

AI Access Champion Guide



Welcome to AI Access



AI Access is designed for the growing number of employees who are building with AI. These citizen developers are using AI to generate code, build internal applications, create automations, and solve business problems in ways that previously required traditional software development skills.

As AI gives more employees the ability to build, and in many cases access source code, repositories, or business-critical systems, organizations need to ensure they understand how to work safely and responsibly. AI Access provides practical training that helps them build the right habits from the start.

If you're reading this guide, you're likely responsible for introducing AI Access within your organization. Throughout this guide, we'll refer to that role as the AI Access Champion.

You don't need to be an AI expert or manage a large training program. Your role is to identify the right learners, help them get started, support them throughout the rollout, and demonstrate the value of the program.

This guide is organized around the milestones most organizations move through when introducing AI Access. Over the next 90 days, you'll receive short email check-ins that correspond to each stage of your rollout and point you back to the relevant section of this guide.

Our recommendation is simple:

Start with a focused group of learners, build momentum through a successful rollout, and use what you learn to determine where AI education should go next.

How to Use This Guide

Think of this guide as your playbook—not something you need to read from beginning to end.

Each section corresponds to a milestone in your rollout and includes practical guidance, templates, and checklists to help you complete that stage successfully.

As your rollout progresses, our email check-ins will point you back to the relevant section, so you'll always have the right information at the right time.

The guide is organized into six sections:

- **Plan** – Define your goals, identify your first learner group, and prepare for launch.
- **Launch** – Communicate with learners, set expectations, and begin your rollout.
- **Engage** – Encourage participation, maintain momentum, and support learners through completion.
- **Celebrate** – Recognize progress, gather feedback, and reinforce the value of the program.
- **Demonstrate** – Review results, document completion, and communicate outcomes to leadership or other stakeholders.
- **Building on Your Success** – Reflect on what you've learned, identify additional opportunities, and determine the next steps for AI education within your organization.

You don't need to think about every stage today. Focus on the milestone you're currently working through, then return to this guide as your rollout progresses.

Section 1: Plan

Your Goal

A successful AI Access rollout starts with a clear plan.

Rather than launching to everyone at once, begin with a focused group of learners. A smaller rollout makes it easier to gather feedback, demonstrate value, and refine your approach before expanding.

Define Your Objective

- Before inviting learners, identify why you're introducing AI Access.
- Your objective doesn't need to be complicated, but it should be clear. It will shape your communications and help you measure the success of your rollout.
- Common objectives include:
 - » Helping citizen developers build applications with AI more safely
 - » Establishing better habits around AI-generated code, automations, and source control
 - » Supporting an AI pilot program or innovation initiative
 - » Reducing organizational risk as more employees begin building with AI
 - » Providing foundational AI education for employees who now have access to repositories, applications, or development workflows through AI

Our primary objective is:

Identify Your First Learner Group

The most successful AI Access rollouts begin with employees who are already building with AI as part of their everyday work.

Think beyond traditional software developers. Instead, focus on the people AI has empowered to create applications, write scripts, build automations, or contribute to software, even if software development isn't their primary role.

Your first learner group might include people who regularly:

- Generate code using AI assistants
- Build internal applications or tools
- Create scripts or automations
- Modify workflows or business processes with AI
- Work with repositories or source control as part of AI-assisted development

Depending on your organization, these learners may come from Product, Operations, Marketing, IT, Business Analysis, Customer Success, or other business functions where AI is changing how work gets done.

For your first rollout, choose a group with similar responsibilities and use cases. This will simplify your communications, create more relevant discussions among learners, and make it easier to measure the success of your rollout.

Our first learner group is:

Estimated number of learners:

Define Success

- Before launching, decide what success looks like for your organization.
- Completion rates are one measure of success, but they rarely tell the whole story.
- You might define success as:
 - Learners completed the assigned training.
 - Employees gained a better understanding of safe AI development practices.
 - Managers saw value in the program.
 - The rollout generated positive feedback.
 - Another team expressed interest in participating.
 - Leadership requested recommendations for next steps.

