



Critical Data in KFS training

FINANCIAL MANAGEMENT SERVICES

What is Critical Data?

Critical data is any information that, if inappropriately handled, could result in criminal or civil penalties, identity theft, personal financial loss, invasion of privacy, and/or unauthorized access to this type of information by an individual or many individuals.



Critical Data in KFS

- One of many safeguards designed to protect:
 - Finances and identities of IU students, employees, and vendors.
 - Finances and reputation of Indiana University.
- Goal: to help users identify where critical data does and does not belong in KFS.
- 30-minute online training.
- Does not have to be completed all at once.



Who needs to take the training?

- New KFS users.
- Current KFS users.



Am I a KFS user?

All staff and faculty members are provisioned with basic KFS permissions, such as:

- Shop Catalogs.
- Requisitions (PREQs).
- Travel Expense Module (TEM).



Financial Processing

ACTIVITIES

Advance Deposit
Auxiliary Voucher
Cash Receipt
Disbursement Voucher
Distribution Of Income And Expense
General Error Correction
Indirect Cost Adjustment
Internal Billing
Non-Check Disbursement
Pre-Encumbrance
Transfer Of Funds

REFERENCE

GL - Available Balances
GL - Balances by Consolidation
GL - Cash Balances
GL - General Ledger Balance
GL - General Ledger Entry
GL - General Ledger Pending Entry
GL - Open Encumbrances

ADMINISTRATION

Cash Drawer
Credit Card Type

Credit Card Vendor
Disbursement Voucher Payment Reason
Disbursement Voucher Tax Income Class
Disbursement Voucher Travel Company
Disbursement Voucher Travel Expense Type
Disbursement Voucher Travel Mileage Rate
Disbursement Voucher Travel Per Diem
Non-Resident Alien Tax Percent
Procurement Cardholder Defaults



When can I start the training?

- **Monday, December 4, 2017**
 - All new KFS users must have completed *Critical Data in KFS* before their department requests KFS access on their behalf.
 - The *Critical Data in KFS* training will be open to all existing KFS users.
- **Monday, March 5, 2018**
 - All existing KFS users who have not completed the training will have their KFS access revoked.



Will there be reminders?

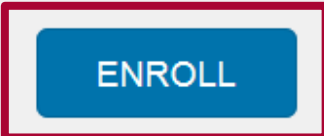
- Monday, December 4:
 - Personalized email to all current KFS users.
 - Announcement to KFS-L.
- Every 2 weeks until Monday, March 5:
 - Personalized email to all current KFS users who have ***not*** completed the training.
- Additional reminders:
 - Monthly KFS-L message.
 - Quarterly FMS Newsletter.
 - Spring CATS presentation.
 - Webinar(s).





Critical Data in KFS 2017-18

Oct 6 - Jul 1, 2018



INDIANA UNIVERSITY

This training is designed to introduce learners to the definition of 'critical data' at IU, examples of critical data, where critical data does and does not belong in KFS, how to find resources that explain how to redact critical data from documents, and the consequences of entering critical data in an unsecured field in KFS. Find more information about this training, including answers to frequently asked questions, on the [Financial Management Services website](#).





Account



Dashboard



Courses



Groups



Calendar



Inbox



Commons



Help

2017

Home

References and Support

Certificate of Completion

Critical Data in KFS 2017-18

Welcome! This online training should take you around 30 minutes to complete.



This training site is valid until June 30, 2018.



Users

Critical Data in KFS is a prerequisite for KFS access. New KFS users must send their Certificate of Completion from this training to their departmental representative before they can request KFS access on your behalf.

Existing KFS users must complete this training annually to maintain their KFS access.



Objectives

By the end of this training, you will be able to:

- Define 'critical data' at IU.
- Identify examples of critical data.
- Recognize where critical data does and does not belong in KFS.
- Locate resources that explain how to redact critical data from documents.
- Articulate the consequences of entering critical data in an unsecured field in KFS.





Navigation

Training materials in *Critical Data in KFS* are ordered sequentially. You must read each document, view each video, or complete each activity before you can move to the next section of the training.

This training consists of:

- Four short videos,
- Four short quizzes,
- A list of critical data resources and contacts,
- An attestation that you have read and signed the Acceptable Use Agreement,
- A final assessment, and
- A certificate of completion.

Note that you have not finished the training until you score 90% or better on the final assessment. After receiving your certificate, you will have an opportunity to evaluate the training.

To move through the training materials, click the **Next** ▷ button at the bottom right corner of your screen. When you reach the end of the course, you will no longer see the **Next** ▷ button.


[**Start the Training Now»**](#)






Watch a video

Transcript: the video's transcript is provided in the **Transcript** tab, to the right of the **Video** tab.

Closed captions: turn on closed captions by clicking the CC icon  in the bottom right corner of the video player and select English.

Full screen: click the diagonal arrow icon  in the bottom right corner of the video player to enter full-screen mode. If you opt to watch the video in full screen, the video will open in another window. Don't forget to navigate back to Canvas to complete the training.

Video

Transcript

To request edited captions for the deaf/HOH, see <https://kb.iu.edu/d/adad>



Critical Data at IU



Page 3 of 10.

Click the **Next** > button to move to the next item in the training.

◀ Previous

Next ▶





Data Classifications

Due No due date Points 5 Questions 5 Time Limit None
Allowed Attempts Unlimited

Instructions



Take a Quiz

Use the resources on the [Types of Data website](#) to categorize examples of institutional data. This activity will give you a chance to practice differentiating among the different data classification levels so that you'll know how to recognize critical data when you see it at IU.

Click the **Take the Quiz** button to begin. Although the quiz is untimed, a timer will display to the right of the questions. To disable the timer, click "Hide."

When you have finished, click the **Submit Quiz** button at the bottom of the quiz. You will then have a chance to review your quiz score and the automated question feedback. If you answered a question incorrectly, you will see that your response was incorrect, but the correct response will not be displayed.

You must earn 80% (4 out of 5 points) on this open-book quiz to continue to the next section of the training. If you score 3 points or below, click the **Take the Quiz Again** button towards the top of the page to retake the quiz.

You may retake the quiz as many times as you would like.

When you have passed the quiz, click the **Next** > button at the bottom of the response review page to move to the next item in the training.

Take the Quiz Again



INDIANA UNIVERSITY

This certificate is to recognize that:

Elisabeth Mason

has successfully completed the Training Course:

Critical Data in KFS 2017-18

completed on

October 6, 2017

This certificate is valid for one year from the date of completion.



Will I need to take the training again?

- All KFS users will be required to complete the *Critical Data in KFS* training on an annual basis.
- Users will receive as many as three reminders before their certification expires.
- FMS staff will revoke KFS access from users whose certification is expired.



Contact

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Questions?

