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THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

InfoSec and Privacy Professional Development

SAP Success Factors
Learning Management System

What a learning management system can do for you

MySCLearning

Agenda

- Overview of LMS Functionality
- Review purpose of the LMS
- Overview of recording a learning event in the LMS
- Implementation action items
- Resources & additional information

Success Factors LMS

- MySCLearning is the employee/employer interface for the SAP Success Factors Learning Management System (LMS) Module.
- The LMS is integrated with the SCEIS system MySCEmployee.
- MySCLearning is only available to users who are state employees in the SCEIS system.
- Contractors will soon have a separate portal to register, record, and track training events.

MySCLearning:

Learning Management System

Allows you to:

- Schedule, register, and record in house customized training offerings by professional development staff
- Record and track special learning events that are listed within the LMS (InfoSec/Privacy Training Framework)
- Record and track external training events (External events are not listed within the LMS)

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Learning Management System, cont.

- Customized courses that are offered within the LMS are recorded automatically. Including:
  - DSHR open enrollment scheduled offerings
  - DSHR certification program courses
  - Other agency specific courseware: SCEIS online courses offered that include registration, class scheduling, and tracking within in the LMS, the Information Privacy Basics, and Code of Conduct
- Courses not included in the InfoSec and Privacy curriculum can be recorded but have no impact on InfoSec/Privacy training, tracking, or management approval.

MySCLearning:

InfoSec & Privacy Training Framework

InfoSec and Privacy Training by Competency

InfoSec Governance and Compliance	Risk Strategy and Management	Threat and Vulnerability Management	Privacy	Data Security	IS Acquisition, Development and Maintenance	Physical and Environmental Security	Business Continuity Management and Disaster Recovery	Network and Infrastructure Security	Identity Access Management	Education and Training
InfoSec program management	Risk assessment	Vulnerability management	Privacy program administration	Data management	System development lifecycle	Physical access controls	Business impact assessment	Secure network engineering	Access management	Training needs analysis
InfoSec regulation	Risk acceptance	Security incident and event management	Privacy compliance	Secure data transmission and storage	Secure software development	Environmental security	Business continuity planning	Network defense analysis and control	Identity management	Training curriculum design and development
Policy communication, enforcement and exception management	Risk mitigation	Forensics analysis	Privacy impact assessment	Cryptographic safeguards	Procurement methods	Equipment cleansing and disposal	Data backup and restoration			Training delivery
		Threat identification and categorization	Data classification				Crisis management			
			Privacy incident response							

The InfoSec and Privacy Competency Model is comprised of 11 domains and 35 associated competencies, outlined above. Each competency maps to a selection of training courses and provides a corresponding level of proficiency.

There are further training courses available to strengthen competencies which are not featured under the Position Descriptions.

Click each competency to see associated training courses

MySCLearning:

Training, Roles & Responsibilities

InfoSec and Privacy Position Description

Core: Information Privacy Analyst

It is highly recommended that the Information Privacy Analyst explore training courses mapped to pertinent competencies for professional development.

Course	Certification	Position Level		
		Level 1	Level 2	Level 3
ISACA: An Introduction to Privacy and Data Protection Training	N/A	x	x	x
IAPP: Certification Foundation Training*	N/A	x	x	x
IAPP: Certified Information Privacy Professional / U.S. Private-Sector (CIPP/US) Training	CIPP/US		x	x
IAPP: Certified Information Privacy Professional / U.S. Government (CIPP/G) Training	CIPP/G		x	x
IAPP: Certified Information Privacy Technologist (CIPT) Training	CIPT			x

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MySCLearning:

Training, Roles & Responsibilities

InfoSec and Privacy Position Description

Hybrid: Network Administrator

It is highly recommended that the Network Administrator explore training courses mapped to pertinent competencies for professional development.

Course	Certification
SANS - SEC464: CyberSecurity Training for IT Administrators	N/A
SANS - SEC501: Advanced Security Essentials - Enterprise Defender	GCED
ISC2: System Security Certified Practitioner (SSCP) Training	SSCP
CompTIA: Network+ N10-006	Network+
EMC2: Information Storage and Management v2	N/A

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MySCLearning:

InfoSec and Privacy Certifications (1 of 2)

CAP	Certified Authorization Professional	CIPM	Certified Information Privacy Manager	CNDA	Certified Network Defense Architect
CASP	CompTIA Advanced Security Professional	CIPP/US	Certified Information Privacy Professional/U.S. Private-Sector	CNFE	Certified Network Forensics Examiner
CBAP	Certified Business Analysis Professional	CIPP/G	Certified Information Privacy Professional/U.S. Government	CPEH	Certified Professional Ethical Hacker
CCFP	Certified Cyber Forensics Professional	CIPT	Certified Information Privacy Technologist	CPTC	Certified Penetration Testing Consultant
CCISO	Certified Chief Information Security Officer	CIRM	Certified Identity Risk Manager	CPTE	Certified Penetration Testing Engineer
CCM	Certified Continuity Manager	CISA	Certified Information Systems Auditor	CRCMP	Certified Risk and Compliance Management Professional
CDFE	Certified Digital Forensics Examiner	CISM	Certified Information Security Manager	CRISC	Certified in Risk and Information Systems Control
CDRE	Certified Disaster Recovery Engineer	CISRCP	Certified Information Systems Risk & Compliance Professional	CSIH	Certified Computer Security Incident Handler
CDRP	Certified Data Recovery Professional	CISSRM	Certified Information Systems Security Risk Manager	CSLO	Certified Security Leadership Officer
CEH	Certified Ethical Hacker	CISSM	Certified Information Systems Security Manager	CSS	Certified Security Sentinel
CGEIT	Certified in the Governance of Enterprise IT	CISSO	Certified Information Systems Security Officer	CSSLP	Certified Secure Software Lifecycle Professional
CHFI	Computer Hacking Forensic Investigator	CISSP	Certified Information Systems Security Professional	CVA	Certified Vulnerability Assessor
CIHE	Certified Incident Handling Engineer	CITAD	Certified IT Asset Disposition	ECSA	EC-Council Certified Security Analyst

Click each certification to see associated competencies and training courses

MySCLearning:

InfoSec & Privacy Training Framework

Purpose InfoSec & Privacy curriculum:

- Stores the InfoSec & Privacy recommended courseware as a reference point
- Search on specific areas of certifications, hotlink to vendor training sites for course information, and registration to take courses (CIPM, ISACA, SANS, etc.)
- Allows employees to record InfoSec/Privacy training events (recommended courseware)
- Provides metrics for employees engaged in the growth of security and privacy for the State of South Carolina

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MySCLearning:

Learning Management System

- Security & Privacy training LMS can be used:
  - Build skills assessment profiles
  - As a career path planning tool
  - Supports performance management and employee growth development
  - Track and endorse certifications
  - Touch point for InfoSec and Privacy training metrics
  - Tracks and provides a means for measurable competencies
  - Create/track notifications for certification expirations
  - Employee data moves with the employee from agency to agency

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MySCLearning: Record an InfoSec & Privacy Learning Event Work Process

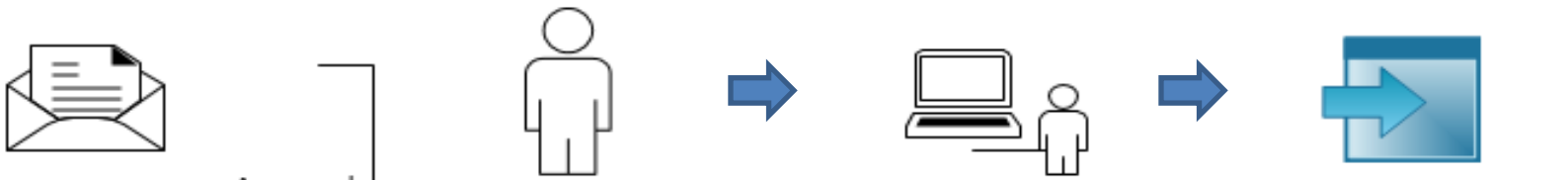
Employee completes an InfoSec or Privacy course and/or certification

Employee records a course and/or attaches a certificate

LMS system notifies Manager course has been entered and waiting approval

Manager validates the training/certification

If the manager approves or disapproves recording the event, a notification response is sent back to the employee



LMS system notifies the employee the manager's response

Approved

Employee completes the recording of the event with all details of course

Employee finalizes recording the event

LMS system adds completed course to the employee history file

Not Approved

Manager takes steps to remove the requested learning event

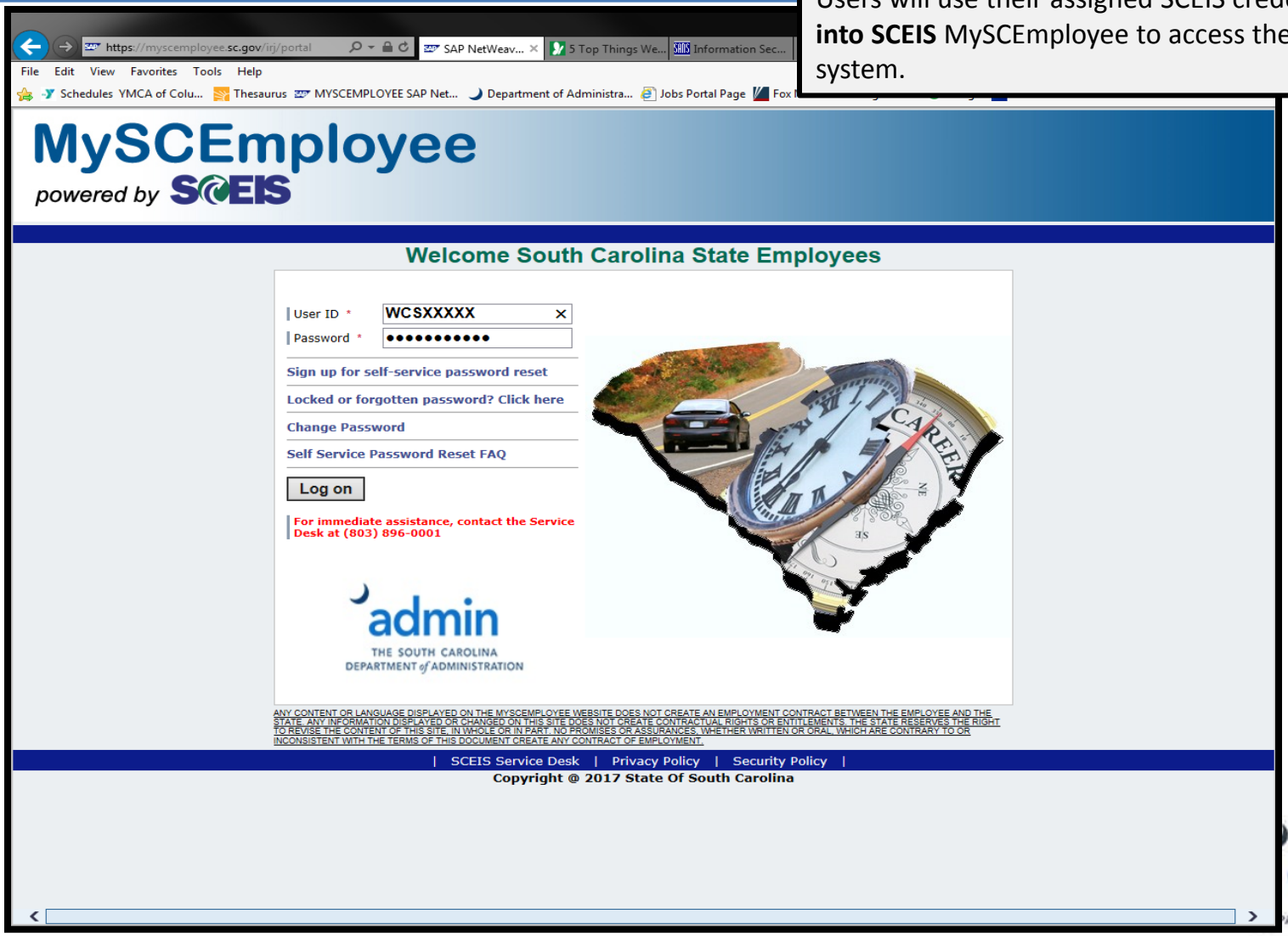
SCEIS Website

Log into the MySCEmployee section of the South Carolina Enterprise Information System (SCEIS) website

MySCLearning:

SCEIS Login Page

Users will use their assigned SCEIS credentials to **log into SCEIS** MySCEmployee to access the MySCLearning system.



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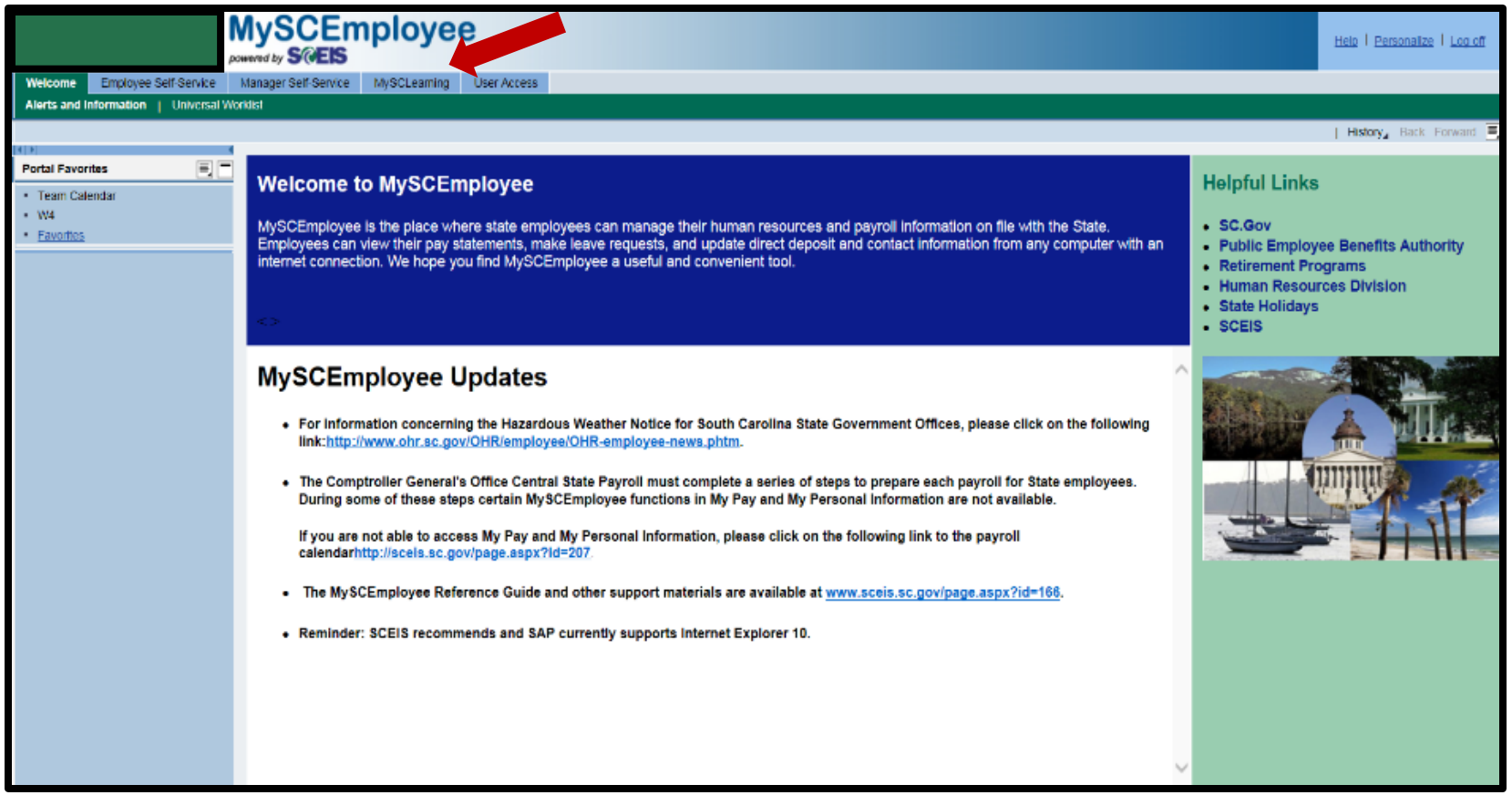
MySCLearning:

New MySCLearning Tab



A new tab, MySCLearning, is now available to employees when logging into MySCEmployee. Select the MySCLearning tab.