Success for this rollout will look like:

Determine Your Timeline

A target completion date helps create momentum and gives learners a clear expectation.

A typical rollout might look like this:

Week 1

- Finalize learner list
- Prepare communications
- Launch AI Access

Weeks 2–3

- Monitor learner participation
- Send reminders
- Answer questions

Week 4

- Review completion
- Gather feedback
- Share initial results

Your timeline may vary depending on the size of your learner group, but setting a target helps keep the rollout moving.

Target launch date:

Target completion date:

Identify Key Stakeholders

While AI Access is intentionally simple to launch, it's helpful to identify anyone who should be aware of the rollout.

Depending on your organization, that may include:

- Team Managers
- Security Leadership
- IT
- Learning & Development
- Compliance or Risk
- Other

Not every rollout requires formal approval, but informing the right people early often leads to stronger participation and better support.

Before You Move to Launch

Use this checklist to confirm you're ready for the next milestone.

- Defined the objective for your rollout
- Identified your first learner group
- Estimated the number of learners
- Established what success looks like
- Selected target launch and completion dates
- Identified any stakeholders who should be informed

If you've completed these steps, you're ready to move to the **Launch** section, where you'll prepare your communications, invite learners, and begin your rollout.

Section 2: Launch

Your Goal

With your planning complete, it's time to prepare for launch.

A successful rollout isn't determined by the number of learners you invite—it's determined by how well they're set up for success. Before sending invitations, take a few minutes to prepare your platform, organize your learners, and finalize your communications.

Before You Begin

Before adding learners or sending invitations, we recommend reviewing a few platform setup items.

Completing these steps now can help prevent common issues during your rollout and create a smoother experience for both administrators and learners.

Before adding learners or sending invitations, review the following Knowledge Base articles and complete the tasks:

- [System Requirements & Network Safelisting](#) – Confirm that learners will be able to access the platform and receive Security Journey emails.
- [Security Journey Email Notifications](#) – Understand the notifications administrators and learners will receive throughout the rollout.

Prepare Your Communications

Communicating before learners receive their invitation is one of the simplest ways to improve participation.

People are much more likely to complete training when they understand why they've been selected and how it relates to their work.

When introducing AI Access, focus less on the platform itself and more on the opportunity it creates.

Explain that AI is enabling more employees to build applications, automate workflows, and solve technical problems than ever before. AI Access helps them develop the practical skills needed to use AI safely and responsibly.

Keep your message practical and relevant to your learners' day-to-day work.

Set Expectations

Before learners begin, it's helpful to answer a few questions they may already have.

Why was I selected?

You were invited because AI is becoming part of the work you do today—or is likely to become part of your work in the future.

How long will this take?

You will have a choice of 6 different paths that best fit the tools you use. Each path takes approximately 40 minutes, and most learners complete the program in a single sitting.

Do I need to complete it all at once?

No. Learners can complete the training at their own pace, although we recommend finishing it within one or two sessions while the material is still fresh.

What will I learn?

AI Access focuses on practical skills for working safely with AI when creating software, applications, scripts, and automations. Rather than teaching AI theory, the program emphasizes techniques learners can apply immediately.

Upload Your Learners

Once you have sent an email letting your learners know of their participation, it is time to upload your learners to AI Access. Please note, when you upload users, they will get an invite to join the platform.

AI Access uses a CSV upload, making it easy to launch your first cohort while maintaining control over who participates.

As you prepare your CSV, include any learner attributes that will help you organize and report on your rollout. Information such as department, business unit, manager, location, or job role will make reporting more meaningful and simplify future training assignments.

Before uploading your file, verify that your learner information is complete and accurate.

