



## About the Course



This course has been created in two halves; the first half on **Access & Users** will need to be completed by all security managers.



The second half on **Document Security** can be completed immediately after the first half, or at a later date. It does not need to be completed if your organisation has not bought the Document Management System.



## Joining Instructions



### Book Access to the Deltek Learning Lab (DLL)

Image of PIM that will allow you to practise securing and administering PIM before you complete these tasks in your live system. You must give 5 working days' notice to book access to the Deltek Learning Lab so we recommended that you plan in advance when you wish to complete the course. To book access, click on the link and complete the form, this will generate an email which you need to send to the prepopulated address.



### Download the Exercises

These are designed to help you practise what you have learned from the videos. We recommend you download these and print them in advance of your course. They are formatted to be printed Duplex so you can take notes on them whilst watching the videos.



## When you are ready to start the course



Have your printed exercises to hand



Log in to the Deltek Learning Lab



Watch the Security Course videos