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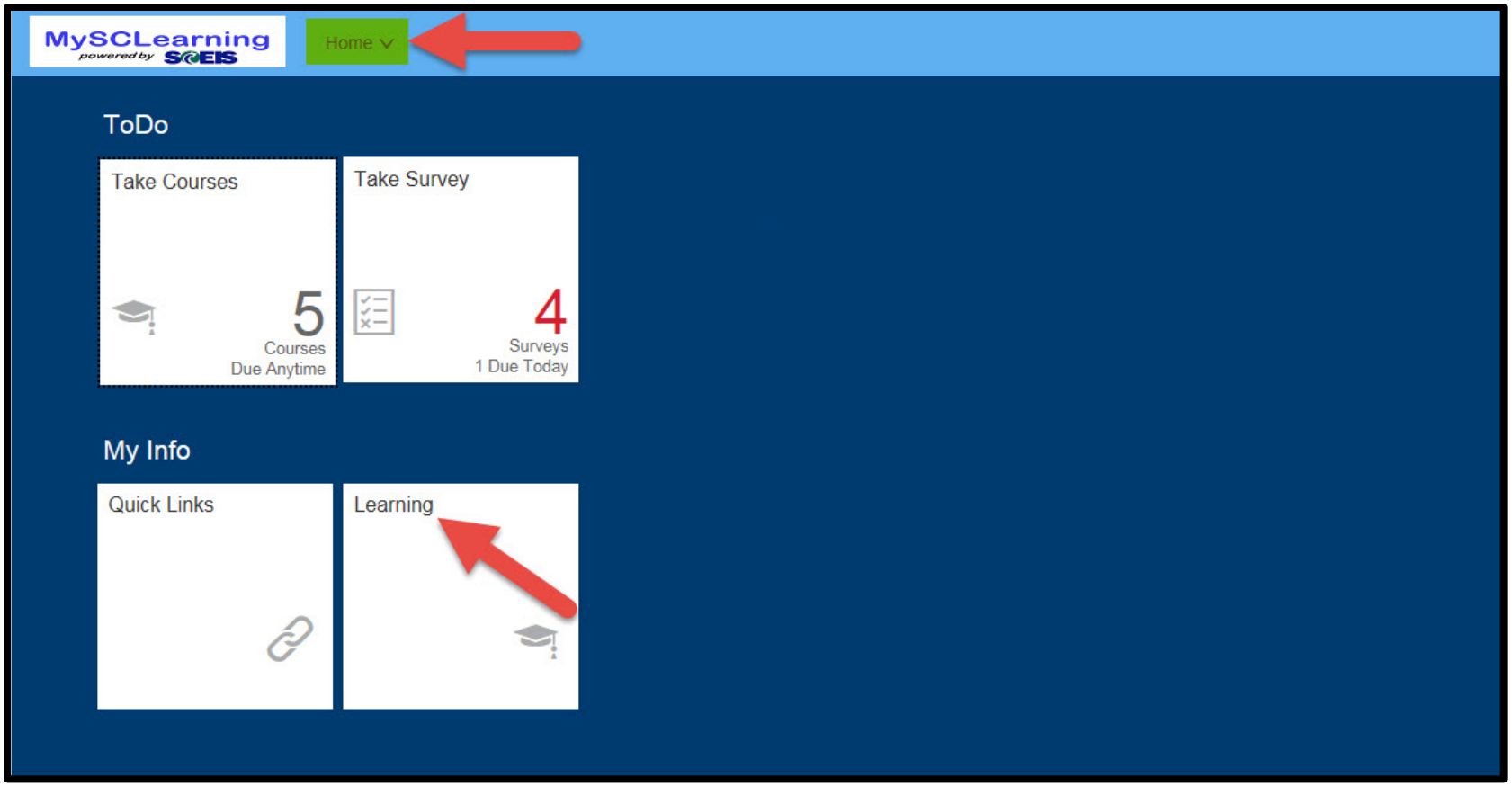
MySCLearning:

Accessing the Learning Option



Users may access the user interface by selecting the “Learning” option from the drop-down at the Home menu or by clicking the “My Learning” link.

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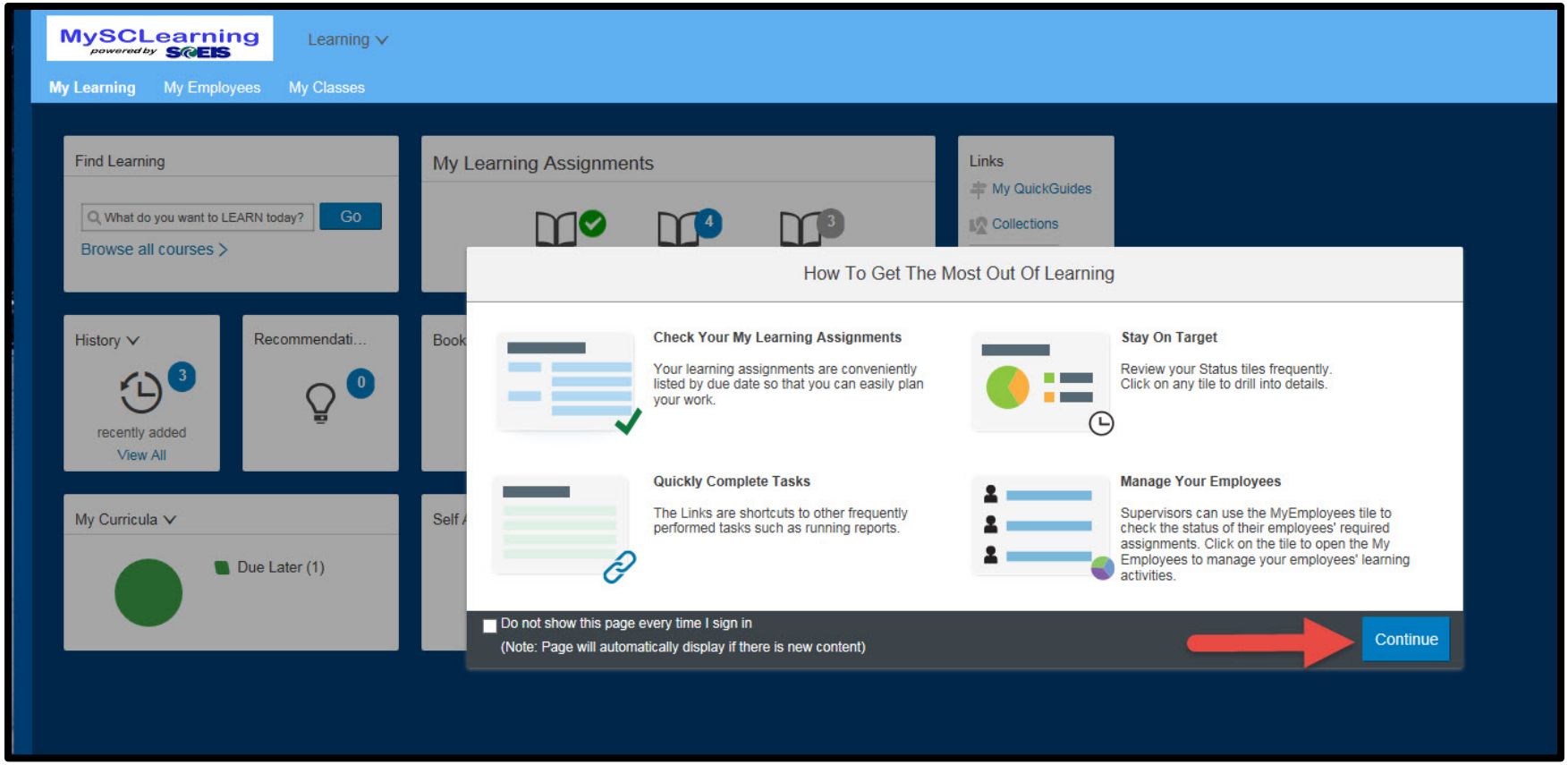
MySCLearning:

Learning Splash Screen



When logging into the MySCLearning Management System for the first time, or when there is new content, users will see a splash screen with tips. This screen will display every time unless users select ***"Do not show this page every time I sign in."***

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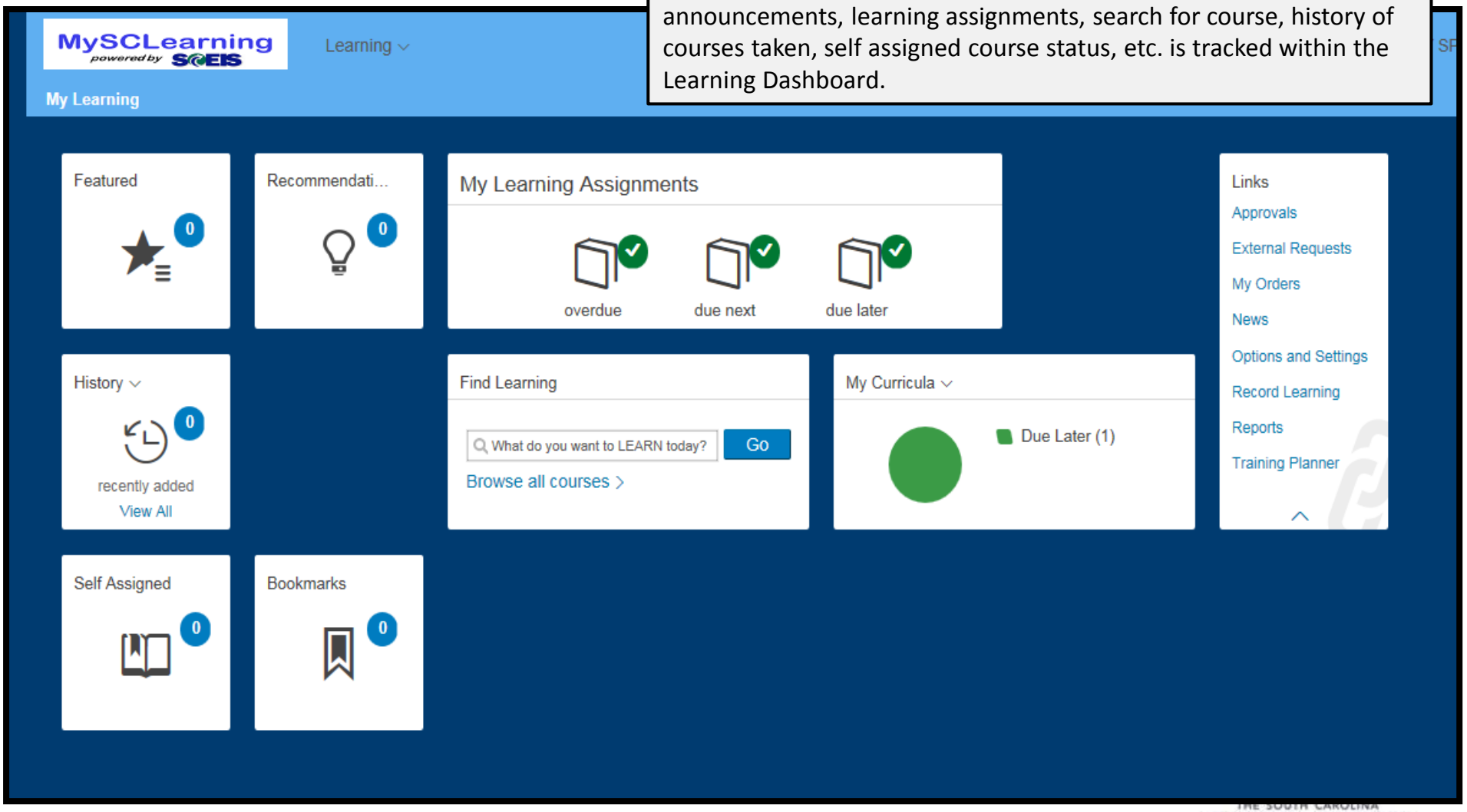
MySCLearning:

Learning Dashboard

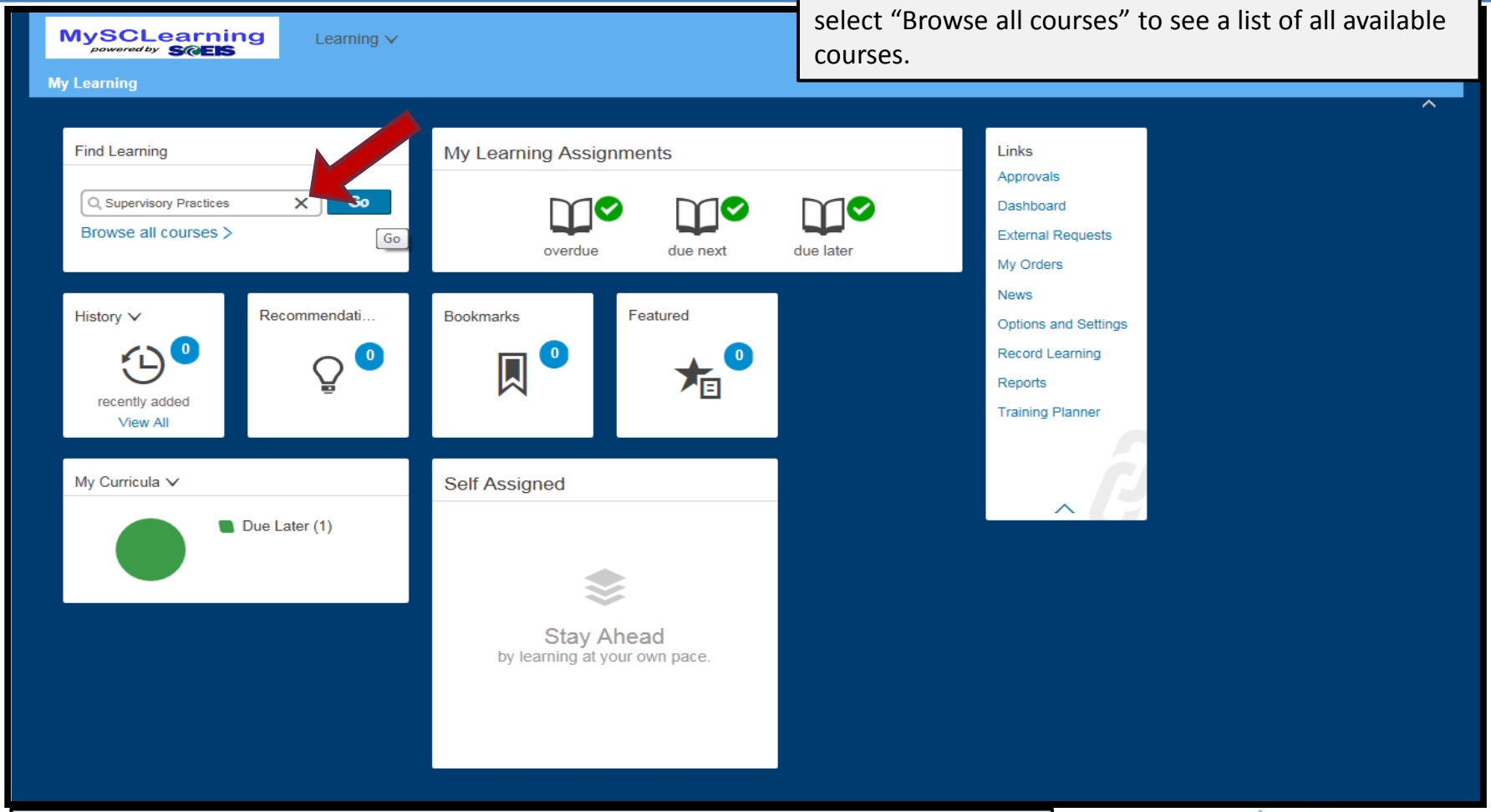
This is the landing page for all users. Functions such as new course announcements, learning assignments, search for course, history of courses taken, self assigned course status, etc. is tracked within the Learning Dashboard.



