PCI DSS Training Instructions to Access onQ

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SECTION 1: How to Access PCI DSS Course through onQ:

1.0 If you have never taken PCI DSS Awareness Training

In order to access the course, you first need to self-register.

1. Click on below link:
   https://onq.queensu.ca/d2l/lp/navbars/25338/customlinks/external/18984

2. Log in using your employee NetID and password
3. Select the “Payment Card Industry Data Security Standards” course from the list of courses:

<table>
<thead>
<tr>
<th>Course Offering Code</th>
<th>Course Offering Name</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC 171</td>
<td>APSC 171 - Calculus I F16</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>GISC 499</td>
<td>GISC 499 - Advanced Undergraduate Project W17</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>ECLM 990</td>
<td>ECLM 990</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>GDPI/PME - Our Community-57845</td>
<td>GDPI/PME - Our Community</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>HR PS Training</td>
<td>HR PeopleSoft Training</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>Learning Modules for Biology Students FW 16/17</td>
<td>Learning Modules for Biology Students FW 16/17</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>MATH 121</td>
<td>MATH 121 Differential and Integral Calculus BL FW16-17</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>Owen Test</td>
<td>Owen Test - Self Registration</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>Payment Card Industry Data Security Standards</td>
<td>Payment Card Industry Data Security Standards</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>PeopleSoft Training - Campus Solutions</td>
<td>PeopleSoft Training - Campus Solutions</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>PeopleSoft Training - Finance</td>
<td>PeopleSoft Training - Finance</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>PWA Resources</td>
<td>PWA Resources</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>Sandbox - Self-Registration Test</td>
<td>Sandbox - Self-Registration Test</td>
<td>Not Enrolled</td>
</tr>
</tbody>
</table>
The next screen appears:

Select “Register”

Fill in the required fields below:
Select “Submit”

The following screen will appear with your information:

```
Confirmation

Course Offering List > Course Offering Description > Registration Form > Confirmation

Step 3: Confirmation

FirstName:
LastName:
Email Address:
Employee NetID:
Phone and/or Extension:
Department:

This should be populated with the information you provided in steps 1 & 2

Back Finish
```

Select “Finish”

If you wish to review the course material, select the “Go to course....” below. If you wish to close out of the self-registration process and access the course material at another time, select “Done”

```
Registration Summary

- Go to course offering Payment Card Industry Data Security Standards
- Register for another course

Done
```

2.0 If you have previously taken PCI DSS Awareness Training and are re-certifying
Skip to Section 2: To Access the PCI DSS Course in OnQ. **You will not need to self-register again.**
SECTION 2: To Access the PCI DSS Course in onQ:

Proceed to the Queen’s homepage.

Go to “SEARCH AND SIGN IN”

Select “MyQueensU” OR “onQ”

If you selected “MyQueensU,” sign in using your employee NetID

Go to “My Courses” tab and select “Log into onQ”
If you selected “onQ,” you will be brought immediately to the below screen.

Select the “Payment Card Industry Data Security Standards” course under “My Courses.” This takes you to the Course Home Page.
SECTION 3: How to Access the PCI DSS Material:

To get started, under the “Welcome to PCI-DSS Training” section, click on the “Content” link and review the material.
You can review the material by opening up the PDF (on the left hand side) or by clicking on the first topic and using the arrow buttons (near top of screen) to navigate forwards and backwards through the material.
SECTION 4: To Access the PCI DSS Training Quiz

Once you are comfortable with the material, take the Quiz. Go to the “Assessments” drop down at the top of the page and select “Quizzes”.

Then select the “PCI-DSS Compliance Quiz” for the current year.
Click on “Start Quiz” at bottom to start.

**Tips:**

It is recommended that you click “save” after answering each individual question (shown at the end of each question).

When finished with quiz, click “Save All Responses” even if you saved after each individual question.
You can change answers to any questions before submitting quiz for marking. Click on a question to change your answer.

Or if you’re satisfied with your answers, click “Submit Quiz.”

You’re given one last chance to both go back and change answers or to submit your quiz.

Once you’ve submitted your quiz, you will be shown a review of the questions along with your answers to see if you’ve answered correctly (you must achieve a score of at least 4/5 to pass).

You will be shown your final score at the end of the quiz. You have two attempts to pass the course. If you do not pass in two attempts, please email the PCI Coordinator.