



Identity Theft Red Flag Training FAQ

Below are commonly-asked questions about the Identity Theft Red Flag training course.

1. What is the purpose of this training?

The purpose of this training is to educate employees who work with private data on the requirements defined in the Identity Theft Red Flag regulation.

2. Who should complete this training? Can anyone access the training?

The training is required for the following individuals. Each unit has identified the individuals who need to complete the training.

- Individuals who work in customer service areas where goods or services are paid for through payroll deductions such as parking services, memberships, etc.
- Individuals who work in areas that generate bills or statements to collect on established accounts receivables.
- Individuals who work in areas that handle loan processing.
- Managers, supervisors and other individuals who oversee these processes.
- Individuals who have access to private data.

3. When does the training begin? How long do I have to complete the training?

The training is available online. Current employees must complete the training annually. New employees should complete this training within two weeks of starting their employment.

4. How long is the training module?

It will take approximately 20 minutes to complete the training materials, including a final assessment quiz.

5. Where do I access the training module?

<http://mnsu.sharepoint.com/sites/finance/sitepages/topic.aspx?topicID=97&state=about>

6. Who do I contact for more information about the training?

Questions about the training should be directed to the Red Flag Coordinator: Jackie Tauer at jackie.tauer@smsu.edu