Knowledge Base Resource

- [Uploading Learner via CSV](#)
- [Review Learner Attributes](#)

Launch Checklist

Have You?

- ☐ Reviewed system requirements and safelisting guidance.
- ☐ Reviewed Security Journey email notifications.
- ☐ Uploaded learners using the CSV template.
- ☐ Verified learner attributes (if applicable).
- ☐ Finalized learner communications.
- ☐ Informed managers (if applicable).
- ☐ Established a completion date.
- ☐ Identified a point of contact for questions.
- ☐ Sent learner invitations.

Getting Help

If questions come up during your rollout, help is readily available.

Administrators and learners both have access to in-platform support chat, where they can contact the Security Journey team with questions about the platform or their learning experience.

Note: Once you upload your learners to the platform, they will get an invite to join. Once they do, they will have access to all 6 paths to choose from. If you would like to set up an assignment with a due date, please see [Creating Training Assignments](#).

For detailed product documentation and administrative guidance, visit the [Security Journey Knowledge Base: AI Access](#), which includes articles on user management, assignments, reporting, notifications, learner certificates, and other platform features.

Before You Move to Engage

With your learners invited and your communications in place, your role shifts from launching the program to supporting it.

The next section focuses on maintaining momentum, encouraging participation, and helping learners successfully complete AI Access.

Section 3: Engage

Your Goal

Launching AI Access is only the beginning.

Over the next few weeks, your role shifts from preparing the rollout to supporting it. A few thoughtful check-ins can make a significant difference in learner participation and overall program success.

Monitor Early Progress

Within the first week after launch, take a few minutes to review learner activity.

You're not looking for perfect completion rates. Instead, you're looking for signs that your rollout is moving in the right direction.

Ask yourself:

- Have learners started the training?
- Are some learners moving more quickly than others?
- Has anyone reached out with questions?
- Are managers encouraging participation?
- Is there anyone who may need a reminder?

Check Assignment Progress

As learners begin AI Access, review their progress in the platform.

Rather than checking every day, review participation once a week. This gives learners enough time to make meaningful progress while helping you identify anyone who may need additional encouragement.

Once you invite your learners to the Platform, they will have access to all of the AI Access paths. If you would like to set an assignment with a due date, please see below on how to create training assignments.

Knowledge Base Resources

- [Reporting](#)
- [Creating Training Assignments](#)

Keep Communication Simple

One of the most common mistakes organizations make is overcommunicating.

Instead of sending frequent reminders, focus on meaningful check-ins that reinforce the value of AI Access.

A short message reminding learners why they were selected—and how the training benefits them—is often more effective than repeated deadline reminders.

If you're using Security Journey Assignments, assignment notifications and reminders can help reinforce participation, reducing the need for manual follow-up.

Learner Reminder Template

Subject: A Quick Reminder About AI Access

Hi {{First Name}},

We wanted to check in as you continue working through **AI Access**.

The program takes approximately 40 minutes to complete and is designed to help you build practical skills for working with AI safely and responsibly.

If you haven't had a chance to finish yet, we encourage you to set aside a little time this week.

If you've already completed the training, thank you for participating.

Remember, if you have questions while working through AI Access, you can use the in-platform support chat to connect directly with the Security Journey team.

Thank you,

{{Champion Name}}

Encourage Managers to Reinforce the Program

Managers don't need to become program administrators.

However, a simple reminder during a team meeting or one-on-one conversation can significantly improve participation.

Suggested manager talking points:

- Have you had a chance to start AI Access?
- The program only takes about 40 minutes and provides practical guidance you'll be able to apply immediately.
- Let me know if you have any questions or need help finding time to complete it.

Celebrate Early Wins

Don't wait until every learner has completed the program before recognizing progress.

Celebrating milestones along the way helps build momentum and demonstrates that the initiative is moving forward.

Consider recognizing:

- The first learner to complete the program.
- The first team to reach 100% completion.
- Milestones such as 25%, 50%, or 75% overall completion.
- Positive feedback from learners.

