

DHS ANNUAL TRAINING INSTRUCTIONS

1/2020

Please disregard if you are not required to take DHS Annual Training.

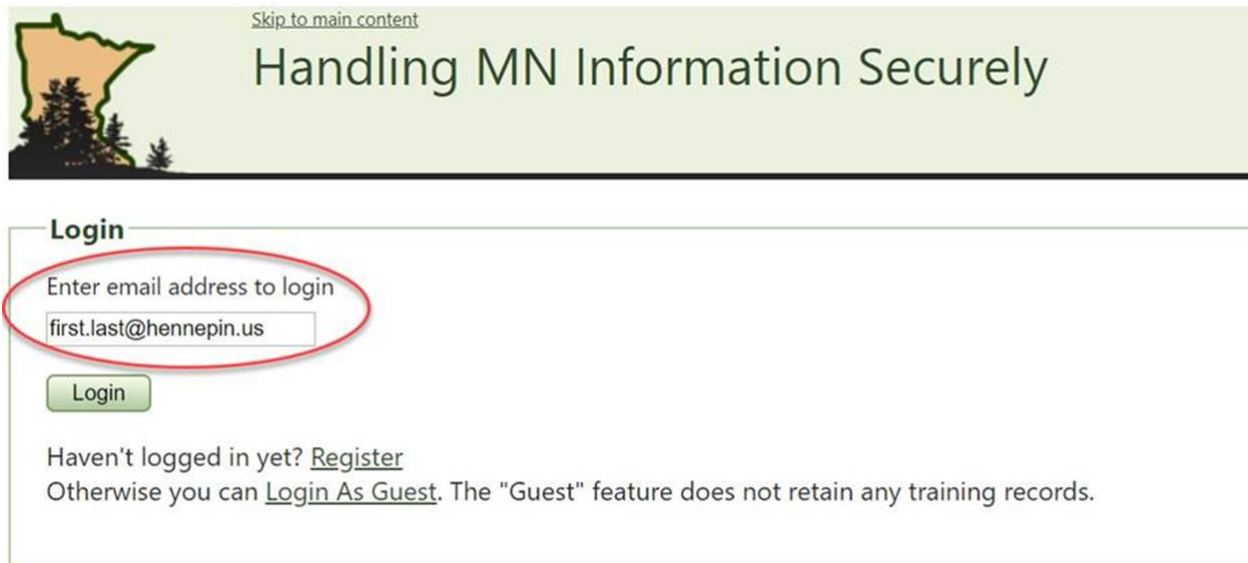
Everyone who has access to Department of Human Services (DHS) computer systems is required to complete annual data security training. This includes staff who have access to DHS systems data through county systems like ECF.

DHS is changing its system for notifications and tracking of training requirements. Please take a moment now to review and update your settings on the DHS training web site. This will help ensure that your training status is tracked properly so you can maintain your access to DHS data.

NOTE: Staff must register under their ESP agency email address and NOT a HC email address. This will insure that the staff person will obtain their notifications when the training is going to expire.

What You Need To Do:

1. Go to this web site: <https://data-securitytraining.dhs.mn.gov/Account/login>
2. Log on using your Hennepin email address (first.last@hennepin.us).



Skip to main content

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Login

Enter email address to login

Login

Haven't logged in yet? [Register](#)
Otherwise you can [Login As Guest](#). The "Guest" feature does not retain any training records.

3. Select settings from the top banner.



[Skip to main content](#)

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Welcome, Robert Gruba

[Home](#)

[Settings](#)

[Log out](#)

4. Enter your DHS “X1” number in the employee number field. DHS now requires use of your X1 number in this field to ensure your training is completed and registered properly.

Important: Failure to update this value to your X1 number will result in loss of access to DHS systems, even if training is current.

User Settings

Affiliation *	<input type="text" value="Hennepin County"/>
Division *	<input type="text" value="HSD (Human Services Department)"/>
Email Address *	<input type="text" value="first.last@hennepin.us"/>

If you have a state ID number, enter it. You can return and enter it later when assigned.

Employee Number	<input type="text" value="X1 (number here)"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>

If you selected "Other" as an Affiliation, this box must be completed.

CompanyName	<input type="text"/>
Send Reminders?	<input checked="" type="checkbox"/>
Training Role *	<input type="text" value="County worker"/>
Role Description	<input type="text" value="All County staff who have access to DHS systems, network"/>
Courses Required for Role	<input type="text" value="Data Security and Privacy (15 Minute)"/> Managing Security Information Problem Solving (35 Minute) How to Protect Information (35 Minute) Federal Tax Information (10 Minutes) Social Security Administration Information (10 Minutes) Protected Health Information (PHI) (10 Minutes)

* = field is required.

5. You are also encouraged to check the “Send Reminders” box on this screen if it is not already checked.

6. Select Update.

*** = *field is required.***

Protected Health Information (PHI) (1 ▾)

Questions? Contact AIM@hennepin.us.