Security Awareness Training Information

Why do we have Security Awareness Training?

All eFileCabinet employees are required to take and complete an annual security awareness training course. This is mandatory and keeps us in compliance with our SOC2 and ISO 27001 certificates that we share with customers.

The training courses provide information on best security practice and help keep us up to date on new security risks and best practices.

We appreciate your cooperation and compliance in taking these courses.

How do I begin training?

All employees are automatically enrolled in a security course through our LMS (TalentLMS) when they finish the onboarding course as a new employee (also automatically enrolled) and will receive reminder emails to their company email address until that course is completed.

All employees are required to take these courses yearly. Emails will be sent out company wide with specific instructions for training when the time for yearly training has arrived. The courses are mandatory and need to be completed within a month of assignment. You are welcome to take each course as many times as you would like and at any time as long as you have completed the course within the required time assigned to all employees.

These are the required courses:

- [Keeping Your Data Safe](#)
- [Social Engineering](#)
- [Security and Compliance Audits](#)
- [Information Security](#)

Each course takes approximately 10-20 minutes to complete. Once you are assigned a course you will receive weekly email reminders until you have completed each course. We retain a record of who has completed each course and when it was completed.

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