Sharing positive learner feedback with leadership is another simple way to reinforce the value of the program while the rollout is underway.



Check In With Your Learners

As learners complete AI Access, ask a few simple questions.

Their feedback will help you improve future rollouts and identify opportunities for broader AI education.

Suggested questions:

- What was the most valuable thing you learned?
- Was there anything that surprised you?
- Do you feel more confident working with AI after completing the program?
- Is there anything we could improve?
- Would you recommend this training to someone else on your team?

Don't worry about creating a formal survey. A few informal conversations often provide the most valuable insights.

If learners identify additional topics they'd like to explore, make note of them. Those conversations can help identify where future AI education may create the greatest value.

Indicators of Progress

By the end of the first month, you should start seeing signs that the rollout is gaining traction:

- ✓ Learners understand why they were invited.
- ✓ Participation continues to increase.
- ✓ Managers are aware of the program.
- ✓ Learners are completing the training.
- ✓ Early feedback has been collected.

If all of these aren't true yet, that's okay. Most rollouts require a little adjustment along the way.

Champion Tip

Your role isn't to remind learners every day.

It's to remove obstacles, answer questions, and help learners understand why AI Access matters.

When learners understand the purpose of the program—and know support is available when they need it—participation tends to follow naturally.

Before You Move to Celebrate

Your rollout is underway, and learners are beginning to build new skills.

Next, you'll focus on recognizing progress, gathering feedback, and reinforcing the value of the program for both learners and leadership.

Section 4: Celebrate

Your Goal

Taking time to recognize progress is an important part of a successful rollout.

As learners complete AI Access, they're building practical skills that will help them work more safely and confidently with AI. Recognizing that accomplishment reinforces the value of the program, encourages others to finish, and helps maintain momentum.

It's also the right time to gather feedback while the experience is still fresh. Those insights will help shape future rollouts and provide valuable context when sharing results with leadership.

Recognize Learner Success

Recognition doesn't need to be elaborate to be meaningful.

A simple thank you, a mention during a team meeting, or a message in Slack or Teams reinforces that completing AI Access is an accomplishment worth celebrating.

Consider recognizing:

- Individuals who complete the program early
- Teams with high participation
- Groups that reach 100% completion
- Learners who share thoughtful feedback or practical takeaways

Recognition helps reinforce that learning is valued—not simply required.

Completion Message Template

Subject: Thank You for Completing AI Access

Hi Team,

Thank you for completing AI Access.

Over the past few weeks you've invested time in learning practical techniques for working with AI more safely and responsibly. As AI becomes part of more everyday work, those skills will help you make better decisions when creating applications, writing code, building automations, and using AI tools.

Thank you for helping make this rollout successful.

We appreciate your participation and welcome any feedback you'd like to share about your experience.

Gather Feedback

Completion marks the beginning of the conversation—not the end.

Take a few minutes to understand what learners found valuable and where they still have questions.

A few thoughtful questions are often enough.

Consider asking:

- What was the most valuable thing you learned?
- Did anything change how you think about using AI?
- What topic would you like to learn more about?
- Was the length of the training appropriate?
- Would you recommend AI Access to others?

If multiple learners mention similar themes, make note of them. These insights may help identify future learning opportunities or additional audiences that could benefit from AI education.

Share Early Progress

As your rollout reaches key milestones, consider sharing an update with stakeholders.

You don't need to wait until every learner has completed the program.

Your update might include:

- Number of learners invited
- Number of learners who have completed the program
- Positive learner feedback
- Lessons learned so far
- Next steps for the rollout

Leadership Update Template

Subject: AI Access Rollout Update

Hi,

I wanted to share a quick update on our AI Access rollout.

So far we have:

- Invited **{{Number}}** learners
- Achieved **{{Completion %}}** completion
- Received positive feedback from participants on practical AI development topics

The rollout is progressing well, and we'll continue monitoring participation over the coming weeks before sharing final results and recommendations.