MySCLearning:

Browse Learning

Search for a course in the “Find Learning” field or select “Browse all courses” to see a list of all available courses.



To find all Division of State Human Resources courses, enter “DSHR” in the “Find Learning” field.

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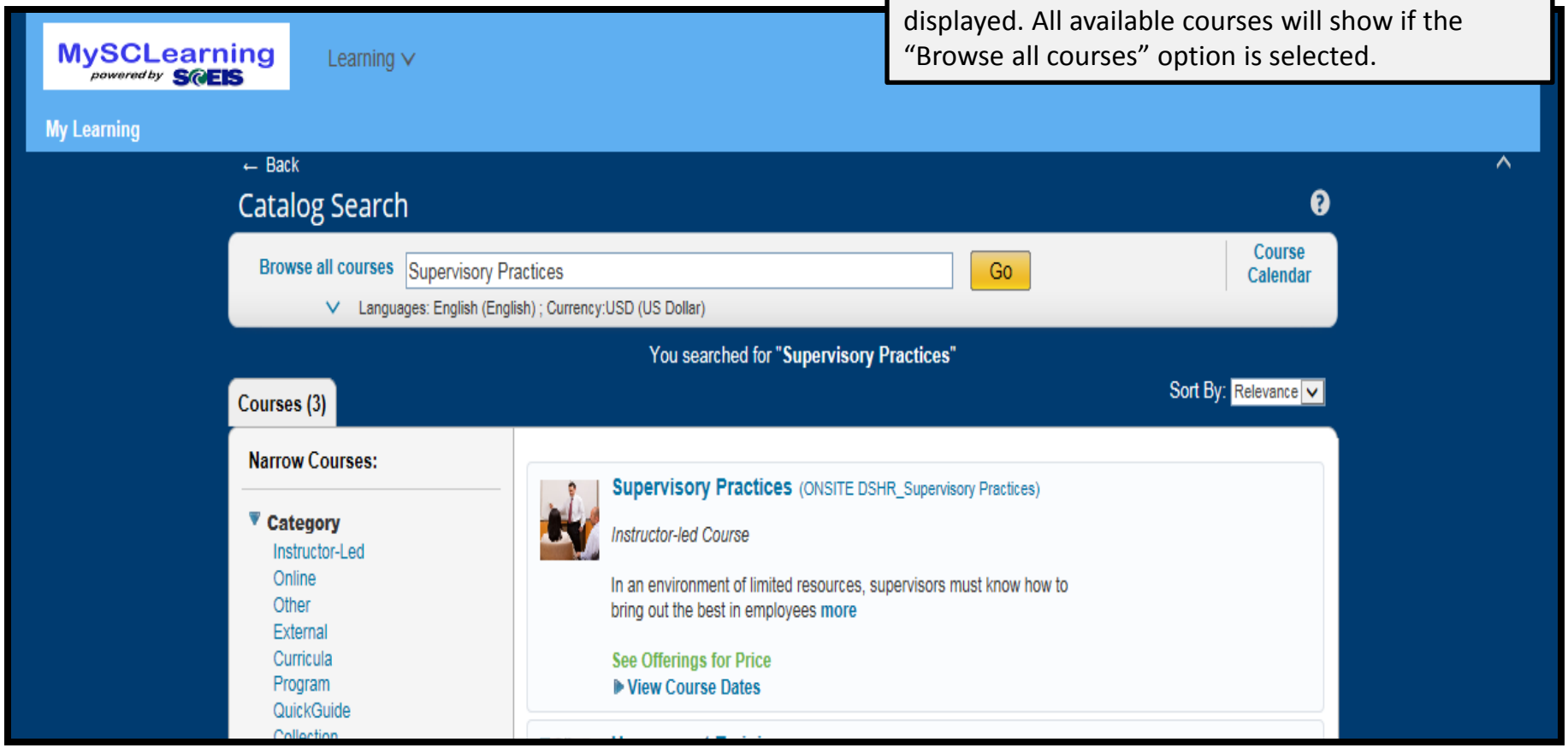
Search Results

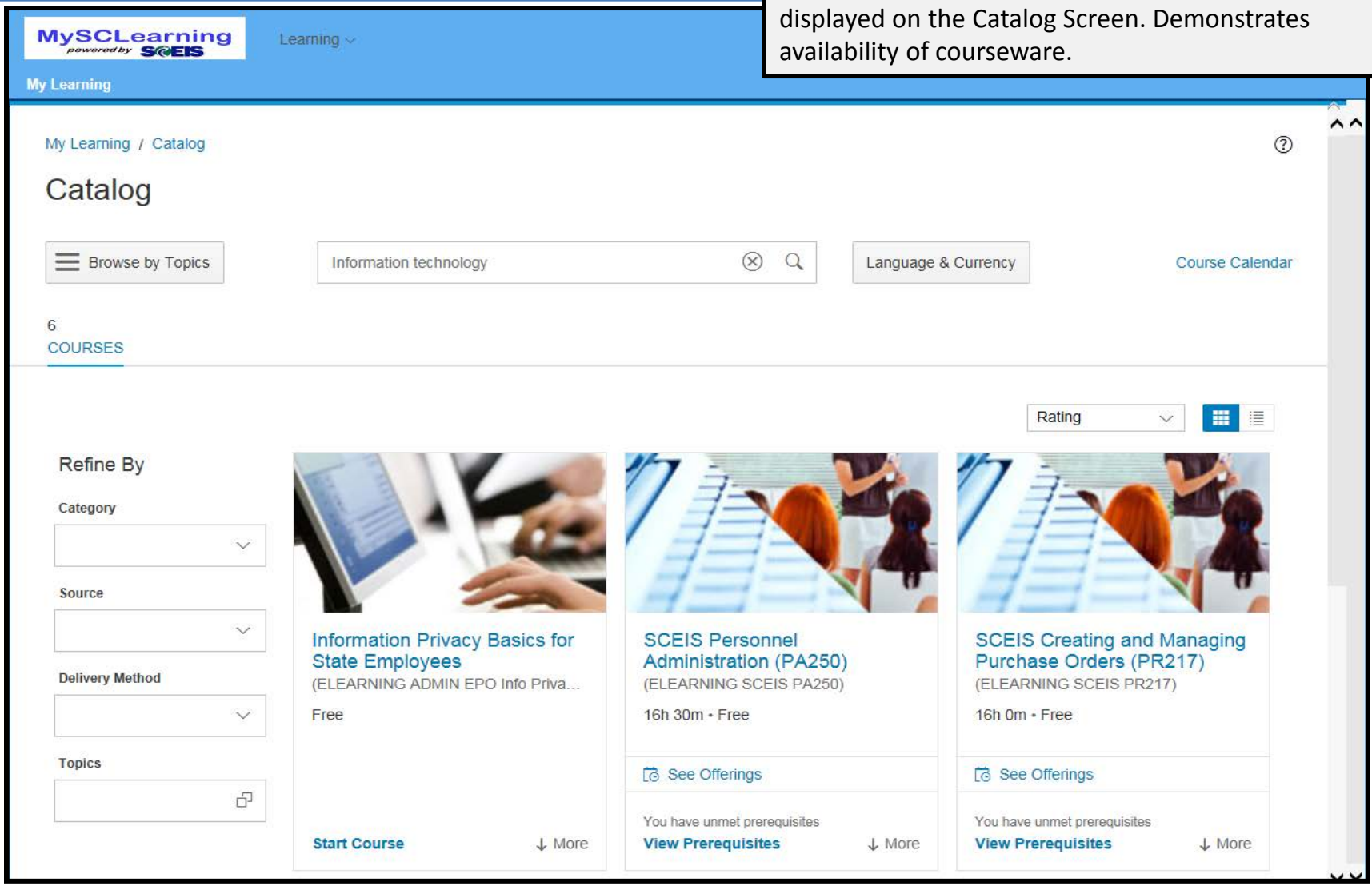
Courses that are relevant to the search will be displayed. All available courses will show if the "Browse all courses" option is selected.



MySCLearning:

Catalog Search

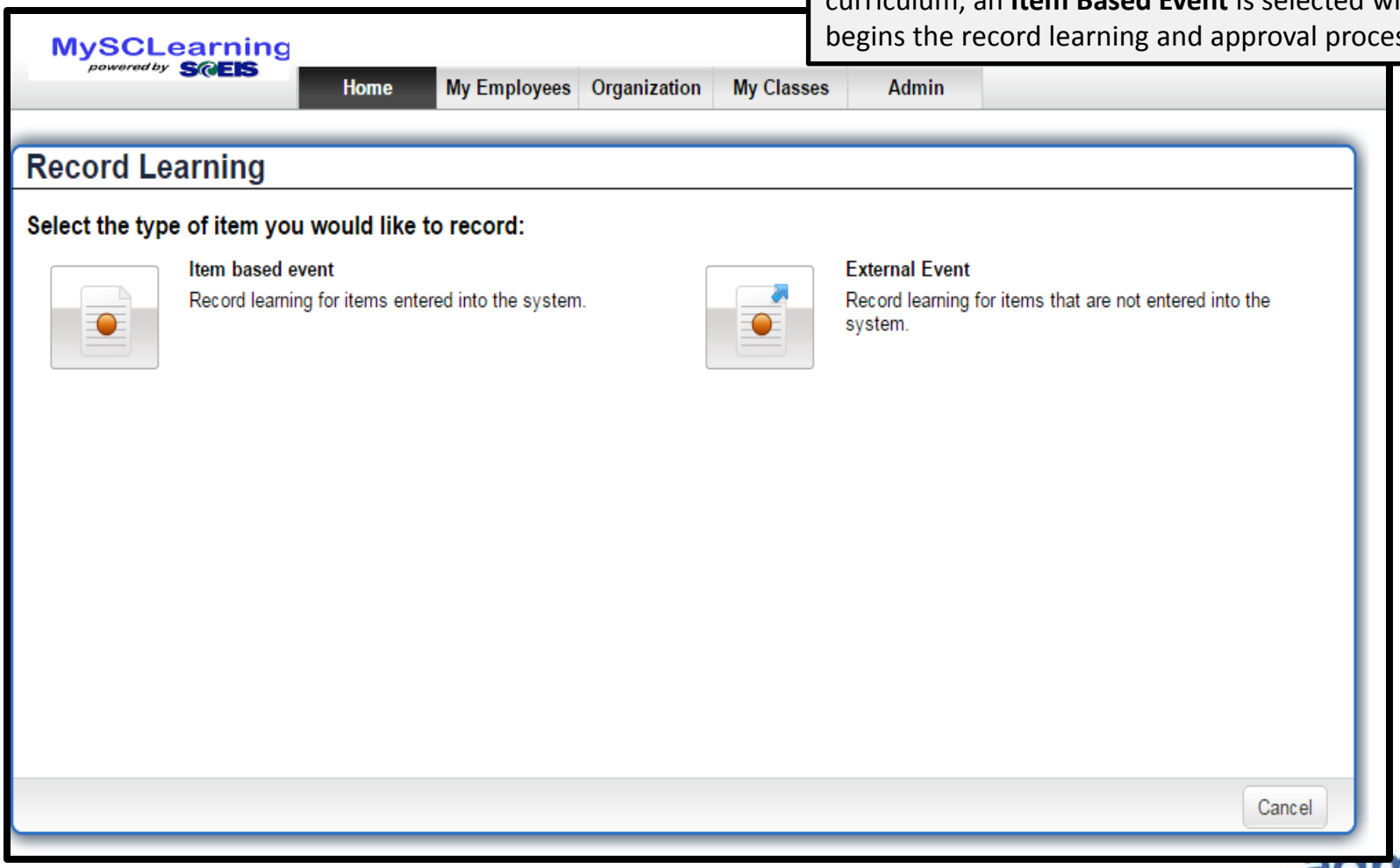
Courses that are relevant to the search are displayed on the Catalog Screen. Demonstrates availability of courseware.



MySCLearning:

Record InfoSec & Privacy Events

To record learning for the InfoSec and Privacy curriculum, an **Item Based Event** is selected which begins the record learning and approval processes.



