



Division of Finance and Administration

A message from Chief Financial Officer & Vice Chancellor
Mary Lou D. Ortiz



Dear DFA employees,

Earlier this year, UC President Drake [outlined several cybersecurity requirements](#) to be met by May 2025, including 100% completion of the annual systemwide [cybersecurity awareness](#) training.

To help UC Irvine reach this goal, OIT is launching a new feature that integrates cybersecurity awareness training reminders into the [Duo Single Sign-on](#) login process. Starting campuswide in October 2024, this feature will display reminders for individuals whose cybersecurity training is about to expire. DFA will be an early adopter of this initiative, beginning **Thursday, September 5, 2024**.

Two types of reminders will appear with the Duo Single Sign-in based on the training's expiration date:

- **14 days before your training is due:** A [reminder](#) will appear once every 24 hours per browser.
- **Expired date:** An [overdue reminder](#) will appear at every login attempt.

DFA typically achieves around 96% compliance, with DFA-HR sending monthly status updates. UCLC also sends automated reminders (from noreply@sumtotalsystems.com).

Check your current training status by following these steps:

1. Log in to <https://uclc.uci.edu/>
2. Click on **Assigned Training**
3. Search for **UC Cyber Security Awareness Fundamentals**
4. Verify your **Last Completed Date** and ensure your **Due Date** has not expired or is approaching

If you have any questions, please email Pejman Khoshkhoo, DFA IT director, at pkhoshkh@uci.edu.

Thank you for your attention to this important matter.

Sincerely,

Mary Lou D. Ortiz
Chief Financial Officer
Vice Chancellor, Finance and Administration

UCI Division of Finance and Administration | With U • For U

Office of the CFO and Vice Chancellor
455 Aldrich Hall
Irvine, CA 92697-1025