Thank you for your support.

Capture Lessons Learned

Every rollout provides useful insights.

Before moving on, take a few minutes to reflect on what worked well and what you might do differently next time.

Consider questions like:

- What helped drive participation?
- Where did learners have the most questions?
- Were our communications effective?
- Would we change anything about the rollout process?
- Is there another team that might benefit from AI Access?

Capturing these observations will make future rollouts even more successful.

Champion Tip

Don't underestimate the value of simply saying "thank you."

Recognition reinforces positive behavior, builds goodwill with learners, and helps establish AI Access as a worthwhile investment rather than another required training assignment.

Before You Move to Demonstrate

At this point, you've introduced AI Access, supported your learners, and gathered valuable feedback.

Next, you'll focus on demonstrating the value of the program by communicating results, documenting completion, and sharing outcomes with leadership.

Section 5: Demonstrate

Your Goal

A successful AI Access rollout doesn't end when learners complete their training.

The final step is demonstrating the value of the program.

Whether you're reporting back to your manager, sharing progress with leadership, supporting governance initiatives, or simply documenting what your team accomplished, taking time to summarize the results helps reinforce the investment your organization made.

Review Your Results

Start by reviewing the overall results of your rollout.

Rather than focusing on a single metric, consider the complete picture.

For example:

- How many learners were invited?
- How many learners completed the training?
- What feedback did participants provide?
- What did your team learn?
- Were there any unexpected outcomes?

These observations tell a much more meaningful story than completion percentages alone.

Measure Success

Compare the results of your rollout against the objectives you established during the planning stage.

Ask yourself:

- Did we accomplish what we set out to do?
- Were the right learners included?
- Did participants find the training valuable?
- Did the rollout generate interest from other teams?
- What would we do differently next time?

Not every rollout will answer every question—but each one should provide valuable insight into how your organization is adopting AI.

Reporting in Security Journey

As your rollout progresses, the reporting dashboard provides visibility into learner participation and completion.

Depending on your goals, you may wish to review:

- Assignment progress
- Completion rates
- Learner activity
- Learner attributes
- Certificates

Refer to the Reporting section of the Knowledge Base for details on available reports and how to interpret them.

Knowledge Base Resources

- [Reporting](#)

Training Records & Certificates

As learners complete AI Access, they'll receive a certificate recognizing their completion of the program.

Completion records and certificates provide documentation that learners successfully participated in the training and can be incorporated into your organization's learning records or governance documentation.

If your organization tracks employee training for audit readiness or internal compliance initiatives, AI Access completion records can become part of that documentation.

Learners can download certificates directly from their Security Journey profile, and administrators can use reporting to verify learner participation and completion.

Knowledge Base Resources

- [Certificates](#)

Share Results with Leadership

Leadership doesn't need a detailed report.

They want to understand three things:

- What did we do?
- What did we learn?
- What should we do next?

Keep your summary concise and focused on outcomes.

Leadership Summary Template

Subject: AI Access Rollout Update

Hi,

Our initial AI Access rollout has now been completed.

Highlights

- Learners Invited {{Number}}
- Learners Completed {{Number}}
- Completion Rate {{Percentage}}

What We Learned

-
-
-

Participant Feedback

-
-

Recommended Next Steps

-
-

Thank you for supporting this initiative.

Reflect on the Experience

Every rollout teaches you something.

Take a few minutes to capture those lessons while they're still fresh.

What worked well?

What would we improve next time?

What surprised us?

What questions are still unanswered?

Champion Tip

The value of AI Access isn't measured solely by completion rates.

A successful rollout builds confidence, introduces better habits, and helps your organization better understand how AI is already being used across your teams. Those outcomes are just as important as the numbers.

Before You Move to Building on Your Success

Your first rollout is complete.

