In today’s world, we rely heavily on technology to communicate, store personal information, and connect to shared networks. As a result of the COVID-19 pandemic, most municipalities were forced to shift the majority of their operations into an online environment where they quickly became a target for cybercriminals. By using tactics such as ransomware, phishing, and social engineering, these malicious actors have left many municipalities in our country completely paralyzed. To help protect our team from falling victim to a cyber-attack, **[School/Municipality Name]** has hired D2 Cybersecurity to implement their Security Awareness For Everyone (SAFE) program. The SAFE program will teach you the skills needed to identify, prevent, and avoid these attacks.

The SAFE program consists of 9 different courses, with each course requiring around 10-20 minutes to complete, for a total of 90 minutes of training. The topics that will be covered range from “Spotting a Phishing Attack” to “Mobile Security”. Your progress through the program will be actively bookmarked, so you may stop and pick up where you left off as often as you like. Each course will provide you with knowledge that can be applied both at work and at home to help develop a secure cyber environment.

You are required to complete the SAFE Program by **[Date]**. Doing so will help our organization become better prepared in a timely matter and avoid becoming the next victim. Cybercrimes are easily preventable with the proper education, and we greatly appreciate the time and effort you are investing in the safety of our community. Please expect an email shortly similar to what is shown below; this email will allow you to log into your account and begin your Cybersecurity Awareness Training.

