

Completing Your Cyber Security Awareness Training

The Read Me First section provides the procedural steps to follow to complete your CSAT training. You will need to achieve an overall course score of 70% to successfully complete the course.

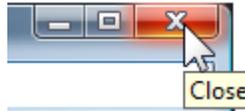
Mac and VISTA users: If you have difficulty and cannot complete the online Security Awareness course, contact your Agency ISSPM for a paper copy. If you do not know your ISSPM, contact USDA OCIO Cyber Security at: cyber.communication@usda.gov or call (202) 690-0048.

Step Activity View

1. Click the **Print** icon to print a copy of these instructions.



2. Close the job aid window



3. Click **Return to Content Structure**.



4. The next section becomes available to you. Click **AgLearn System Check Tool**.

Note: The AgLearn System Check Tool will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated CSAT Course.

Online Content Structure

USDA Computer Security Awareness Training FY 2008
 Web Based USDA-CYBERSECURITY-FY08
 Revision: 9/30/2007 10:52 AM EST

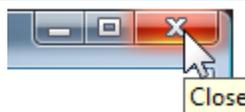
Online Content Structure	
The sub-objects need to be completed in sequential order	
Content Structure	
Please Read Me First	This will provide instructions on how to launch and complete the FY08 CSAT Course.
AgLearn System Check Tool	This will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated CSAT Course.
IT Security Awareness	Federal employees must be aware of the potential threats to the information systems they operate. They also need to be aware of the information assurance regulations governing these systems. In addition, federal employees need to acknowledge and discharge their responsibility to operate these information systems securely. This course outlines the role of federal employees in ensuring the secure operation of federal information systems. This course meets the training requirement under FISMA and NIST pub 8600-16.

5. The system may take a few seconds to respond as it completes testing. When done, a table appears. Each test run is indicated in the left column with results indicated on the right.

Important: If any of the tests fail, contact your local pc support staff to make the required configuration changes before proceeding.

Computer Requirements:	Current Computer Settings:
The browser characteristics required for use with the learning delivery system:	The following table is an indication of compatibility - green cells indicate OK - red indicates a problem, yellow a possible problem. If your browser is indicated as having a problem please correct the problem and retry test before attempting supplied lessons.
Target platform must be Win32; (Windows 95,98,NT, 2000 or XP) **Please contact your Agency's IT Support for help if your result is red.	Win32
Browser must be Internet Explorer 6.0 or Netscape 6.2 or later **Please contact your Agency's IT Support for help if your result is red.	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.0; SLCC1; NET CLR 2.0.50727; NET CLR 3.0.04506; NET CLR 1.1.4322)
Java must be enabled	Yes
Popups must be enabled	Yes
Javascript must be enabled	Yes
Cookies must be enabled	Yes
Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)	1280 x 800
Color depth must be 16 bit or greater	32
Java VM must be Sun's 1.5.0_06 or newer and Javascrptable! Other versions of Sun's Java VM may work but are unverified. **Please contact your Agency's IT Support for help if your result is red.	Sun Microsystems Inc. Version: 1.6.0-0eom
	Flash 7.0 or better found!

6. Close the System Check tool window.



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7. Click **Return to Content Structure**.



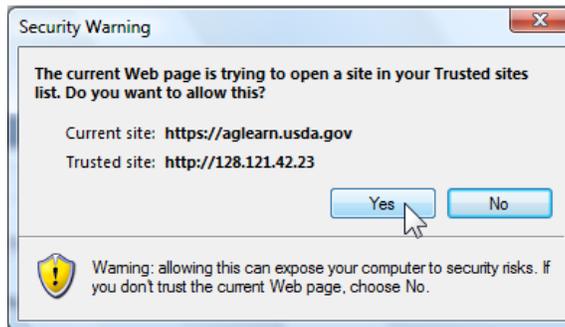
8. Click **IT Security Awareness**.