You've introduced AI Access, supported your learners, gathered feedback, and documented the results.

Now it's time to step back and ask an important question:

What did this experience reveal about AI usage in your organization, and where should you go from here?

Section 6: Building on Your Success

Your Goal

Completing your first AI Access rollout is an important milestone—but it's also an opportunity to look ahead.

By now, you've seen how your learners engaged with the program, gathered feedback, and demonstrated the value of AI education within your organization.

The next step is deciding how to build on that success.

For some organizations, that means introducing AI Access to another technical team. For others, it means reinforcing what the current group has learned. And for many, it raises a broader question:

How prepared is the rest of our organization to use AI safely and effectively?

There isn't a single right answer. Use what you've learned to determine the next best step for your organization.

Reflect on Your Rollout

Before deciding what comes next, reflect on your rollout.

Consider questions such as:

- What did we accomplish?
- What surprised us?
- What feedback did learners provide?
- Did the program meet our original objectives?
- What would we change next time?

Capturing these observations now will make future AI education initiatives easier to plan and execute.

Could Another Team Benefit?

Many organizations begin with a single team and later discover similar work happening elsewhere.

As AI becomes part of everyday work, employees across the organization begin creating scripts, automations, internal tools, and applications with AI.

Think about the teams that may benefit from the same foundation.

For example:

- Engineering
- Product Management
- Platform Engineering
- IT
- Operations
- Business Analysts
- Marketing teams building AI-powered workflows
- Customer Success teams creating automations

There's no need to expand immediately. Simply consider where AI Access could create value next.

Continue the Conversation

Your Security Journey team is here to help—not just during implementation, but as your AI program evolves.

If you'd like to discuss your rollout, review your results, or talk through next steps, we'd be happy to schedule a short conversation.

Common discussion topics include:

- Lessons learned from your rollout
- Identifying future learner groups
- Improving participation
- Measuring long-term success
- Planning your next AI education initiative

Sometimes a short conversation is all that's needed to help you determine the right next step.

When Should You Consider AI Advantage?

AI Access is designed for employees who are building with AI—whether they're writing code, creating applications, or developing automations.

As organizations mature in their AI journey, many begin asking broader questions.

- How do we prepare employees who aren't building software but still rely on AI every day?
- How do we establish consistent AI practices across departments?
- How do we provide role-based education that reflects how different teams use AI?
- How do we continue developing AI capability as adoption grows?

These are the same questions we began hearing from organizations using AI Access—and ultimately why we created AI Advantage.

While AI Access focuses on helping builders work safely with AI, AI Advantage provides a broader AI enablement program that supports employees across the organization with role-based learning, AI literacy, and responsible AI practices.

If those conversations are beginning inside your organization, we'd be happy to show you what that next step could look like.

Continue Building AI Capability

Introducing AI Access is more than completing a training program.

It's the beginning of helping your organization develop the knowledge, habits, and confidence needed to use AI responsibly.

As AI continues to reshape how work gets done, organizations that invest in building capability today will be better prepared for tomorrow's opportunities.

Thank you for trusting Security Journey to be part of that journey.

We're excited to see what you build next.

Support

- In-platform Support Chat: Click the chat icon in bottom corner of the platform for Security Journey Support during business hours. (If you contact us outside of business hours, we'll respond on the next business day in the order received.)
- [Security Journey Knowledge Base](#)

If you have questions or would like to discuss your rollout, we're always happy to help.

Final Champion Tip

Every successful AI program starts with a single step.

Don't measure the success of AI Access by the number of learners you trained. Measure it by the confidence you've helped your teams build, the conversations you've started, and the stronger foundation you've created for using AI responsibly.

Those are the outcomes that last long after the training is complete.



Congratulations

You've completed your first AI Access rollout.

Thank you for investing in helping your organization build AI capability safely and responsibly.

If you'd like to continue the conversation, we're here to help.

Security Journey