DHS ANNUAL TRAINING INSTRUCTIONS

1/2020

***Please disregard of 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).

3. Select settings from the top banner.
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.

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

Questions? Contact AIM@hennepin.us.