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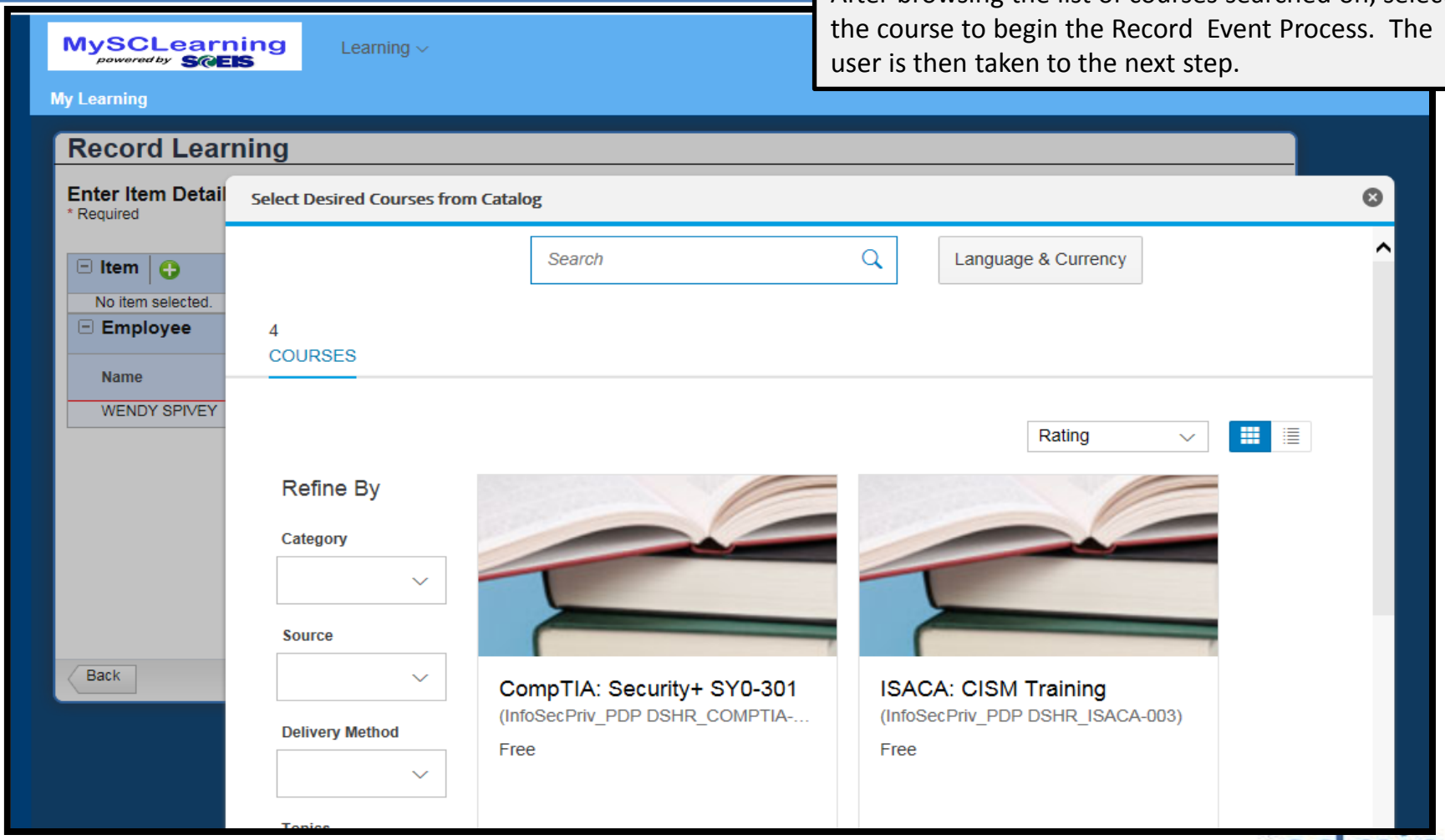
Search for a Course

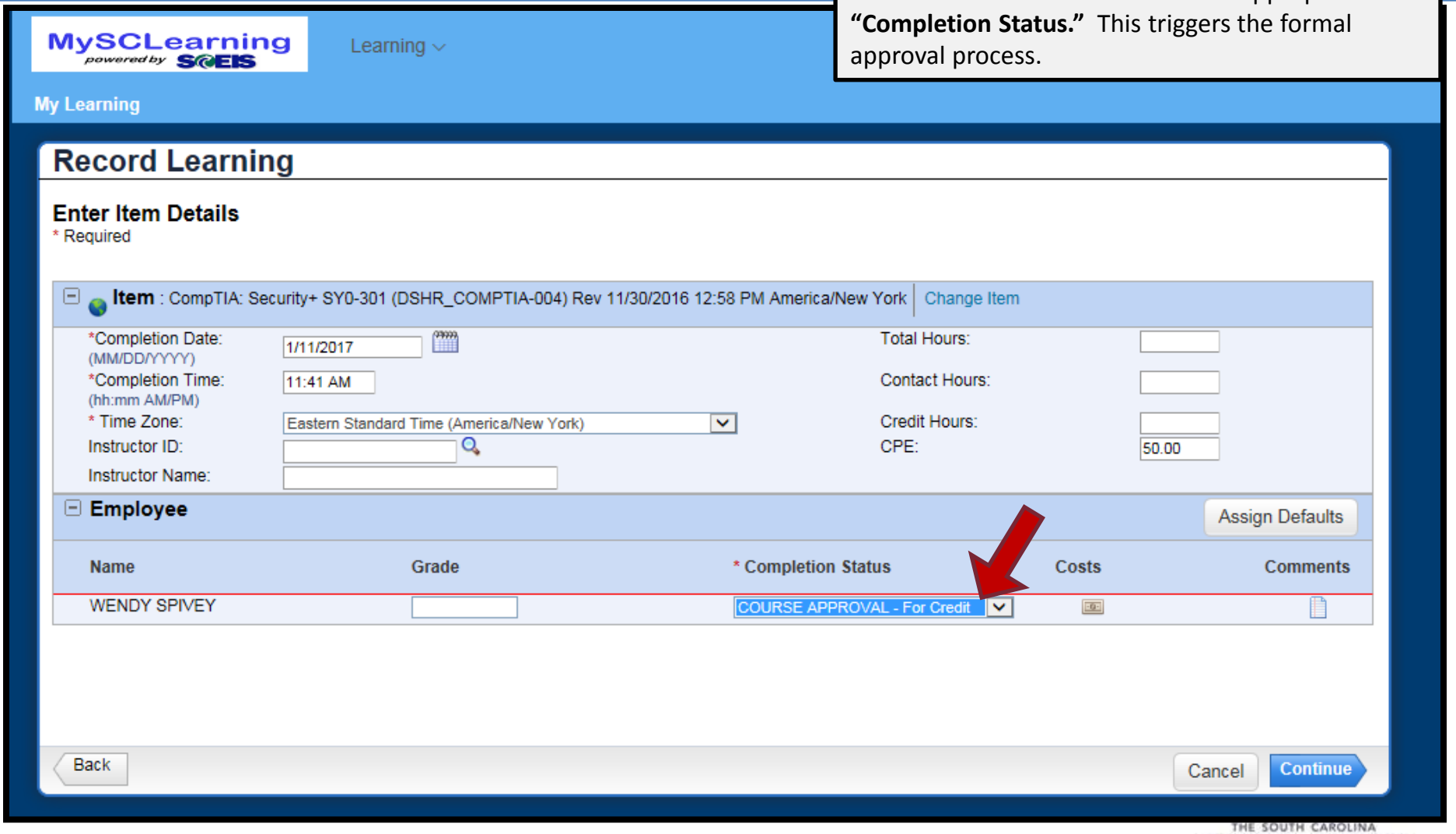
After browsing the list of courses searched on, select the course to begin the Record Event Process. The user is then taken to the next step.



MySCLearning:

Learning Event Details

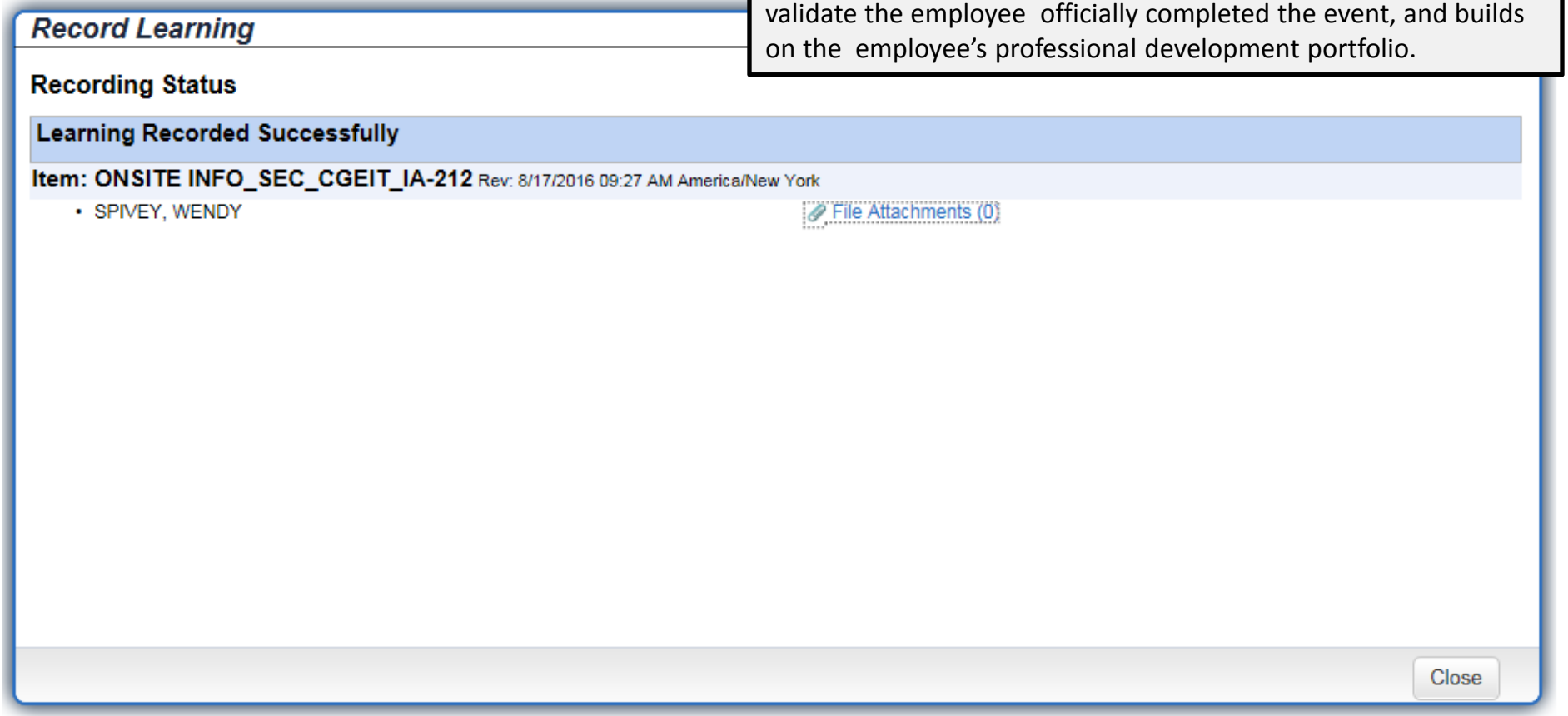
For the selected course choose the appropriate **"Completion Status."** This triggers the formal approval process.



MySCLearning:

Attach Supporting Document

MySCLearning allows **supporting documentation** to be attached to a Learning Event. This documentation helps managers to validate the employee officially completed the event, and builds on the employee's professional development portfolio.



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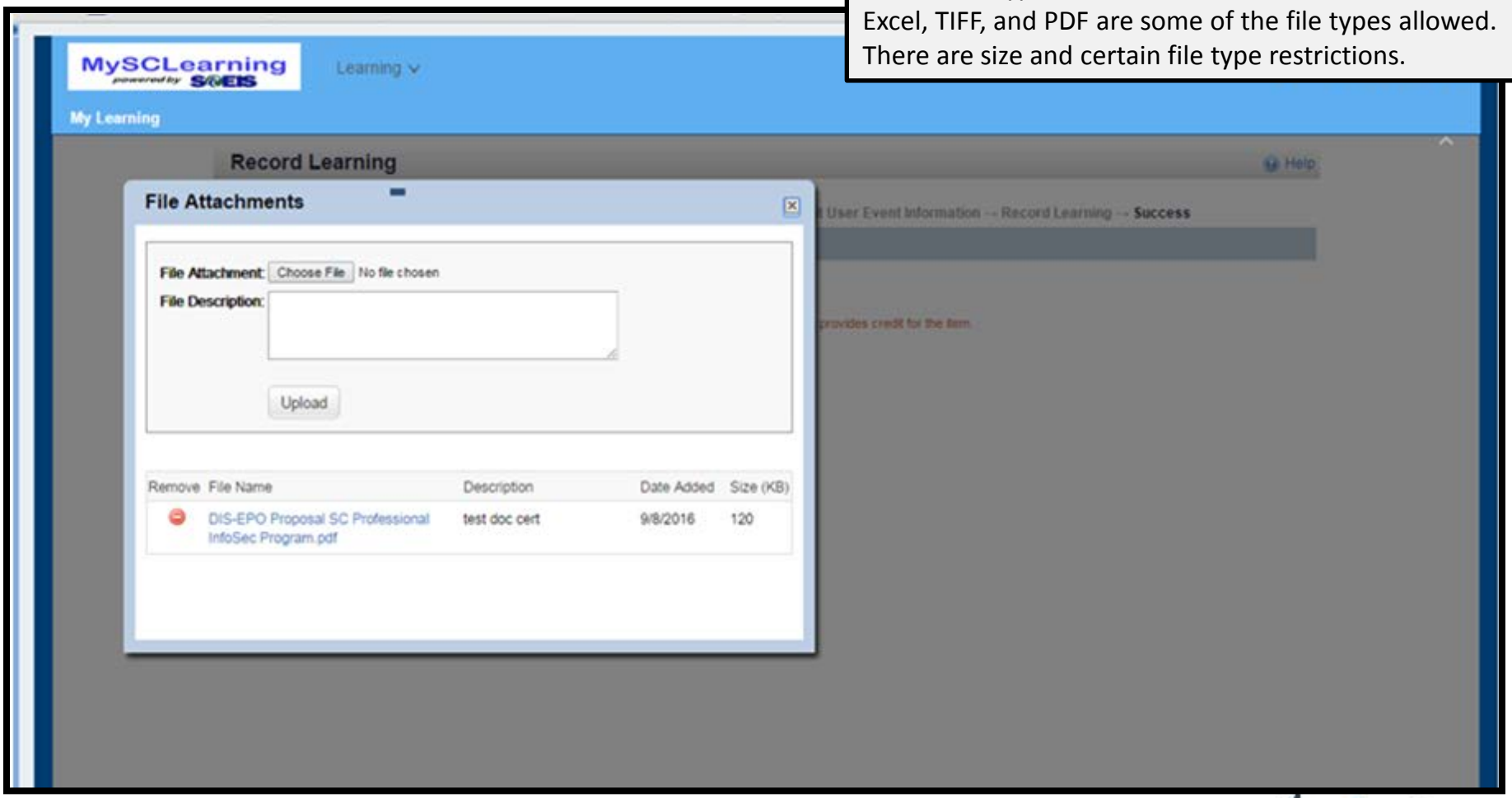
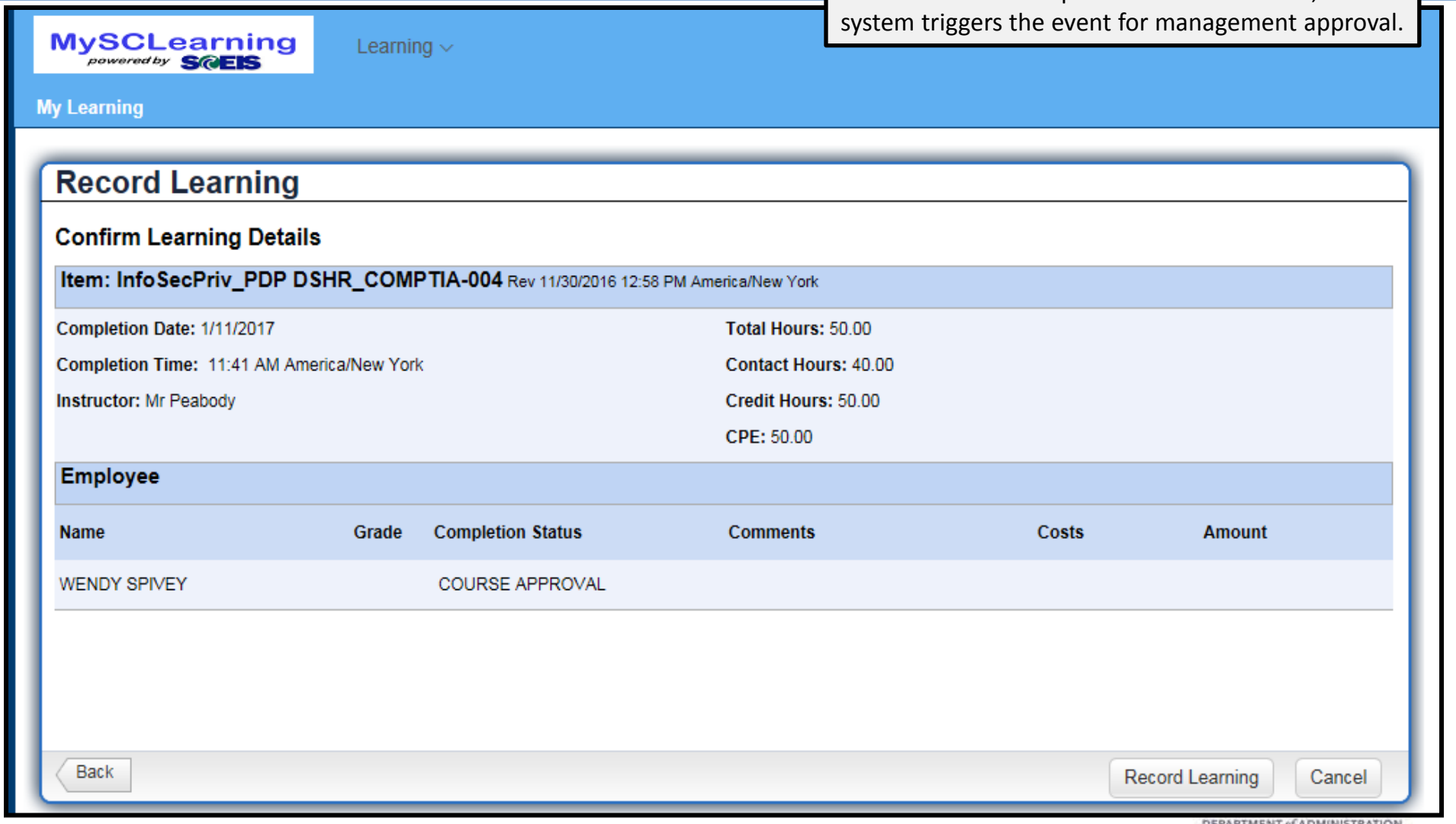
Attach Document

