

1. Open a new internet browser window (Firefox, Chrome, IE, etc.). Please make sure that the Pop-up blocker on the browser is disabled.
2. Navigate to: [blackboard.syr.edu](http://blackboard.syr.edu)
3. Enter your NetID Username and Password into the designated field.

Syracuse University Computing and Electronic Communications Policy

**SYRACUSE UNIVERSITY**  
SUOS CULTORES SCIENTIA CORONAT  
FOUNDED AD 1870

**Login Here**


You are not logged in  
**PROTECT YOURSELF:** Don't share your password with anybody, including your peers, friends, and family members. Treat your password like the PIN for your ATM card – as your secret!

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

**Need Help?**

 **ITS**

To Search for answers to your Blackboard questions, visit the [Answers self-help knowledge base](#)

Contact the ITS Service Centers at:  
[help@syr.edu](mailto:help@syr.edu) or 315.443.2677  
 8 a.m. - 5:00 p.m Monday - Friday

4. On the right hand side of the screen, there should be a section labelled “My Organizations Plus.” Click on the link “Information Security Video.”

Blackboard @ SU    Notifications Dashboard

**Add Module**    Personalize Page

**Tools**

- [Announcements](#)
- [Calendar](#)
- [Tasks](#)
- [Send E-mail](#)
- [Address Book](#)
- [Goals](#)

**My Courses**

You are not currently enrolled in any courses.

**My Courses Plus**

You are not currently enrolled in any courses in the Blackboard system.

**System Information**

**Important Note:** The Blackboard servers may be unavailable during daily system maintenance between 4:00am and 5:00am Eastern Time.

**Blackboard Known Issues**

**Known Issues for FALL 2012 (please click on the link for a resolution to each known issue):**

- [Adding Users By Role does not complete and shows a random list of code](#)
- [Ares Course Reserves does not complete](#)
- [Spring 2010 course content and back has been archived off the Blackboard server](#)

If you are having technical problems in Blackboard, please click on the link below to view a comprehensive list of known issues in Blackboard 9.1.

If the solution to your problem is not listed, please contact the help desk at either:

- [help@syr.edu](mailto:help@syr.edu) or
- 443-2677.

[Click here for known issues in Blackboard](#)

**My Organizations Plus**

Organizations in which you are participating

- [Information Security Videos](#)

5. Click on “Group 2.”



Introduction



Information Security at Syracuse University

Welcome to “Securing the Human,” a series of short videos each featuring a different IT security topic. Information Technology and Services (ITS) presents this series as an element of an ongoing security awareness program that will help all members of the SU community understand their roles and responsibilities for protecting SU’s—and their own—information and devices. These videos vary in length, with the longest being only five and a half minutes, and can be viewed one at a time in multiple sessions.

These videos are currently being provided in English and Italian (for compliance purposes) for our employee community.

- **Group 1** These eight videos address common information security risks and ways to prevent becoming a victim of digital crime. All members of the SU community will find these useful. Combined running time: ~35 minutes.
- **Group 2** Designed for those who handle sensitive data like health records, student data, and/or financial information, these three videos explore risks and solutions for handling confidential data appropriately. Combined running time: ~7 minutes.
- **Group 3** These six videos provide valuable advice for ensuring the security of personal and family information and digital devices. Combined running time: ~21 minutes.

Please visit [SecureUse.syr.edu](http://SecureUse.syr.edu) for more information. And follow us at [SecureUse](#) on Facebook and Twitter for information security updates and news!

Questions? Comments? Ideas? Drop us an email at [infosecranhelp@listserv.syr.edu](mailto:infosecranhelp@listserv.syr.edu)

Need help? Contact the ITS Service Center at (315) 443-2677 or [help@syr.edu](mailto:help@syr.edu)

6. Click on “PCI – DSS.”

Group 2 Video



PCI-DSS

Video length 3:11 minutes

To reduce their losses due to credit card fraud, five members of the payment card industry, Visa, MasterCard, American Express, Discover and JCB, joined together to develop a set of security standards called the Payment Card Industry Data Security Standard, or PCI DSS. Since Syracuse University transmits or processes cardholder data, it is required of us to follow this standard. This video specifies information specific to protecting and safe handling of cardholder data.



HIPAA

Video length 3:06 minutes

To enable and protect the use of electronic patient data, the 1996 US Congress passed HIPAA. With Health Services, our organization stores, transmits or processes PHI (Protected Healthcare Information) and hence is required to follow this standard. This video is specific only to protecting PHI and gives information specific to protecting and safe handling of PHI data.



Encryption

Video length 1:40 minutes

This video explains in simple terms what encryption is, how it works and why data should be encrypted. It focuses only on the most common uses of encryption, such as encrypting files or encrypted browser connections.

7. Open the “Read Me First” by clicking on the highlighted words “PCI Standards.”

PCI-DSS



Read me first

Syracuse University has specific [PCI Standards](#). If you deal with credit cards, please read, review and practice these standards in addition to the guidance in the video below to be PCI DSS compliant at all times.



PCI DSS

Video length 3:11 minutes

8. After you have finished reading the “Read Me First” page, then return to the page described in Step 7 and select “PCI – DSS.” The Information Security video should open in a new window.



9. After watching the video, you will be prompted to take a quiz. Select the “Begin” button shown below to start the quiz. Completion of the quiz, provides the PCI committee with evidence you have fulfilled the training requirements.

