**Edit the below email template to fit your needs – this should be sent to management for their use to send to their internal organization. A top-down approach means management involvement.**

**Subject Line:** It’s time to complete your Security Awareness Training!

Hi Team,

We’ve all seen the news about the latest, most destructive data breaches. We’ve decided it’s time to take proactive steps in ensuring you have the know-how to defend not only yourself from these threats but our business as well. We are rolling out engaging Security Awareness Training to help us reach our goals. That is why we have chosen to work with [Your Company] to help us get you, our valued employees trained!

**Why do we need training?**

Cybersecurity training is crucial in not only helping us work together to protect our business but also in helping you **protect yourself** and your personal assets.

By falling victim to a phishing scam or other malicious attempt by a cybercriminal, you are putting personal and business data at risk. Once your data is compromised, it could end up on the Dark Web, where cybercriminals buy and sell stolen information and use it to commit crimes including **identity theft**.

**What will I learn?**

* An introduction to cybercrime and Personally Identifiable Information (PII)
* A practice phishing quiz to help you learn how to spot a phishing attempt
* A series of engaging case study videos and lessons learned, where you will learn about individuals who caused data breaches and how those breaches could have been avoided
* What you should do if you suspect a data breach
* A look at cybercrime in the future

**Next Steps**

1. Access your training account here: <https://www.pii-protect.com/login>
2. Your account has been setup with a generic password, click “Forgot Password” to change to a strong, unique, secure password.
3. Once logged in, you will have access to the Security Training course on the bottom of your page

Once you have gone through the training, you will complete a 20-question quiz to test your knowledge on what you have just learned. You will be required to score an **80% or higher** on the quiz, which will provide you with a training certificate to indicate you have passed the course. Please note this final quiz is not the same as the phishing quiz you completed for practice within the training program.

**The deadline to complete this training is [Two weeks from email send date]**. If you have any questions or need any assistance as you go through this process, please contact [Your Name] from [Your Company Name] at [Your Email Address].

Thank you,

[Management Email Signature]