>You Are the Shield</b> Due: No Due Date Status: In Progress	<a href="#">Launch</a> ▾
 <b>State of Vermont Security Awareness Training</b> Due: No Due Date Status: In Progress	<a href="#">Launch</a> ▾

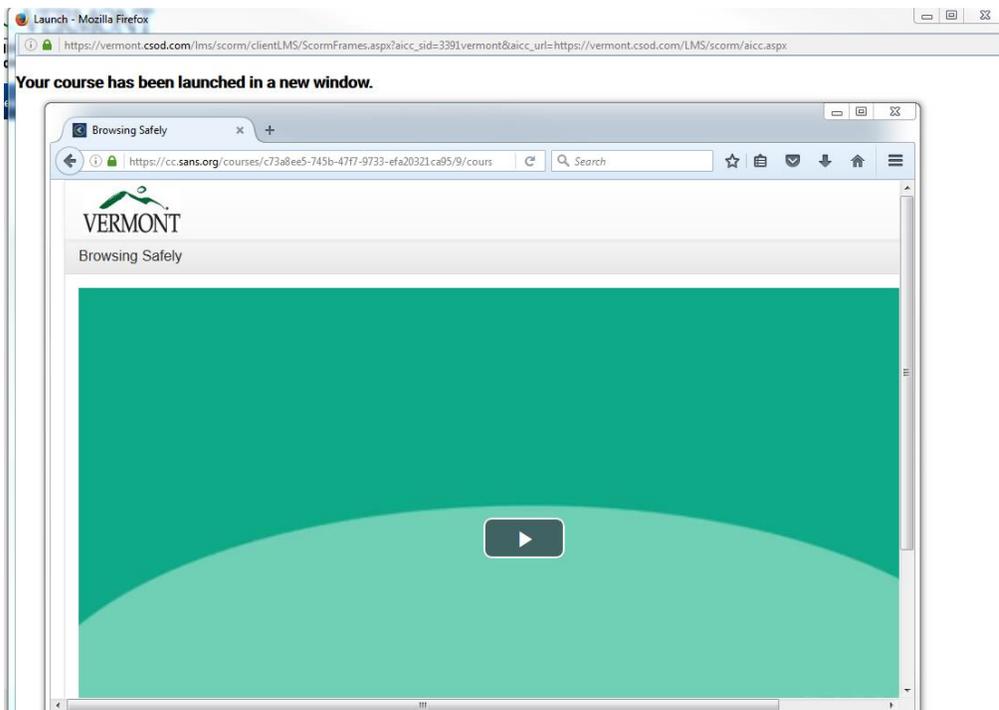
## Launching the Online Course

To launch the SANS IT Courses, the computer browser used must be either be the latest Firefox or Chrome browser and/or IE 11. Please contact your IT department to assist with securing the appropriate browser. ***\*\*If you try to open in IE 10, or less, the courses will not launch.***

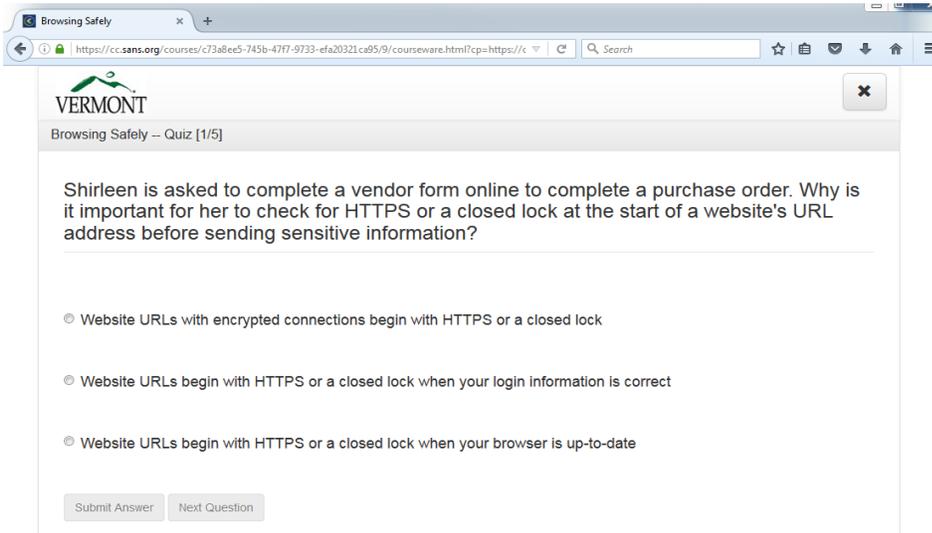
1. Once the user has registered, and ready to take the course. The user will need to launch the course. Click the Launch button.



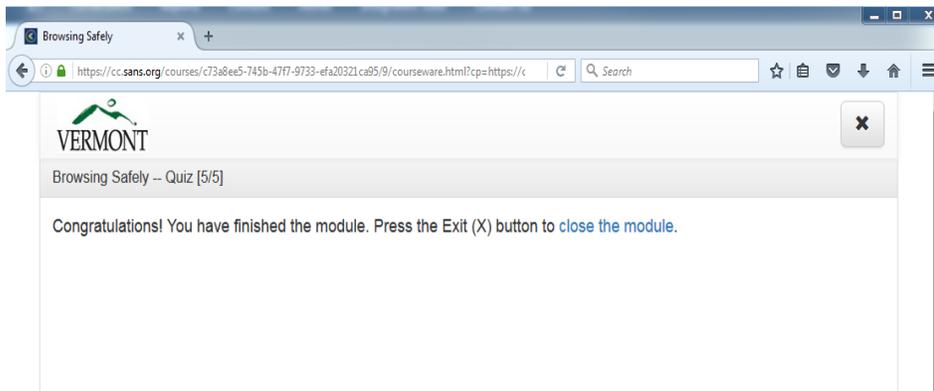
2. It will take a few minutes to launch the course. There will be two pop-up screens that will open as shown below. You will need to keep both screens open to complete the online course. Click the play button in the middle of the screen to play the course.



3. Once the user has finished watching the online course, they are asked to complete the user a quiz.



4. User completes the quiz and passes. Then user is prompted to close the screen to take the next module. User is then prompted to exit screen and is brought back to their transcript.



## Troubleshooting

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For Technical Assistance contact the Service Desk at 802-828-6620 option 1.

For SOV LINC Learning Management System related questions, contact [DHR.CAPS@vermont.gov](mailto:DHR.CAPS@vermont.gov)