



**DOWNSTATE IDENTITY THEFT
TRAINING INSTRUCTIONS SHEET**


Downstate's Identity Theft training program is an online program that is available from **ANY** computer with Internet access, whether at home or at work. The program takes approximately 15 minutes to complete; however, you do not need to complete it in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session.

Internet Explorer is recommended to run this program. Please note that **ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON.**

If you do not have access to a computer with Internet, please be aware that the Learning Resource Center (LRC) in the basement of the library has designated terminals for the Compliance programs. The LRC's hours of operation are as follows:

Mon- Thurs: 9AM-11PM
Fri: 9AM-9PM
Sat: 9AM-5PM
Sun: 12PM-8PM

***NOTE: YOU MUST COMPLETE THE IDENTITY THEFT TRAINING PROGRAM
WITHIN 2 WEEKS OF RECEIPT OF YOUR LOG ON ID.***

1. Log on to www.downstate.edu. Click on the  "Compliance & HIPAA Training" menu item.

2. Select the link to log on to Compliance Training:
➤ [All Compliance Training Courses](#)

3. You will be asked to enter:
➤ First Name
➤ Last Name
➤ User ID

YOU MUST ENTER ALL THE INFORMATION EXACTLY AS IT HAS BEEN PROVIDED TO YOU OR YOUR SUPERVISOR (APOSTROPHES & DASHES CANNOT BE ENTERED).

4. On the next screen, you will be asked to select the Viewing Option (best determined by the audio/video capabilities of your computer):

- **Text & Graphics** (all computers)
- **Slide-Show with Audio** (Windows media player 6.2+ or RealPlayer 6+, sound card)
- **The Video** (Slide-Show requirements & T – 1 or LAN connectivity)

5. Next, select:

- **“Downstate Identity Theft”** course.

6. Click on Continue until you begin the program.

7. There are 3 sections- **Identity Theft Overview (5 minutes), DMC Policies and Procedures (5 minutes) and Covered Accounts, Red Flags and Appropriate Responses (5 minutes)**. Make sure you complete all three sections before exiting the course.

8. Upon completion of the program, a pop-up screen will appear that says, “Congratulations! You have completed the course.” If you do not get this message, you have not completed all of the required sections. After you receive this message, make sure to exit out of the program properly. The server will upload your information and notate you as complete.

9. When exiting the program, you will be given the opportunity to print out a confirmation of your completion status. Keep this copy for your records.

10. If you need technical/ operational assistance with the program or if you would like to request a training certificate upon completion of the program, please call the Office of Compliance & Audit Services at 718-270-2095/ 6734.