Certain file types are allowed to be attached. Word, Excel, TIFF, and PDF are some of the file types allowed. There are size and certain file type restrictions.



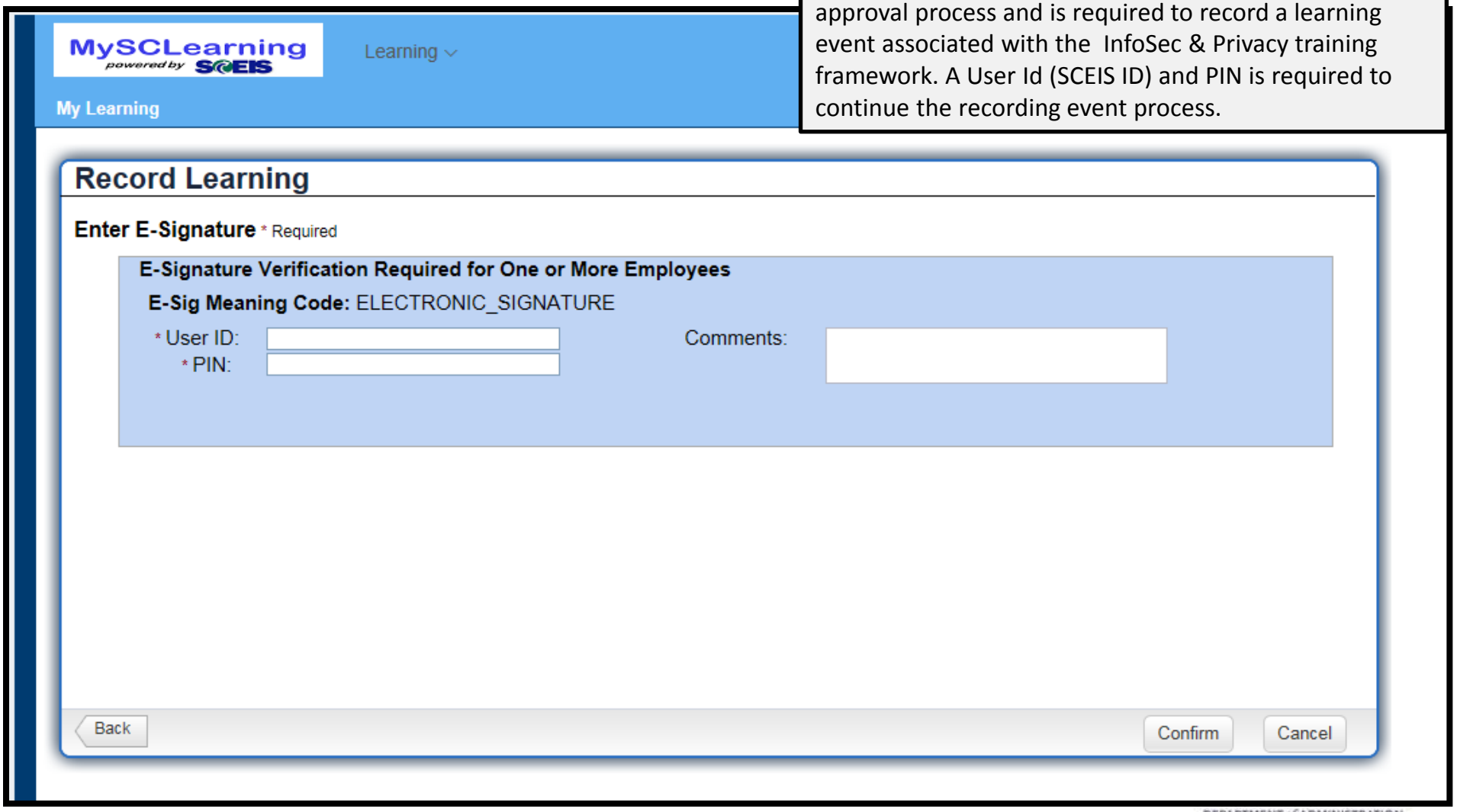
Record Learning

Once the user has input the event to record, the system triggers the event for management approval.



E-Signature Verification Required

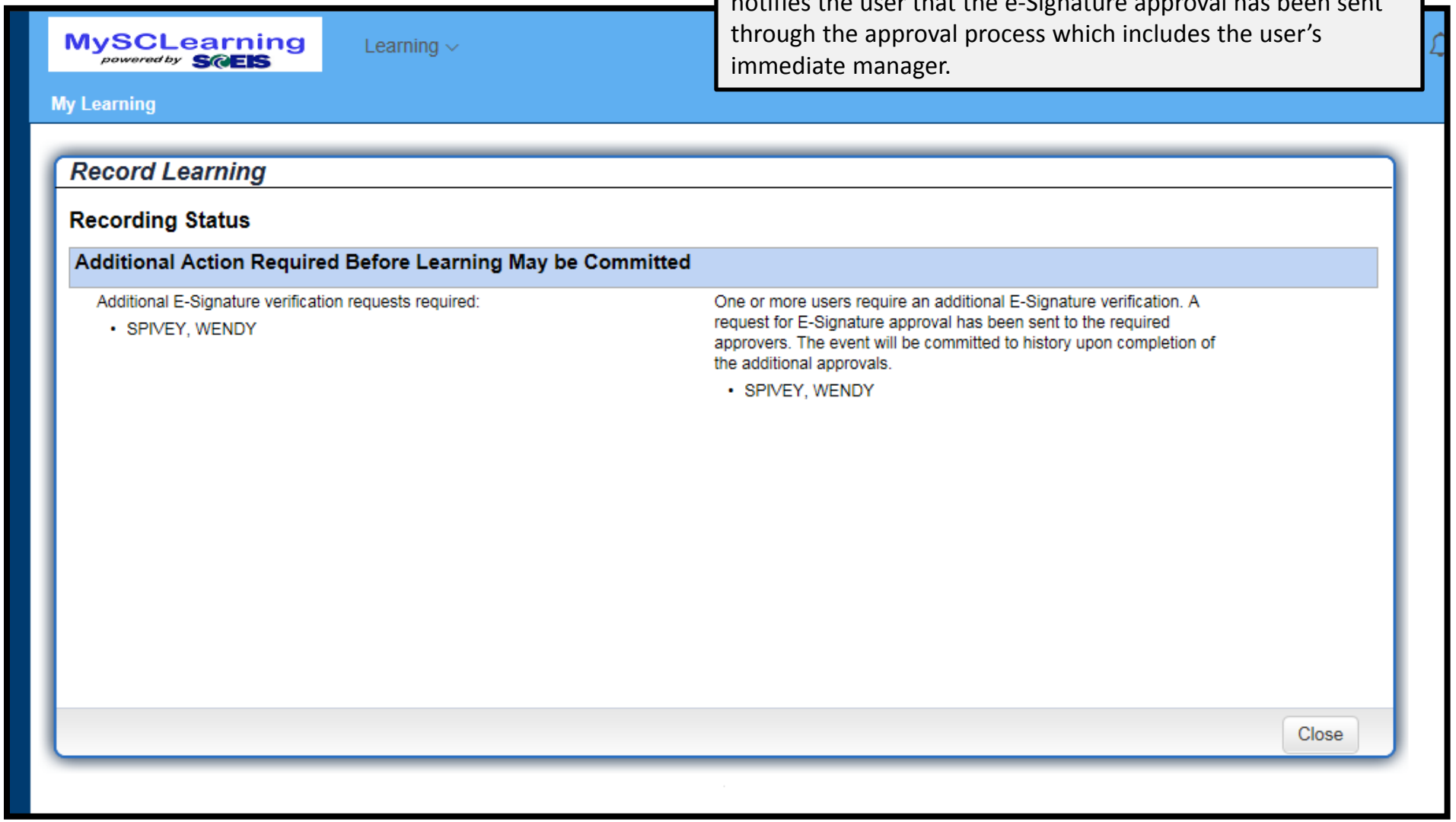
The E-Signature Verification window is triggered for approval process and is required to record a learning event associated with the InfoSec & Privacy training framework. A User Id (SCEIS ID) and PIN is required to continue the recording event process.



MySCLearning:

Record Training Event Action

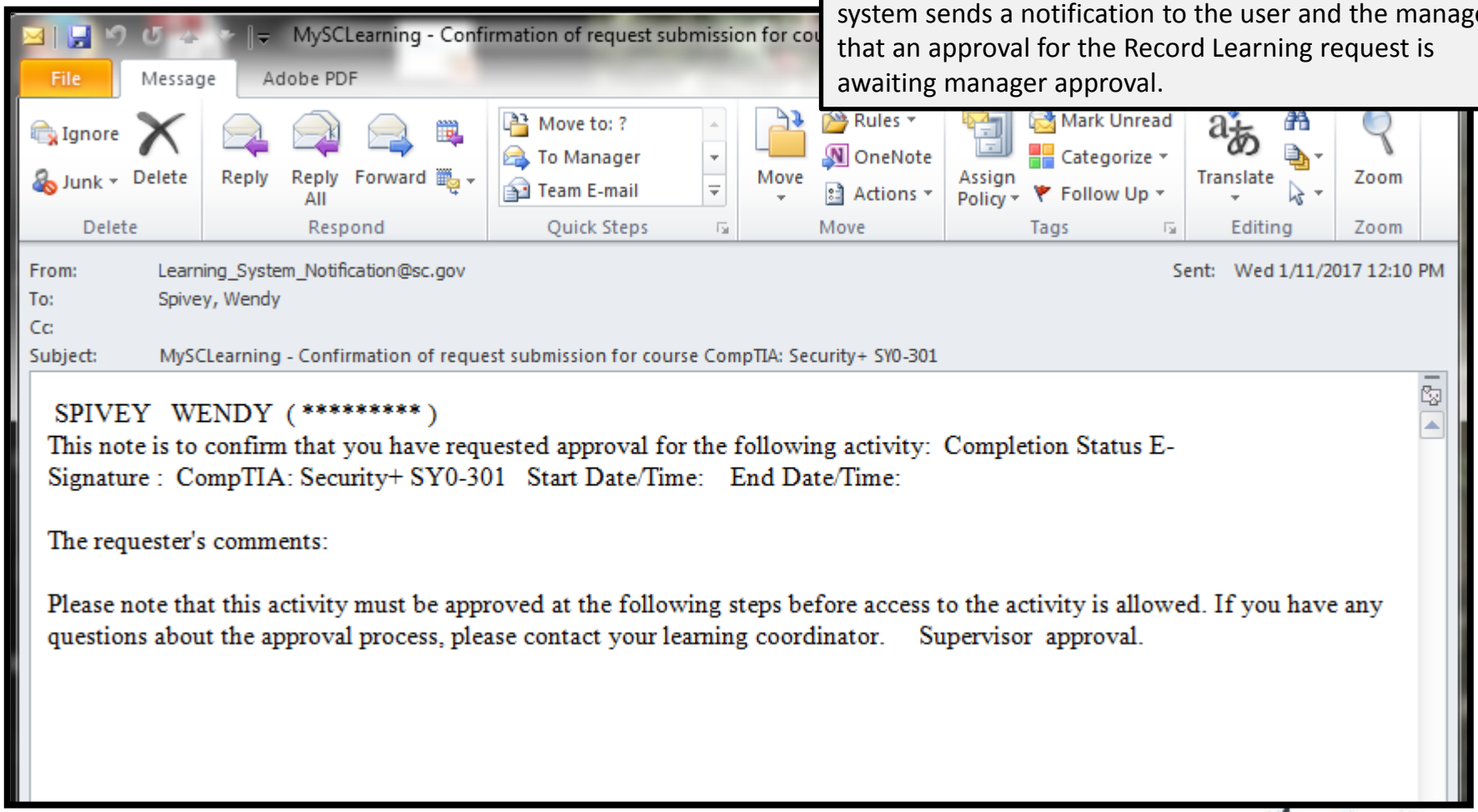
The e-Signature request for the **Record Learning** process notifies the user that the e-Signature approval has been sent through the approval process which includes the user's immediate manager.



MySCLearning:

Notifications

Once the e-Signature request has been completed the system sends a notification to the user and the manager that an approval for the Record Learning request is awaiting manager approval.



