

Cyber Awareness Training Toolkit for Managers

Toolkit Purpose: Cybersecurity is a shared responsibility, and managers play a critical role in ensuring their teams complete required training on time. This optional toolkit provides practical talking points, tools, reminders, and best practices with added guidance for supporting employees who have limited device access.

Deadline for compliance: April 20, 2026, 11:59 p.m.

Checklist: Improve Department's Training Compliance

- ✓ Remind staff during team meetings and regular check-ins to complete the training by the required deadline
- ✓ Print and display the flyer in employee only areas such as breakrooms
- ✓ Track staff's training progress in Owl Express — Select the Employee Services tab at the top, then select Training Dashboard

Would you like to arrange a group session for your department or team to fulfill the required training? Departments may submit requests for either in-person or online sessions through the KSU IT Service Desk at service@kennesaw.edu by April 3. Participation in a departmental session will meet the institutional training requirement.

Materials to Assist

Flyer for Print (see page 3)

Brief Reminders for Meetings

Meeting Script (60-second version)

"We're starting our annual Cybersecurity Awareness Training. Cyber threats hit every part of our organization — whether you're behind a desk, in the field, or supporting operations. This training is mandatory and only takes about 20 minutes. Please complete it by **April 20 or your NetID will be restricted until it is completed.** You can take it online, or there are two in-person options.

Shift / Standup Talking Script:

"Quick reminder: Cybersecurity Awareness Training is due by April 20. Please complete it by **April 20 or your NetID will be restricted until it is completed.** You can complete it online or attend one of the in-person sessions.'

Frequently Asked Questions

Q: What if my employees don't have regular computer access?

Provide access to shared devices and schedule time during work hours. The training can also be completed on a smart phone by [visiting the training website](#) or scanning the QR code on the flyer that links to the online training page.

You may also schedule a group training for your department to complete it together at one time, or your staff may attend one of the two in-person sessions:

Wednesday, April 8, 2026, 11 a.m.

Kennesaw Campus
Academic Learning Center, Room 4104

Monday, April 13, 2026, 11 a.m.

Marietta Campus
J.M. Wilson Student Center, Room 216

Q. Are student employees required to complete the training?

Yes, to meet the University System of Georgia's cybersecurity training requirements, all faculty, staff, and student employees must complete Cybersecurity Awareness Training.

Q. Are all employees required to complete the training, even if they do not use a computer for their job?

Yes, to meet the University System of Georgia's cybersecurity training requirements, all faculty, staff, and student employees must complete Cybersecurity Awareness Training.

Q: What if someone can't log in?

Direct them to the IT Service Desk:
Phone: 470-578-6999
Email: service@kennesaw.edu

Q: Can employees complete the training on a mobile device?

Yes.



**KENNESAW STATE
UNIVERSITY**
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES



**ALL EMPLOYEES MUST COMPLETE
CYBERSECURITY TRAINING**

**Protect Your Access. Protect Our
Organization. Protect Yourself.**



What You Need to Know

Training is mandatory for all employees

Deadline: 11:59 PM on April 20, 2026

Takes only 20 minutes

⊘ If You Do NOT Complete the Training
your NetID will be restricted until it is completed

Training Options:

In Person

April 8, 2026 11 AM

Kennesaw Campus

Academic Learning Center, Room 4104

April 13, 2026 11 AM

Marietta Campus

J.M. Wilson Student Center, Room 216

Online

SCAN HERE

