

DESK AID – Employee

SMART Training Requirements

Step 1: KDADS security liaisons at the Help Desk will determine the SMART security roles for each employee, based upon their job requirements, as defined by the employees' manager.

Step 2: The employee training plan is determined for an employee based on the SMART Security roles selected.

Step 3: The employee is notified of the SMART courses that are required for their job; which may include both computer-based training (CBT's) and on-the-job training (OJT).

Step 4: It is up to the employees' manager to verify that all SMART CBT's and OJT is successfully completed.

Step 4: Requests for SMART instructor-led training are to be submitted to KDADS.HelpDesk@ks.gov .