Online Content Structure

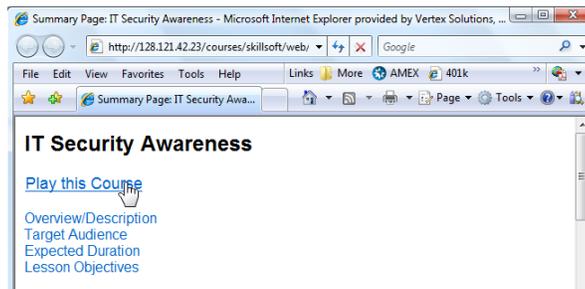
USDA Computer Security Awareness Training FY 2008
 Web Based USDA-CYBERSECURITY-FY08
 Revision: 9/30/2007 10:52 AM EST

Online Content Structure	
The sub-objects need to be completed in sequential order	
Content Structure	
	Please Read Me First This will provide instructions on how to launch and complete the FY08 CSAT Course.
	AgLearn System Check Tool This will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated CSAT Course.
	IT Security Awareness Federal employees must be aware of the potential threats to the information systems they operate. They also need to be aware of the information assurance regulations governing these systems. In addition, federal employees need to acknowledge and discharge their responsibility to operate these information systems securely. This course outlines the role of federal employees in ensuring the secure operation of federal information systems. This course meets the training requirement under FISMA and NIST pub 8600-16.

9. A Security Warning window may appear, asking you to allow this course to proceed. Click **Yes**.



10. Click **Play this Course**.



11. Click the **Play the Standard version of this course** link or click the **Play the Web Accessibility version of this course** link.

Note: The Web Accessibility version of the course complies with the federal standards that have been put in place for Section 508, which requires that all technology be equally accessible by those employees with vision, hearing, or motor skill impairments.



Play Course

[Play the Standard version of this course](#)

[Play the Web Accessibility version of this course](#)

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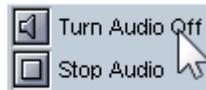
12. As the course loads, you will see this picture. The course should take no more than a few seconds to load.



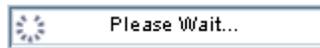
13. In the lower right corner of the first page, click Begin Course. From this point forward follow the navigational instructions within the course to continue.



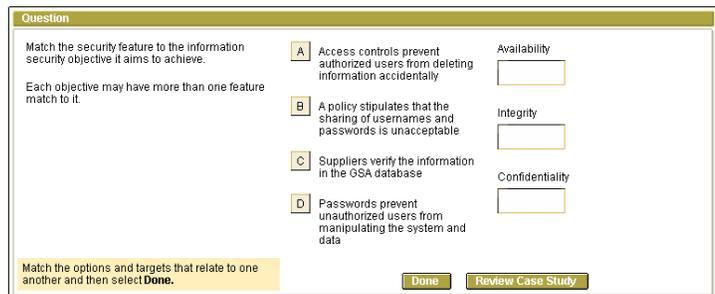
14. You may want to turn off the audio, or pause it during the course.



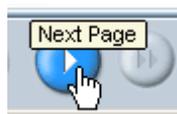
15. Occasionally, screens may take additional time to load. You will notice a Please Wait sign in the lower center of your screen. These screens may take several seconds depending on your access speed.



16. During the course, you will be asked to check your knowledge with questions and tests. Answer the questions, then click **Done** to review your feedback.
- Important! During the tests, drag and drop answers cannot be "undone". Once dropped, your answer cannot be changed and must be submitted. To change your answer, you will need to retake the assessment.**

