Training Guide: Data Privacy and Security

All faculty, staff, and students who handle private data are required under University policy to complete training in data privacy and security practices. University Policy On Data Privacy And Security. Please use the guide below to complete your data privacy and security trainings.

1) Go to ULearn: http://ulearn.umn.edu

2) Log in using your x500 at “Sign in to ULearn”.

If you are a student but not an employee, register by clicking on the “U Learn Registration and Sign In” and then follow the prompt to “Proceed to University Login” on the next screen.

If you have a valid x500 and are not able to log in or cannot locate the required courses, please contact Carla Bates (cbates@umn.edu).

3) Search for courses
   -Click in the search bar in the upper right hand corner
   -Search for the Required Courses
     • Data Security In Your Job
     • Securing Your Computer Workstation
     • Using University Data
     • Managing Health Data
   -Select the courses

4) Course Registration
   -Select Request to request the course

5) Course Completion
   -Select Launch to begin course
   -Follow the onscreen instructions to complete the course.