



Instructions for Completing Handling MN Information Securely Courses

As of January 1, 2015, all MNsure assisters (navigators and Certified Application Counselors) must complete the six Handling MN Information Securely courses in order to be certified.

1. Begin by accessing the training portal. This is not the same portal assisters use for Course 1 and Course 2, so you do not need to have that log-in information to take these courses. All you will need is a unique email address.
 - Ctrl+Click the link below or copy and paste it into an internet browser:
<https://data-securitytraining.dhs.mn.gov>

Handling MN Information Securely

Login

Enter email address to login

Login

Haven't logged in yet? [Register](#)
Otherwise you can [Login As Guest](#)

"Handling MN Information Securely" is the new suite of courses to fulfill both due diligence and federal requirements for data practices and security training. These courses must be completed annually.

As you register, there are 3 core modules that are required for everyone who wants or has access to DHS data. In addition, you will also be asked to identify your role. By selecting this role, you may be assigned other short modules which cover either specific data-based awareness for the kind of information you access as a part of your job, or specific roles you have in accessing information.

Even if you have a TrainLink account with DHS for training, you should take these courses from this site.

2. You can try entering your email address. Most assisters will get an error saying, "Unknown email address, please register" then click "Register" (do NOT use the "Guest Login" or MNsure will not have a record of any training you take).
3. Complete the web form. You only need to complete the fields with an * (asterisk).
 - Choose "**MNsured**" for Affiliation
 - Division will default to "**None**" (this is fine)
 - Enter your email address (this must be unique, if you share an email with others in your organization, you may have to use an alternative email)
 - Enter your first and last name
 - Choose appropriate training role: "**Assistor/Navigator/Broker**" (individuals can also have a "County worker" training role if required by their job)
 - Click "Register"

[Skip to main content](#)

Handling MN Information Securely

Registration

Affiliation * ←

Division * ↓

Email Address * ←

Employee Number

First Name * ←

Middle Initial

Last Name * ←

CompanyName

Send Reminders?

Training Role * ←

Role Description

Courses Required for Role

* = field is required.

Selecting the correct training role is extremely important. If you have the wrong role, you will not have the correct courses assigned to you and your record will not appear in our reports. "Assistor/Navigator/Broker" and "County worker" are the only appropriate roles.

If you have successfully logged in, the screen will show a list of courses with checkmarks next to the six required courses (shown below). **If there are no checkmarks next to any courses, or fewer than six courses selected, then you have not selected the correct training role.** Click on "Settings" beneath the header at the top of the screen and verify that the affiliation selected is "MNSure" and the training role selected is "Assistor/Navigator/Broker".

• You have passed 0 of 6 assessments for the year.

←

Please select a course or assessment by clicking on one of the links below.

Required	Course Name	Assessment Link	Last Assessment	Passed	Next Assessment
<input checked="" type="checkbox"/>	Data Security and Privacy (15 Minutes) - Course	Data Security and Privacy (15 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input checked="" type="checkbox"/>	How to Protect Information (35 Minutes) - Course	How to Protect Information (35 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input checked="" type="checkbox"/>	Managing Security Information Problems (15 Minutes) - Course	Managing Security Information Problems (15 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input checked="" type="checkbox"/>	Federal Tax Information (10 Minutes) - Course	Federal Tax Information (10 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input checked="" type="checkbox"/>	Social Security Administration Information (15 Minutes) - Course	Social Security Administration Information (15 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input checked="" type="checkbox"/>	Protected Health Information (PHI) (15 Minutes) - Course	Protected Health Information (PHI) (15 Minutes) - Assessment		<input type="checkbox"/>	01/13/2015
<input type="checkbox"/>	Data Protection for Supervisors (10 Minutes) - Course	Data Protection for Supervisors (10 Minutes) - Assessment			
<input type="checkbox"/>	Data Security for County Staff and Assistants (10 Minutes) - Course	Data Security for County Staff and Assistants (10 Minutes) - Assessment			
<input type="checkbox"/>	Data Security for Help Desk and System Administrator (10 Minutes) - Course	Data Security for Help Desk and System Administrator (10 Minutes) - Assessment			
<input type="checkbox"/>	Volunteer (15 Minutes) - Course	Volunteer (15 Minutes) - Assessment			

4. Complete and pass the required courses and assessments
- Click on the name of the course or assessment you would like to take
 - Be sure to complete and pass all required courses and associated assessments

Once you have passed all courses, the progress bar near the top of the screen will show 100% complete.

- You have passed 6 of 6 assessments for the year.

100% complete

Please select a course or assessment by clicking on one of the links below.

Required	Course Name	Assessment Link	Last Assessment	Passed	Next Assessment
<input checked="" type="checkbox"/>	Data Security and Privacy (15 Minutes) - Course	Data Security and Privacy (15 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
<input checked="" type="checkbox"/>	How to Protect Information (35 Minutes) - Course	How to Protect Information (35 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
<input checked="" type="checkbox"/>	Managing Security Information Problems (15 Minutes) - Course	Managing Security Information Problems (15 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
<input checked="" type="checkbox"/>	Federal Tax Information (10 Minutes) - Course	Federal Tax Information (10 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
<input checked="" type="checkbox"/>	Social Security Administration Information (15 Minutes) - Course	Social Security Administration Information (15 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
<input checked="" type="checkbox"/>	Protected Health Information (PHI) (15 Minutes) - Course	Protected Health Information (PHI) (15 Minutes) - Assessment	10/28/2014	<input checked="" type="checkbox"/>	10/28/2015
	Data Protection for Supervisors (10 Minutes) - Course	Data Protection for Supervisors (10 Minutes) - Assessment			
	Data Security for County Staff and Assistants (10 Minutes) - Course	Data Security for County Staff and Assistants (10 Minutes) - Assessment			
	Data Security for Help Desk and System Administrator (10 Minutes) - Course	Data Security for Help Desk and System Administrator (10 Minutes) - Assessment			
	Volunteer (15 Minutes) - Course	Volunteer (15 Minutes) - Assessment			