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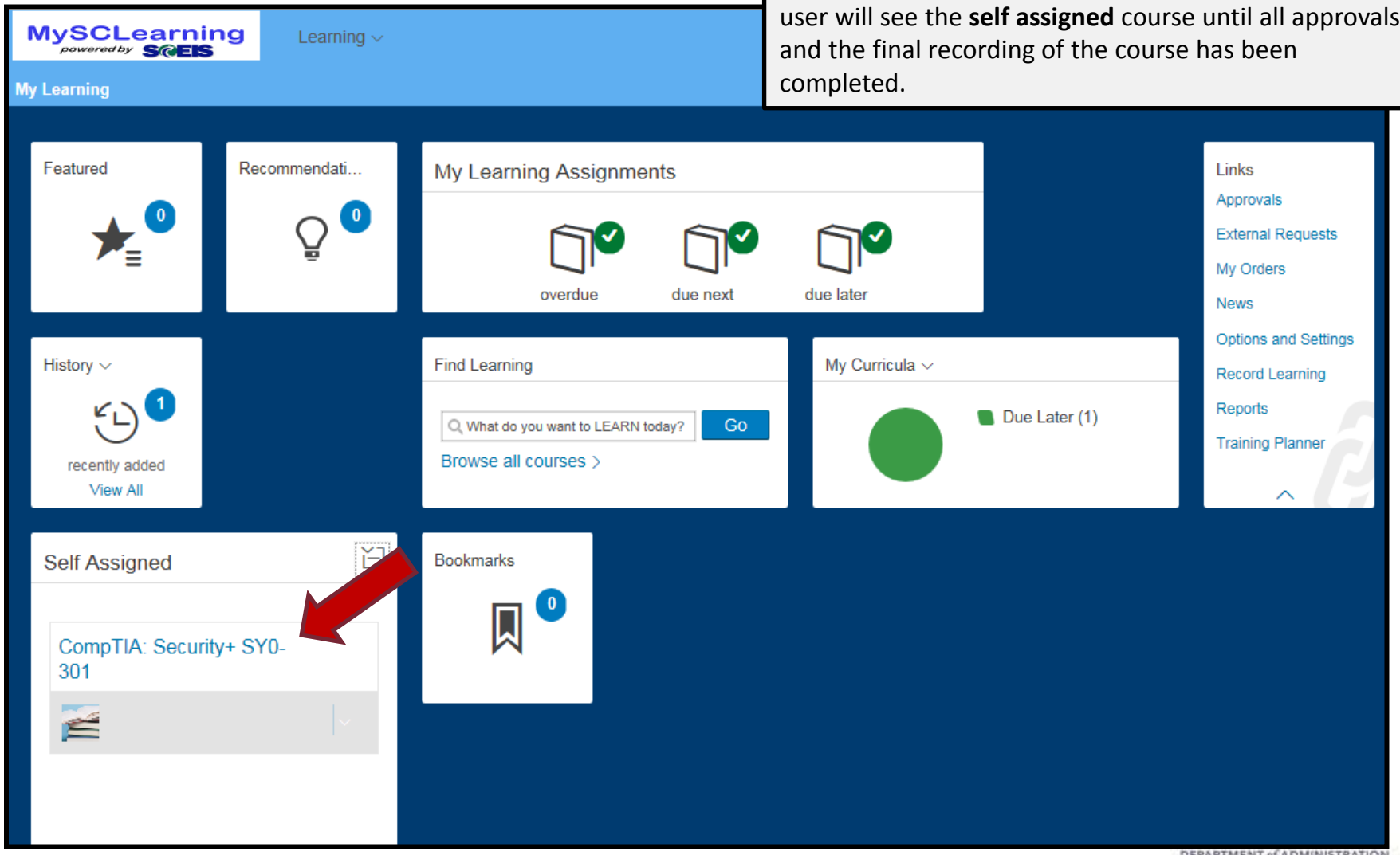
MySCLearning:

Note: Self Assigned Course

For the course that has been chosen to Record, the user will see the **self assigned** course until all approvals and the final recording of the course has been completed.



MySCLearning:

Manager View

View your employees

Click on the *My Employees* tab in the upper left corner.

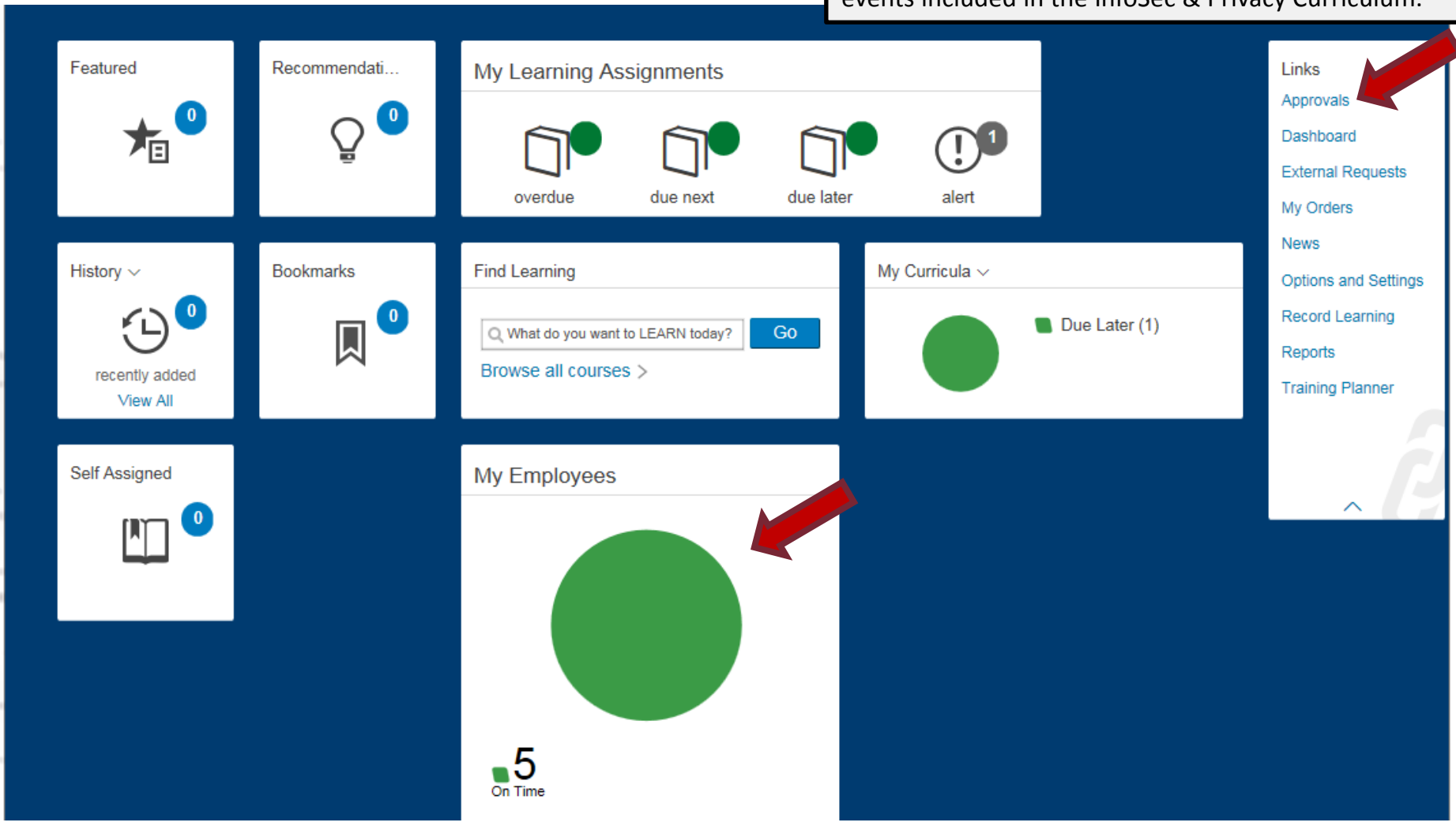
All of your direct-reports are listed to the far left of the page. Click on the employee's name to view all assignments, completions, overdue items, etc.

***TIP:** A yellow-circled exclamation point indicates action needed.*

MySCLearning:

Management Approval

The manager will select **Approvals** to view and act upon requests made from users to record training events included in the InfoSec & Privacy Curriculum.



Certification Validation

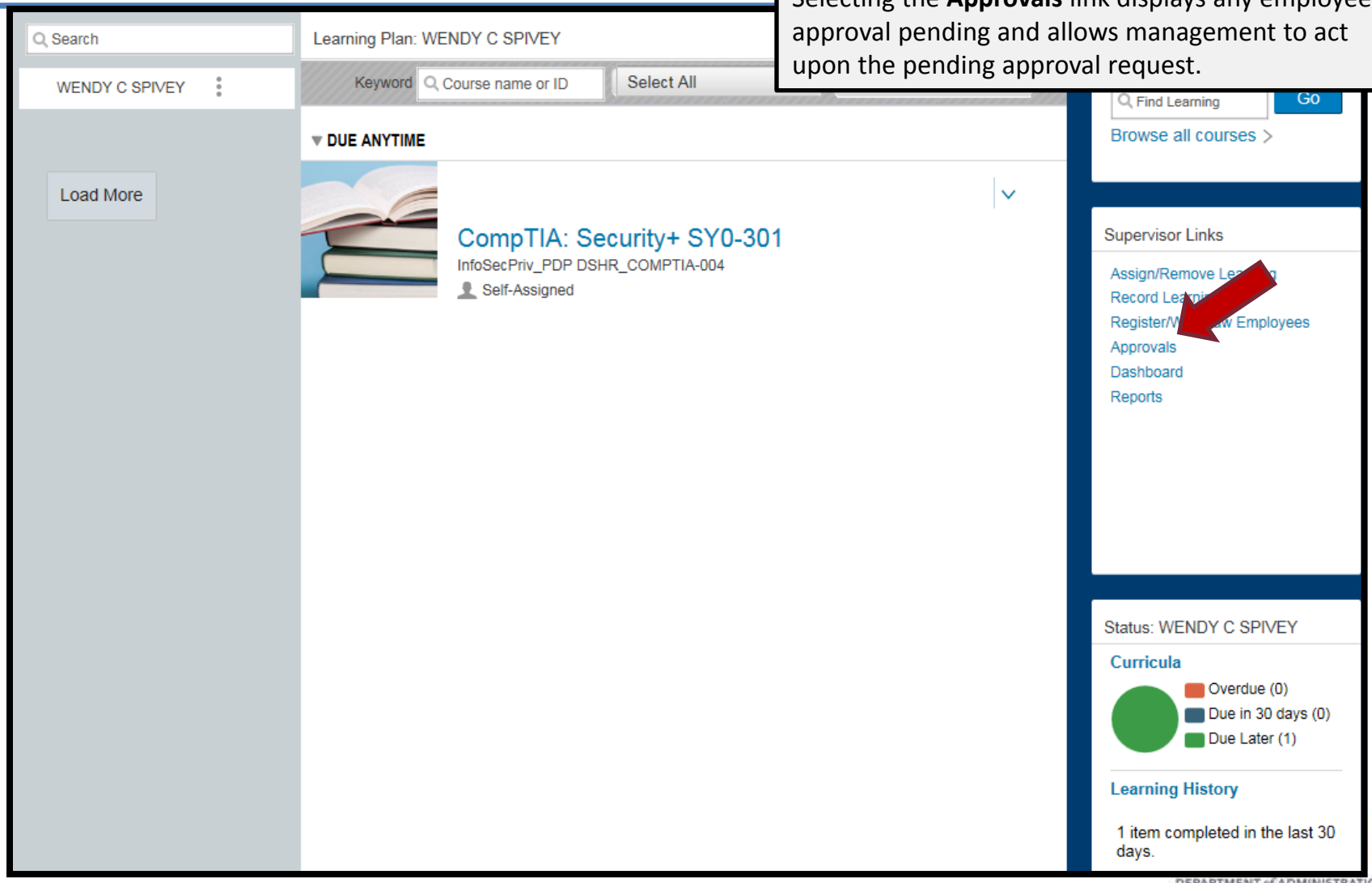
Manager's responsibility:

- Verify the learning event and the certificate attached by the employee; or
- Validate certification(s)
  - from Vendor website portal for many vendors;
  - Verify certification certificate
  - Certificates have name/certificate number /course name for verification;
  - Call the vendor from where the certification certificate is issued.

MySCLearning:

Course Approval

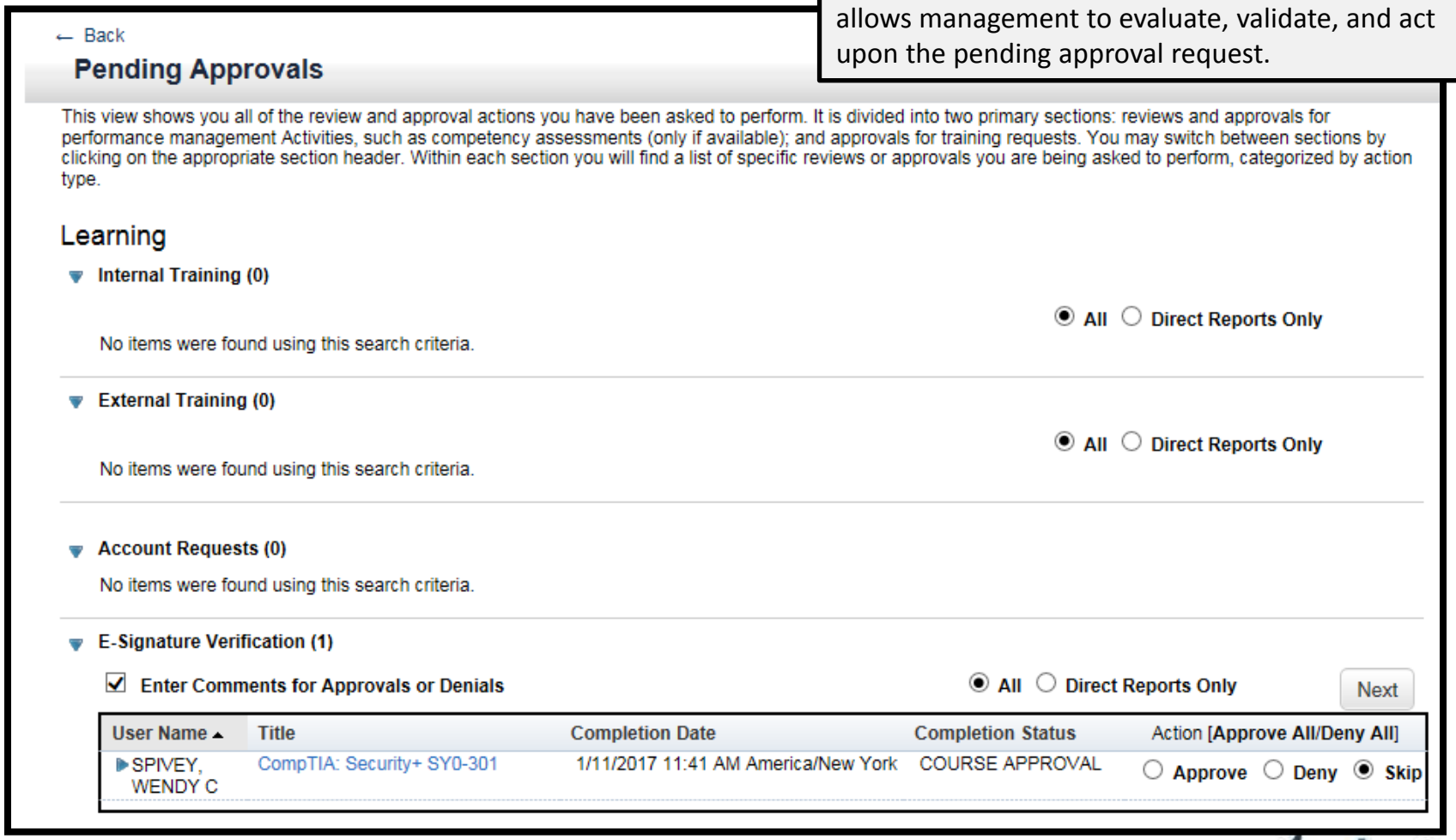
Selecting the **Approvals** link displays any employee approval pending and allows management to act upon the pending approval request.



