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# eComm Pre-Access Training [1]

Before access to eComm tools (Salesforce, Marketing Cloud and Cvent) is granted, new users must sign the eComm User Agreement and complete training for data security, confidentiality, FERPA and PCI compliance. This is not training of the Salesforce tools and must be completed BEFORE access to the applications can be granted.

**LICENSE SCHEDULE** eComm licenses are distributed monthly. Pre-access Requirements and a license request needs to be in by the last day of the month for new users to recieve login credentials around the 5th of the month.

# ? eComm User Agreement

*All users and their supervisors* must sign the eComm User Agreement [2]. After you sign the form, the eComm team will send a signature request to your supervisor. This agreement outlines important requirements that you and your supervisor must agree to before you can be provisioned for an eComm license, including confidentiality, data security, fiscal responsibility, CAN-SPAM compliance, training, processes & policies.

# ? Percipio Courses for all users

*All users* must complete the following Percipio courses.

**Percipio Playlists: Access Marketing Cloud, Salesforce & Cvent [3] | Access Marketing Cloud & Salesforce [4] | Access Cvent ONLY [5]**

## complete every 2 years

**CU: Information Security for IT Service Providers** [6]
This 40-minute course covers your responsibilities for protecting the confidentiality and privacy of information at CU.

**CU: FERPA for CU-SIS Access [7]**
This 45-minute course covers how federal law protects student education records.

**CU: Information Security Awareness** [8]
This 30-minute course covers how to protect university and private information.

## complete annually

**CU: HIPAA Regulations** [9]
This training is required for Salesforce Reporting Super Users and eComm Specialists, due to

increased permissions in Marketing Cloud which can make some protected information viewable.

# ? PCI Compliance for Cvent users

*All Cvent users* must complete the additional course below annually.

## complete annually

**CU: Payment Card Security - CU System** [10]
This 30-minute course will cover responsibilities for protecting cardholder data.

**Groups audience:**
eComm

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**Source URL:**https://www.cu.edu/ecomm/ecomm-pre-access-training

**Links**
[1] https://www.cu.edu/ecomm/ecomm-pre-access-training [2] https://cvent.me/dKnq44
[3] https://share.percipio.com/cd/HOMGmiYmxk [4] https://share.percipio.com/cd/liTtFWuJi
[5] http://share.percipio.com/cd/HOMGmiYmxk [6] https://share.percipio.com/cd/Ova5H_SW8
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