

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



November 5, 2012

EBLAST

TO: IV-D DIRECTORS

SUBJECT: INFORMATION SECURITY AWARENESS TRAINING

In order to achieve Child Support Program security goals, all Child Support Employees must understand the importance of information security as well as their individual responsibilities and accountability of information security. The Department of Child Support Services (DCSS) Information Security Office (ISO) is excited to announce the release of the new web-based Information Security Awareness Training. The new training module is available on the **LCSA Secure Website beginning November 1, 2012.**

LCSA employees should check with their management for access to the secure website and training coordinators for the training cycle dates. The new security awareness training module includes enhancements to the front-end, which makes accessing the training easier and eliminates the need to email your training results to the ISO. To successfully complete the training, each trainee must answer 80% of the questions correctly. Upon successful completion, the results will be retained in a training database maintained by the DCSS ISO. In the near future, the DCSS ISO will have enhanced reporting capabilities to provide a listing of employees who have completed the training by location.

**NOTE: If you do not have a LCSA Secure Website account, please contact your System Administrator and they will submit a Production Access Request Form (PARF) to the DCSS Statewide Applications Service Desk.**

If you have questions or concerns regarding the training process, please contact Jesse Saenz at 916-464-0525 or [jesse.saenz@dcss.ca.gov](mailto:jesse.saenz@dcss.ca.gov). You may also reach me directly at 916-464-5744.

Sincerely,

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JUDY RAMOS  
Interim Information Security Officer  
Technology Services Division