MySCLearning:

Pending Approval Status

The manager's view of courses **pending approvals** allows management to evaluate, validate, and act upon the pending approval request.



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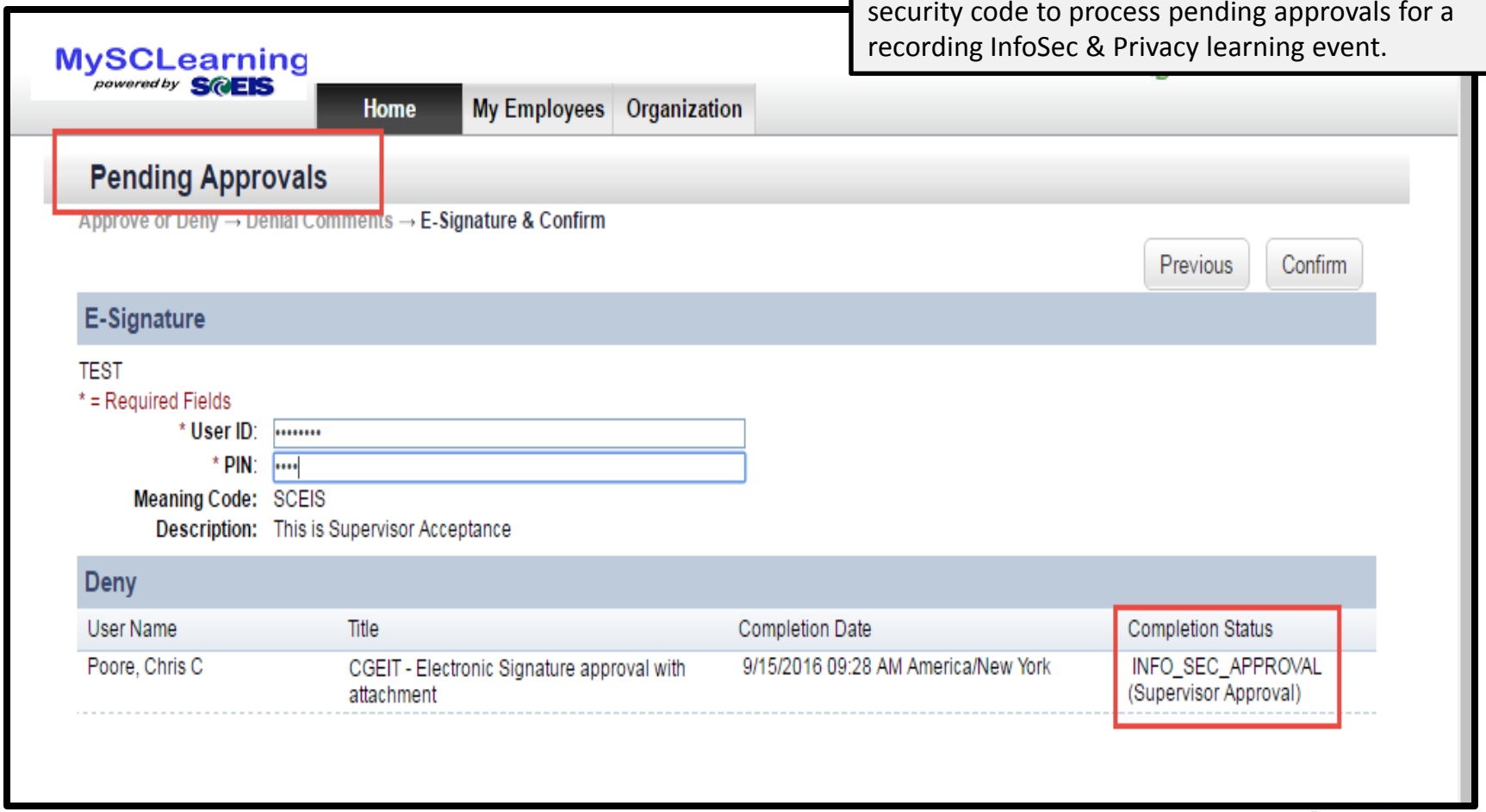
Pending Approvals

Managers are also required to enter an e-Signature security code to process pending approvals for a recording InfoSec & Privacy learning event.



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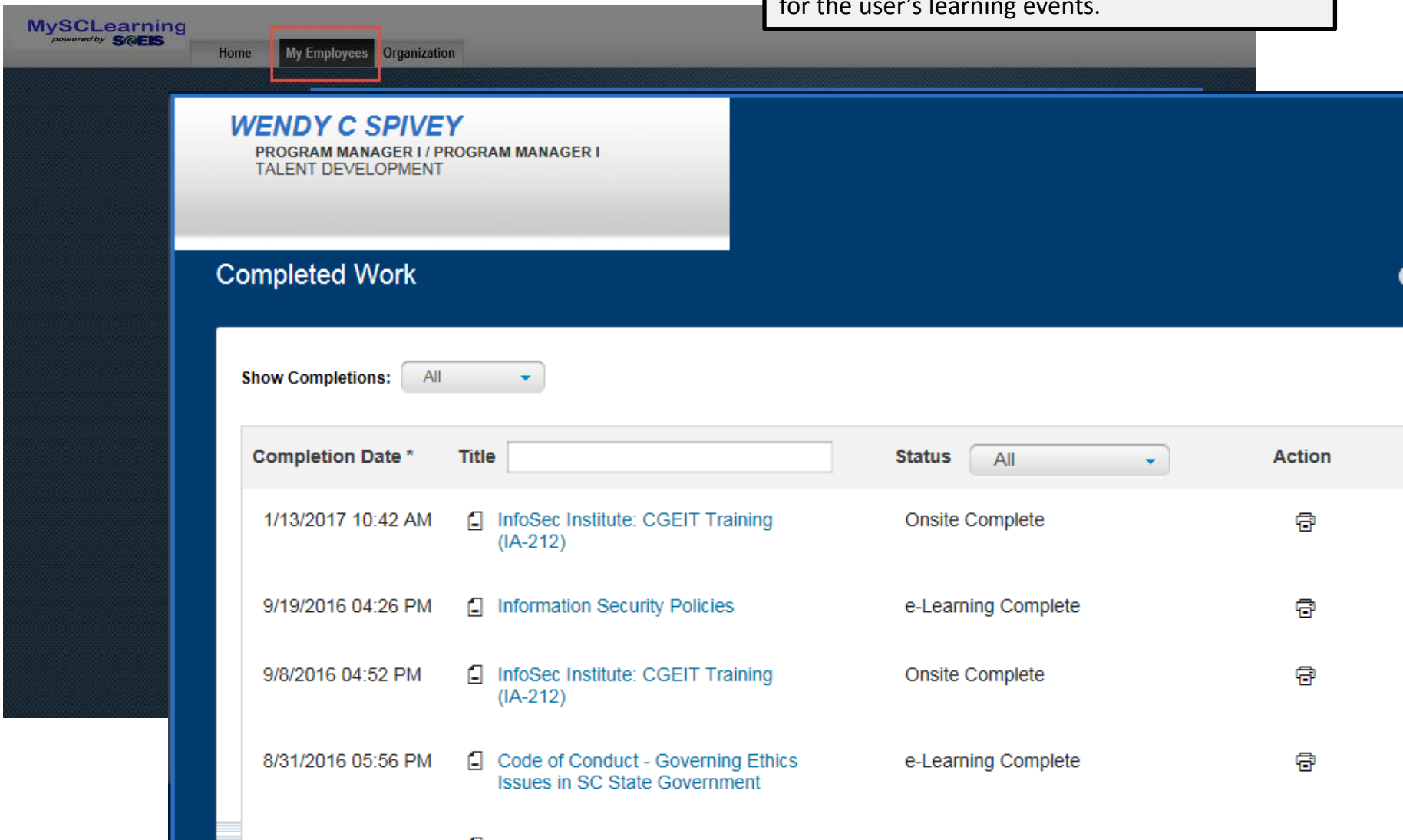
MySCLearning:

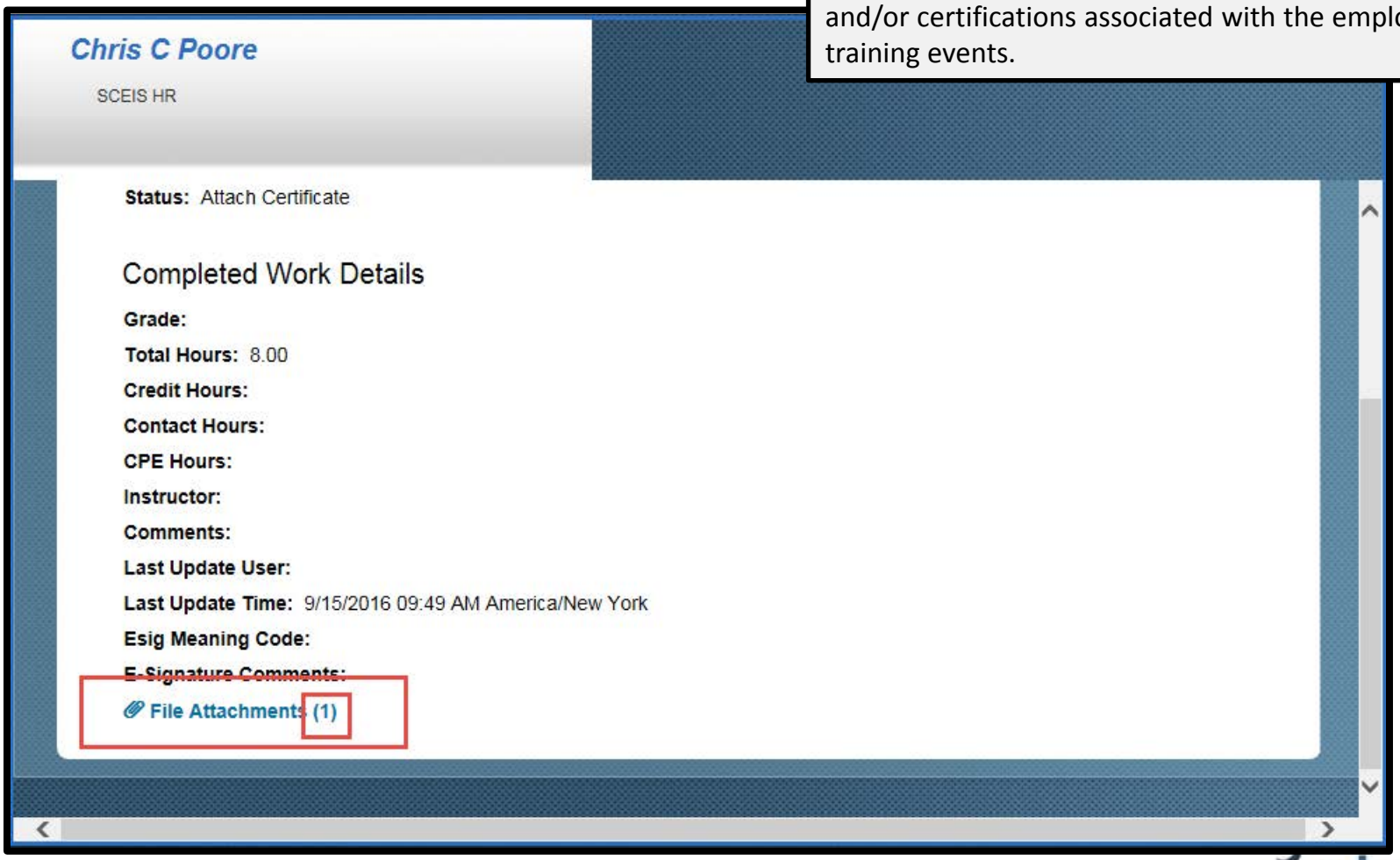
Manager View Training History

Managers are able to view the historical records for the user's learning events.



Manager View of Certification

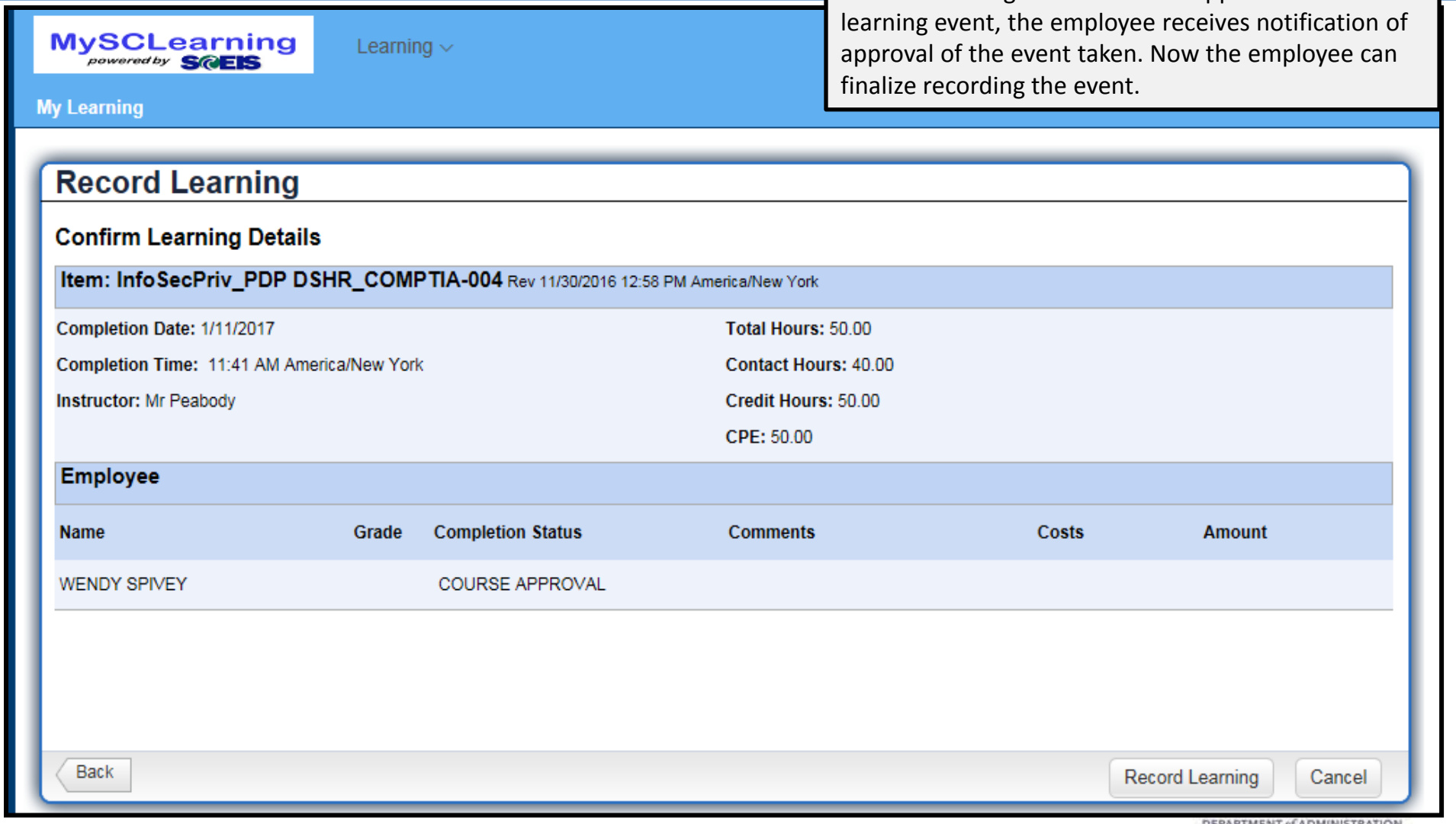
Managers are able to view supporting documentation and/or certifications associated with the employees ' training events.



