

## Keeping our New Employees Safe Online

The following resources and links are accessible by employees and contractors. The SuccessFactors Training Program does require you to use a PeopleSoft User ID number to login and access the content.

The Indiana Office of Technology's Cybersecurity Awareness Training Program's goal is to: "Reduce human error and strengthen our workforce resilience while enhancing their capability as a cybersecurity defense against threats seeking to compromise Indiana government data and services."

Below you will find information and resources pertaining to our Cybersecurity Awareness Program and other IOT resources designed to assist with online cyber safety.

**Information Technology Resource Use Agreement:** Information Technology Resources (IT Resources) includes all State-provided equipment, software, all types of confidential and sensitive data, and the State network. To use IT Resources, users must agree to abide by the terms of this policy. IOT may limit or revoke your ability to use IT Resources if you cease to abide by its terms. [Indiana Office of Technology: Information Technology Resources \(ITR\) User Policy and Agreement](#)

**IOT Statewide Training Resources Webpage** This training webpage provides services and resources to State of Indiana employees including training launches in SuccessFactors, and more! You may access the webpage here: <https://www.in.gov/iot/statewide-training-resources>

**2026 IOT Cybersecurity Awareness Training Calendar** To view IOT's Monthly Training Module launches In SuccessFactors Learning you may select this link: <https://www.in.gov/iot/files/2026-IOT-Cybersecurity-Awareness-Training-Calendar.pdf>

**Consider Using a Password Manager Keeper** is a web-based password management solution available to state employees that provides a secure place to store passwords. Password managers eliminate the need to write down your passwords on paper—written passwords are vulnerable to being stolen if they are not stored and disposed of in a secure manner. **Keeper accounts are automatically created for all state employees. Please do not go to keepersecurity.com and purchase an account or register for a free trial.** Please see the Keeper End User Guide to login to your State of Indiana Keeper account.

Please see the guides below to begin using this IOT approved password manager:

- **Keeper End User Guide** <https://www.in.gov/iot/files/Keeper-End-User-Guide-6.pdf>
- **Keeper Password FAQ** <https://www.in.gov/iot/files/Keeper-Password-Manager-FAQ-2.pdf>

All State of Indiana employees are entitled to a complimentary subscription to Keeper's Family Plan. A family plan allows you and up to 4 family members or friends to use Keeper Password Manager for personal use. This service will be paid for by IOT for as long as you remain a state employee. Upon leaving state employment, you will be prompted to pay for your subscription at the next renewal date.

- **Keeper Family Plan Signup Instructions** <https://www.in.gov/iot/files/Keeper-Family-Plan-Signup-Instructions.pdf>

**Need to Report a Suspected Phishing Email?** State employees may access IOT's new **WorkSmart Email Security Site**. This site will guide you through State of Indiana's Email Security and Services. For quick access to information on email security platforms, you can go to **Threat Prevention Services** on the site or access it from the top menu.

- To visit the WorkSmart Email Security Site you may select the link here: <https://ingov.sharepoint.com/sites/IOTWorkSmart365EmailSecurity>

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- For steps on reporting suspected phishing messages in Outlook users may visit the **Reporting Junk and Phishing Emails** page under the “More to Know” section  
here: <https://ingov.sharepoint.com/sites/IOTWorkSmart365EmailSecurity/SitePages/Reporting-Junk-and-Phishing-Emails.aspx>

**Multifactor Authentication:** To access PeopleSoft HR, you must have multiple-factor authentication set up and either be on the secure campus server or logged into VPN (virtual private network)

- Go to <https://on.in.gov/MFA> to begin your registration
- Sign in with your network credentials
- Select ‘Add method’ – see the red box
- Choose from: Authenticator app (recommended) or Phone call
- The State is moving to Okta for multi-factor authentication (MFA).
- Sign in to Okta at: <https://signin.in.gov>
- Use your State email and password to authenticate

**Password Resets:** New Employees must register for Self Service Password Management – this web application allows the flexibility of being able to reset some passwords or unlock accounts in a secure manner on any device with internet connectivity.

- Register for Self-Service Password Management at [www.in.gov/password](http://www.in.gov/password)
- Click on “Register for Password Management”
- From this location you may reset your password or unlock your account

### VPN (virtual private network)

Protect State data by activating VPN on your state issued devices. VPNs (virtual private networks) encrypt your connection and make it nearly impossible for a cybercriminal to intercept your data. The VPN client has been installed on all state employee machines by default. If you need to make a new request or download the client, visit <https://www.in.gov/iot/customer-service/myshareingov/virtual-private-network-vpn/>  
If you don't already have the VPN Client installed on your state machine, follow the steps below.

- You can download the VPN software at <https://www.in.gov/iot/customer-service/myshareingov/virtual-private-network-vpn/>
- Choose the option for AnyConnect Secure Mobility Client for Windows

### State of Indiana Employee Center Portal for IT Support

The **Indiana Employee Center Portal** is your starting point for IT Help, service requests, and self-service support. The Employee Center provides one place for all employees and contractors to report technical issues, submit requests, find answers and how to guides, and check the status of your tickets. Visit the Employee Center Portal here <https://soiprod.servicenow.com/esc> and start by watching the two minute overview video here [Employee Center Welcome Video](#)

**The Inside Man Season 1 Episodes 1-8: Want to see the Inside Man Episodes you may have missed?** Select the hyperlink [here](#) to view episodes 1-8 in SuccessFactors Learning. The Program is *optional* and IOT will not track completion data. This program is only available to state of Indiana employees or contractors who have access to SuccessFactors Learning. The total length of the 8 episodes is 46 minutes.

**Keeping our New Employees Safe Online Folder:** Additional one-pager awareness resources geared toward new employees and the specific threats they face. Email [awareness@iot.in.gov](mailto:awareness@iot.in.gov) for your copy.