

Email Subject: PII-Protect / Client Name – Next steps!

The following information should be forwarded to Client Name. It provides instructions for them to register managers and employees. Once they register users at the PII Protect Portal they will be able to access the Security Training, Security Policies and other resources on the PII Protect Portal.

The below information should be shared with Client Name:

Welcome to PII-Protect!

In order for employees to access the PII Protect portal they will need to create an account. Once the account is setup they will have access to the employee security training, security policies and other resources.

**Manager code: XXXXXXXX (This code should not be shared with employees)**

**Employee code: XXXXXXXX**

To setup managers, follow the steps below but use the manager code instead of the employee code. There can be multiple accounts with manager access. The below information should be shared with employees:

**First step – Account Creation**

1. You need to create an Account to access the PII Protect Security Portal
2. Access the  **PII Protect** website @ <https://www.pii-protect.com/login>
3. Click on **New User**
4. Enter the following for the **Registration Code**: **XXXXXX**  **<-employee code**
5. Fill out the rest of the information to create the Account
6. You are now ready to access the PII Protect Security Portal

**Second step – Accessing the Portal and Security Training**

1. Go to the PII Protect website @ <https://www.pii-protect.com/login>
2. Login using the email and password of the Account that you created in the First step
3. Once you log into the PII Protect Portal, click on the Security Training under Quick Links.

3a. This will bring you to the Security Training page
3b. On the bottom of the page you will click on Security Training
3c. This will bring you to the training page
3d. Click on Security Training in the upper left-hand corner
3e. From here you can take the Security Training class and Security test.
3f. Once both are completed and you have a passing score, you can print out the Security Training certificate.