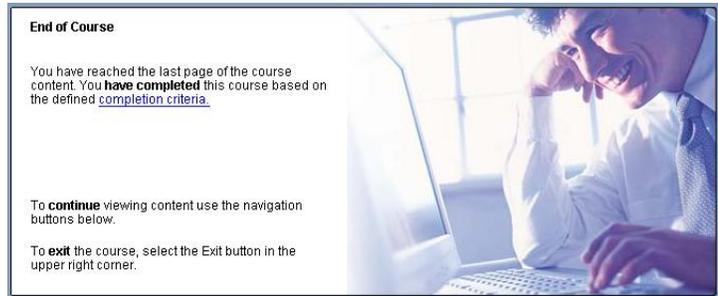


17. Click the **Next Page** button to progress through the course.



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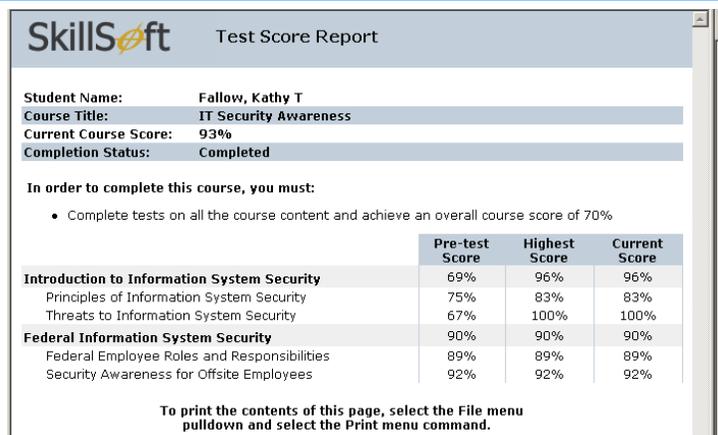
18. When you reach the end of the course, you will receive a message letting you know if you have met the defined completion criteria.



19. Click **completion criteria** to view your Test Score Report.

You have reached the last page of the course content. You **have completed** this course based on the defined [completion criteria](#).

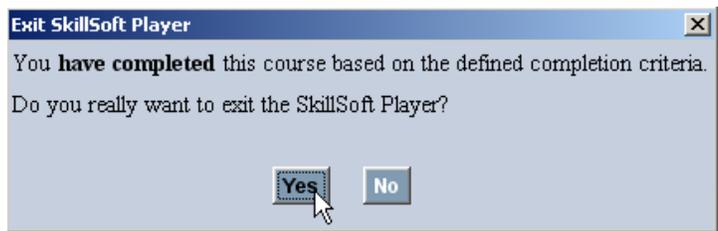
20. You can print the Test Score Report if you wish. Close the report window to return to the course.



21. In the upper right-hand corner of the course window, click the **Exit** button to leave the course.



22. Click **Yes** to confirm you want to exit.
Note: You will be returned to the AgLearn Online Content Structure page. The following steps will show you how to print your certificate.



23. To print your certificate, return to the AgLearn Home Page and click the **Learning** Menu.



24. Click **Learning History**.



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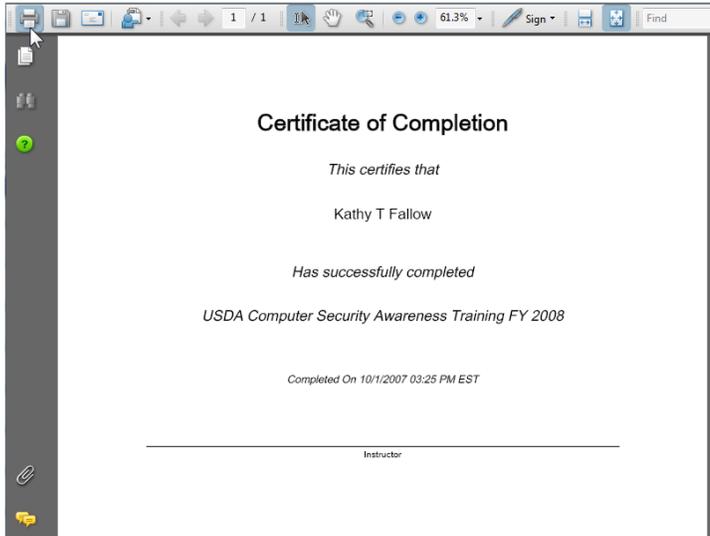
25. Find your recently completed Security Awareness Training and click the corresponding **Print Completion Certificate** button.

Learning History

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. Simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
USDA Computer Security Awareness Training FY 2008	10/1/2007 03:25 PM EST	Web Based Complete	Review Online Structure Print Completion Certificate Review Online Structure
Getting Started with Word 2003	6/26/2007 11:33 PM EST	Web Based Complete	Review Online Structure

26. Click the printer icon in the upper left hand corner of the window. Your certificate will print to your selected default printer.



27. You have now completed your Cyber Security Training for this fiscal year. Congratulations!