MySCLearning:

Employee Finalize Recording of Event

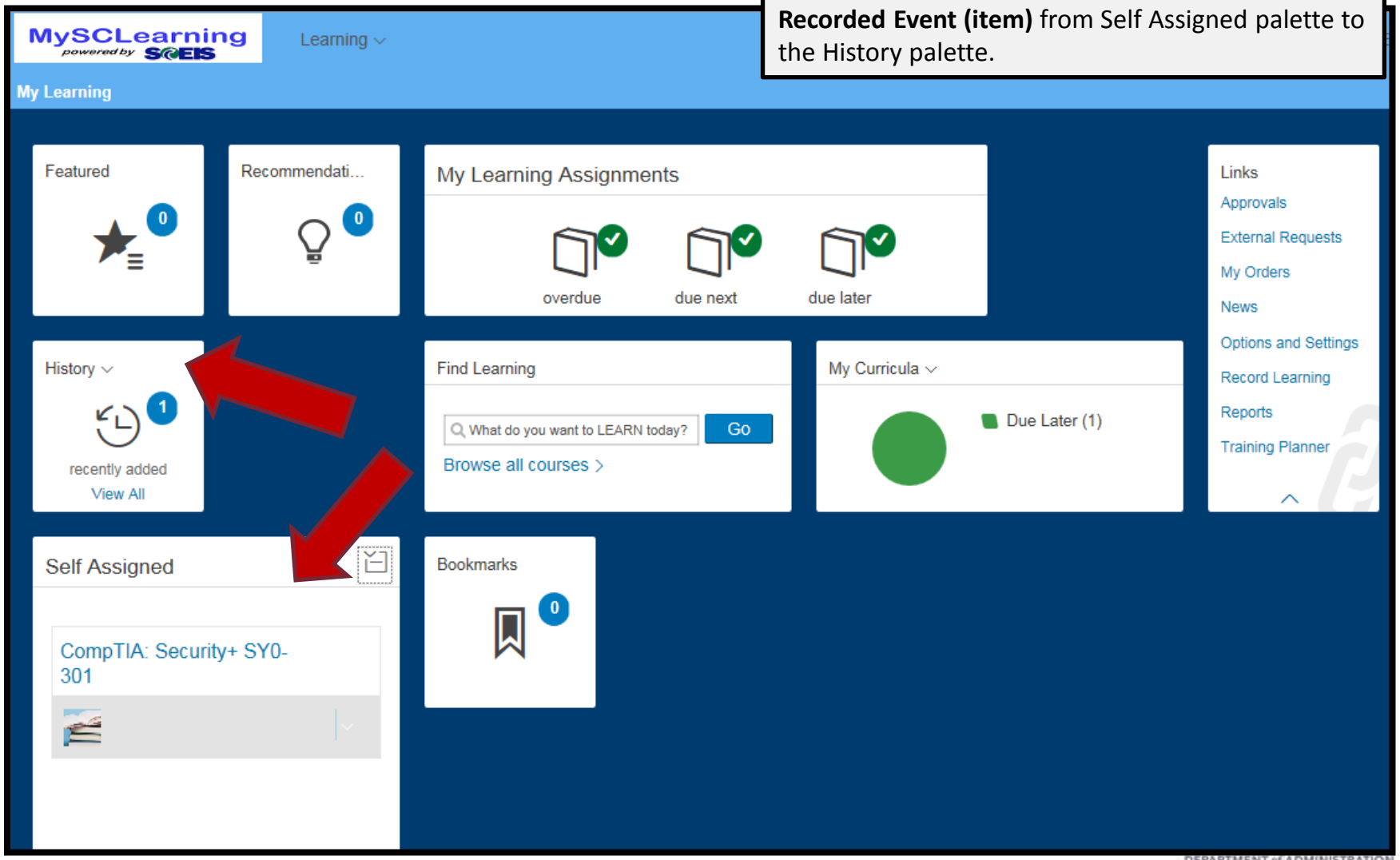
After the manager validates and approves the learning event, the employee receives notification of approval of the event taken. Now the employee can finalize recording the event.



MySCLearning:

Historical Events

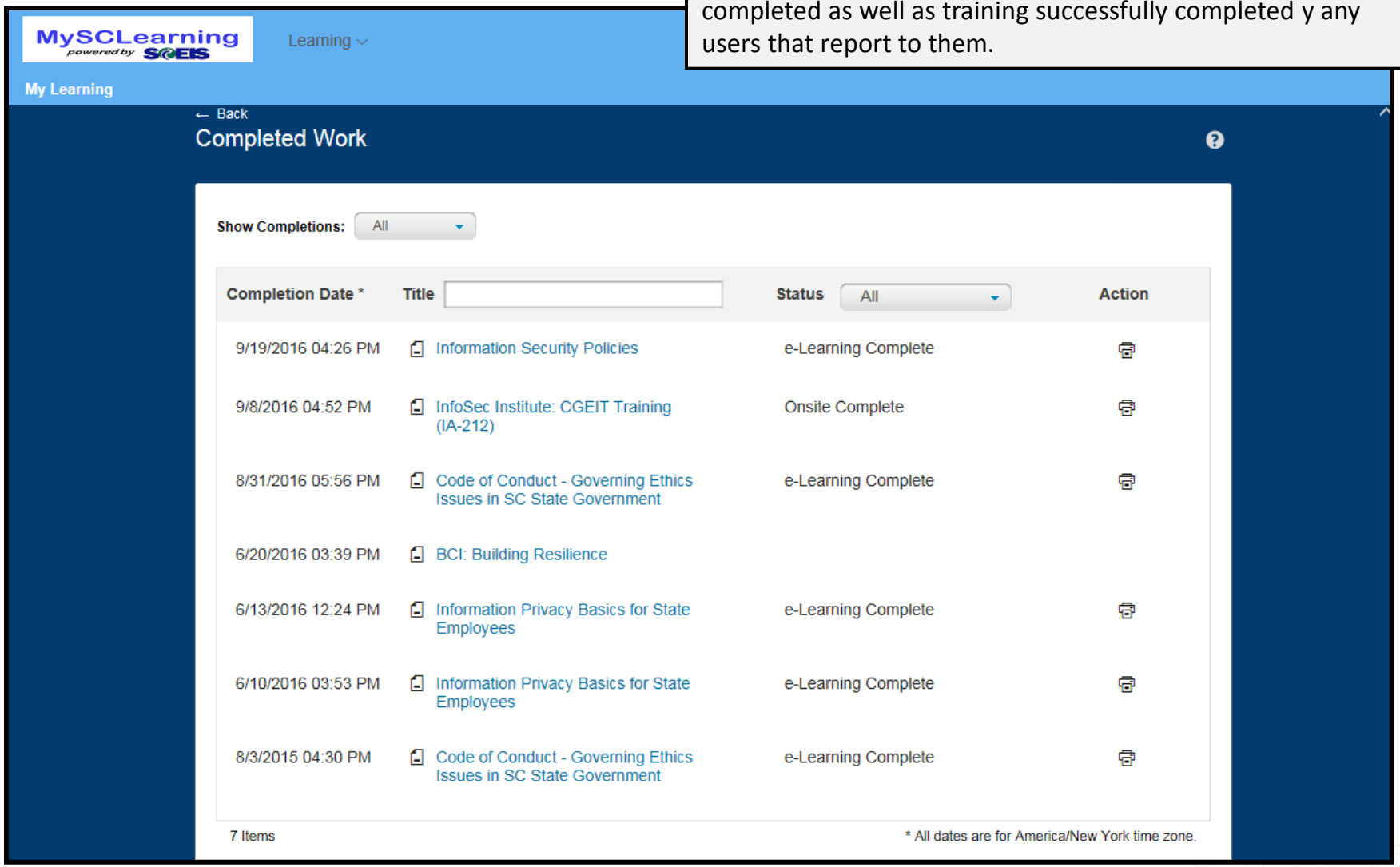
Finalizing the recording of an event transfers the **Recorded Event (item)** from Self Assigned palette to the History palette.



MySCLearning:

Historical Training View

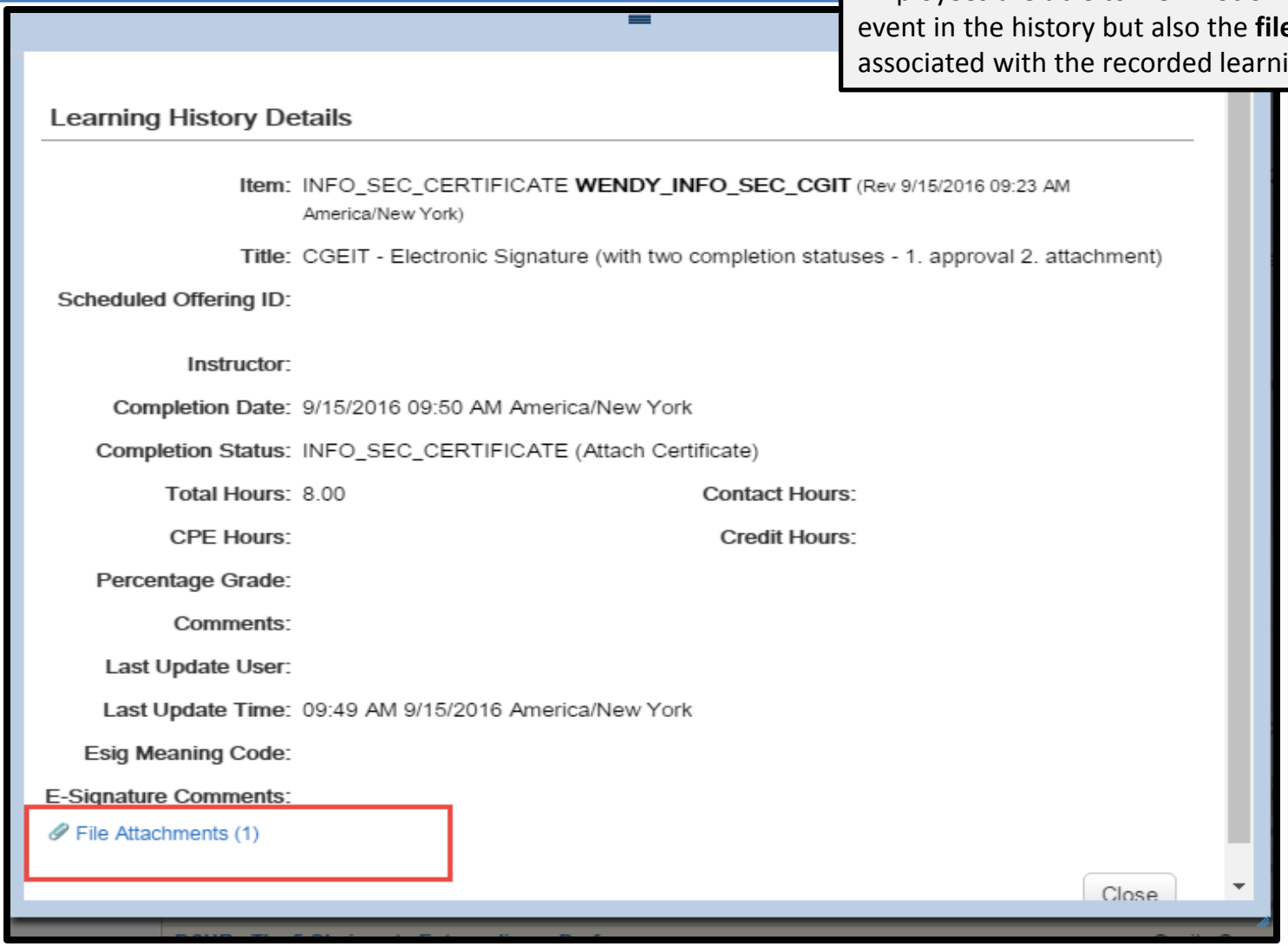
Users are able to see the training they have successfully completed as well as training successfully completed y any users that report to them.



MySCLearning:

Learning History Details

Employees are able to view not only the learning event in the history but also the **file attachments** associated with the recorded learning events.



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MySCLearning:

LMS Functionality Summary

What Can the LMS Do?	What Can't the LMS Do?
• **Allow users (FTEs or contractors) to access or view the InfoSec/Privacy Curriculum (recommended courseware).**	• Allow users (FTEs and Contractors) to view training and/or certifications that are defined within the InfoSec & Privacy curriculum **external** to the recommended courseware.
• **Allow users to record training and/or certifications from the recommended InfoSec/Privacy courseware.**	• Allow users to record training and/or certifications **outside** of the recommended courseware and list or identify those as InfoSec/Privacy.
• **Allow managers to validate training and/or certifications submitted by the employee from the recommended courseware.**	• Allow managers to validate training and/or certifications submitted **external** to the recommended InfoSec & Privacy courseware.
• **Track and notify users of their certification expiration dates.**	• Not a registration system for the InfoSec and Privacy training courseware.
• **Allow users to list training and/or certifications that are not in the recommended courseware (via an external event requires no manager approval).**	
• **Accommodate updates to the recommended courseware / InfoSec/Privacy curriculum.**	

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MySCLearning:

InfoSec & Privacy PDP Implementation Action Items

- Complete the data entry of InfoSec/Privacy training framework and competencies.
- Finalize inputting the InfoSec/Privacy Course certification expiration dates.
- Implement the process for Contractor user account assignment and accessibility with the SCEIS team.
- Develop a process to review and adding new InfoSec/Privacy curriculum recommended by the user base. Include a vetting and approval process by the PDP workgroup team for adding new curriculum.

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Resources

Division State Human Resources – Training Framework
https://admin.sc.gov/humanresources/

Enterprise Privacy Office – Privacy
https://admin.sc.gov/technology/enterprise-privacy

Division Information Security - Security
https://admin.sc.gov/technology/information-security

SCEIS MySCLearning Tools
http://sceis.sc.gov/page.aspx?id=345

Questions?

- Questions or issues regarding the login instructions or functionality for **MySCLearning**, please call the **SCEIS Service Desk** at (803) 896-0001 (select option 1 for SCEIS help) or email sceis.helpdesk@admin.sc.gov.
- Additional questions regarding MySCLearning and the InfoSec & Privacy Training Framework, contact Wendy Spivey at (803) 896-5152 or email Wspivey@admin.sc.gov.