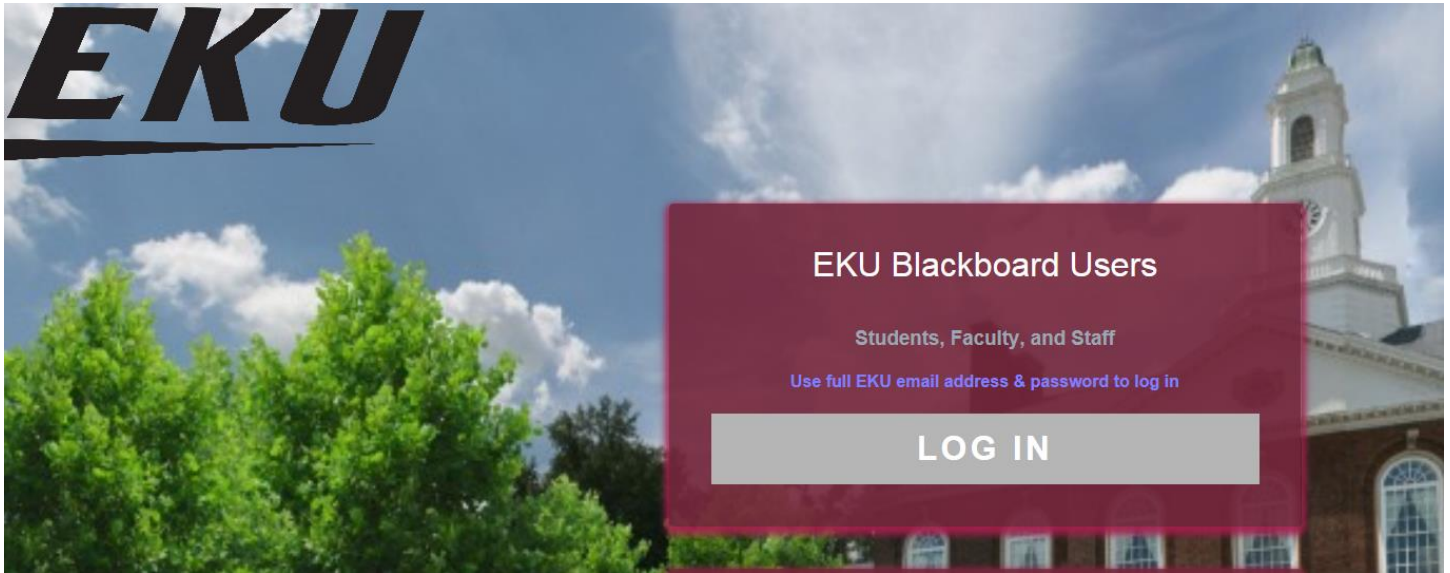


Data Trustees Course and Exam

The Data Trustees course was designed by the Information Technology Department to provide instructions for safeguarding sensitive electronic data within the Banner database.

Open your web browser (ie Internet Explorer) and go to <http://learn.eku.edu/>.

Your username is your ECU email address and your password is your Active Directory password. **It is not your banner username and password.**



After logging into Blackboard, click on Courses on the left hand side.

The image shows the top portion of a web application interface. On the left is a dark sidebar with the EKV logo at the top. Below the logo are several menu items, each with an icon: 'Institution Page' (classical building), 'Stacey Mays' (person icon), 'Activity Stream' (globe), 'Courses' (book icon), 'Organizations' (group of people), 'Calendar' (calendar), 'Messages' (envelope), and 'Grades' (document with pencil). A red arrow points to the 'Courses' menu item. To the right of the sidebar is a light gray header area with the word 'Stream' in a large, bold font. Below the header, there are three entries in the stream, each with a date: 'May 2, 2018', 'Dec 28, 2017', and 'May 4, 2017'.

Under Current Courses, click on Data Trustees

This screenshot shows the 'Current Courses' section of the application. At the top left of this section is the word 'Courses' in a large, bold font. Below it, the text 'Current Courses' is centered. Underneath, there is a search bar with a magnifying glass icon and the placeholder text 'Search your courses'. To the right of the search bar is a 'Filter' button followed by a dropdown menu currently set to 'All Courses'. Below these elements, a list of courses is displayed. The first course is 'Data Trustees', which is highlighted with a dark background. Below the course name, it says 'Multiple Instructors' and provides a blue link 'View all'. At the bottom of the list item, the ID 'ID: 6_DATATRUSTEES_3' is shown.

Then, watch the EKV Data Trustees Presentation

Availability: Item is hidden from students.

This video presentation is in FLV format and will play embedded in your web page window.



EKU Data Trustees Presentation

Availability: Item is hidden from students.

Enabled: Statistics Tracking

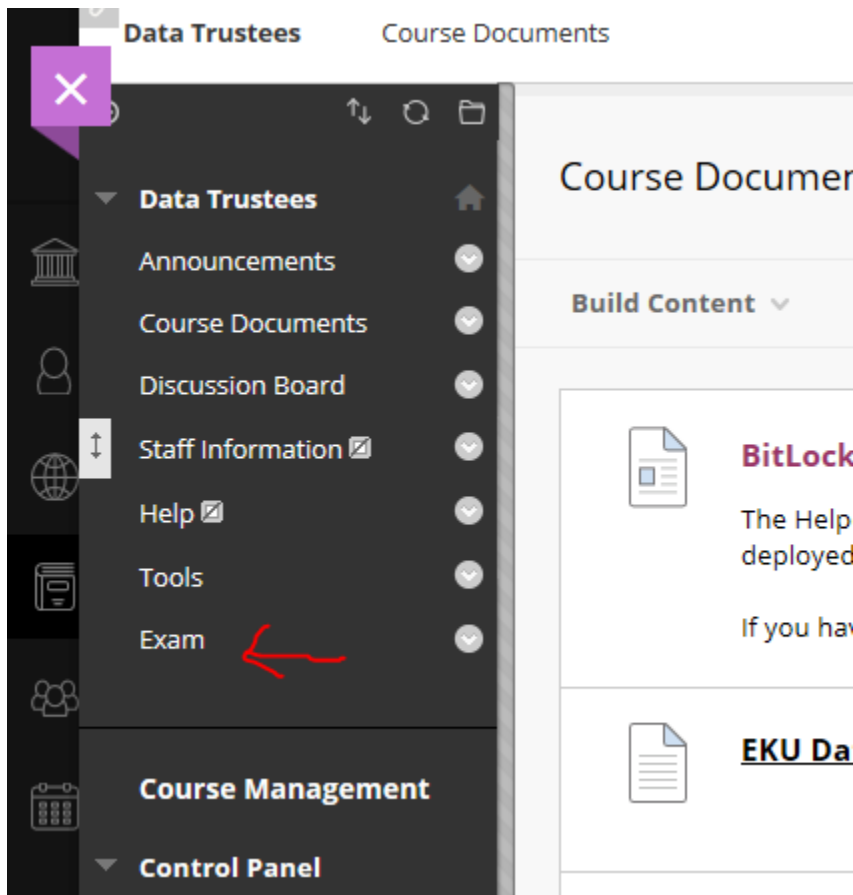
Attached Files: [EKU Data Trustees.pptx](#) (793.7 KB)

Standalone Presentation - PowerPoint 2007 **show** format.



STATE AGENCY RECORDS RETENTION SCHEDULE State University, Medical

Once you have read through the Power Point, click on Exam located on the left side of the screen:



Follow the instructions until exam is completed. Email ITDSSecurity@eku.edu whenever you have completed the exam.