JON HUSTED
Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, OH 43215
(877) 767-6446 | (614) 466-2645
info@OhioSecretaryofState.gov
www.OhioSecretaryofState.gov

ADVISORY 2017-08
October 3, 2017

To: All County Boards of Elections
Directors, Deputy Directors, and Board Members

Re: Cybersecurity Training Opportunity

BACKGROUND

Cybersecurity threats are becoming increasingly common both to private and government entities. In an effort to provide government officials with the training and tools necessary to combat these threats, the U.S. Department of Homeland Security is offering online and on-demand cybersecurity training through the Federal Virtual Training Environment (FedVTE). Any government employee, including county board of elections' members and staff and county IT personnel, is eligible to take these courses at no cost.

There are more than 60 courses, and each course is taught by an experienced cybersecurity expert. The courses range in proficiency level from beginner to advanced and cover a variety of topics involving cybersecurity, including securing infrastructure and the network perimeter, cyber risk management, and incident management.

As election officials, we need to be prepared to identify, prevent, and manage any cybersecurity threat to Ohio's elections' systems and voter information. Accordingly, this Advisory is to strongly encourage every board of elections' IT staff (or director or deputy director, if no IT staff is employed by the board) to take one or more of these training courses. Each board of elections also is strongly encouraged to share this Advisory and the availability of this training with any county IT staff that assists the board of elections.

Any board of elections' member or staff who takes a course is eligible to receive SOS training credit.

INSTRUCTIONS

In order to participate in these training courses, an individual must create an account with FedVTE via the following link: https://fedvte.usalearning.gov/. Please note that you should use a .gov email address to create your account. If you use a private email address (e.g., .com, gmail, or yahoo address, etc.), you may be prompted to provide additional information and need to wait to have your account approved before you can participate in the training.[1]

---

[1] A Frequently Asked Questions document regarding creating an account is available here:
https://fedvte.usalearning.gov/pdf/FedVTE_FAQs-Spring%202016.pdf.

After creating an account, use your email address and password to login to the FedVTE site. Click on "My Courses" to view the available training courses. To browse a catalog of available training courses or review a description of the content of each course, please consult the following: https://fedvte.usalearning.gov/pdf/FedVTE_Training_Catalog.pdf.

Upon completing a course, a certificate of completion can be accessed and printed by clicking on "My Courses" and then "My Transcripts" at the top of the page. A list of courses that are complete will appear along with an option to "Get Certificate." Clicking on "Get Certificate" will reveal a certificate of completion that can be printed.

Many of the courses are several hours in length. For example, "Cyber Security Overview for Managers," which provides a comprehensive overview of cybersecurity and guidance that might prove helpful to county boards of elections, is six hours long but is broken down into several segments. An individual can receive SOS training credit for completing segments of a course by submitting a screen shot showing the individuals' progress in a course, such as the one below. In the screen shot below, a green bullet point reflects the segments of the course that have been completed.

Anyone wanting to receive SOS training credit for participating in a course must submit a copy of the certificate of completion for the course or a screen shot (as described above) via email to Myra Newbern at mnewbern@ohiosecretaryofstate.gov. SOS training credit for these courses will be awarded in the same manner as training credit is awarded for webinars – hour-by-hour.

If you have questions regarding this Advisory, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,

Jon Husted