

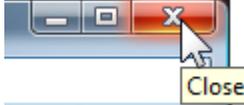
Completing Your USDA Privacy Basics FY08 Training

The Please Read Me First section provides the procedural steps to follow to complete your USDA Privacy Basics FY08 training. Please note that you must view each page and pass the course test with a mastery score of 80% or better to successfully complete this course. You can retake the exam as often as necessary to achieve the mastery score, but do not need to review each page again.

Mac and VISTA users: If you have difficulty and cannot complete the Privacy Basics course(s) 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
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1.	Click the Print icon to print a copy of these instructions.	 Print
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2.	Close the job aid window.	
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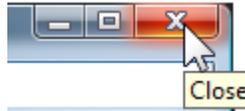
3.	Click Return to Content Structure .	
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4.	The next section becomes available to you. Click AgLearn PC Check Tool . Note: The AgLearn PC Check Tool will test your computer settings to ensure they are appropriately set to launch the course.	<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">Online Content Structure</div> <p>The sub-objects need to be completed in sequential order</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1f5fe;"> <th colspan="2">Content Structure</th> </tr> </thead> <tbody> <tr> <td style="width: 20px;"></td> <td> Please Read Me First This will provide instructions on how to launch and complete the FY08 Privacy Basics Course. </td> </tr> <tr> <td></td> <td> AgLearn PC Check Tool This will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated Course. </td> </tr> <tr> <td></td> <td> Privacy Module This course provides general knowledge and background of the Privacy of information, particularly Personally Identifiable Information (PII), explains its profound importance, authority, procedures and reporting requirements. protection of personal information privacy. Therefore, for the purposes of privacy is defined as the ability to control the collection, use, and dissemination of personal information. This information includes information personal information about both federal employees and private citizens. course are to teach how to: from intrusion private. privacy of an individual's personal information procedures designed to maintain that privacy privacy laws followed. The duration of this course is 1.48 Hours. </td> </tr> </tbody> </table>	Content Structure			Please Read Me First This will provide instructions on how to launch and complete the FY08 Privacy Basics Course.		AgLearn PC Check Tool This will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated Course.		Privacy Module This course provides general knowledge and background of the Privacy of information, particularly Personally Identifiable Information (PII), explains its profound importance, authority, procedures and reporting requirements. protection of personal information privacy. Therefore, for the purposes of privacy is defined as the ability to control the collection, use, and dissemination of personal information. This information includes information personal information about both federal employees and private citizens. course are to teach how to: from intrusion private. privacy of an individual's personal information procedures designed to maintain that privacy privacy laws followed. The duration of this course is 1.48 Hours.
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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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Computer Requirements:</th> <th style="width: 50%;">Current Computer Settings:</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">The browser characteristics required for use with the learning delivery system:</td> <td style="font-size: small;">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.</td> </tr> <tr> <td>Target platform must be Win32, (Windows 95,98,NT, 2000 or XP)</td> <td style="text-align: center;">Win32</td> </tr> <tr> <td>**Please contact your Agency's IT Support for help if your result is red.</td> <td></td> </tr> <tr> <td>Browser must be Internet Explorer 6.0 or Netscape 6.2 or later</td> <td style="text-align: center;">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)</td> </tr> <tr> <td>**Please contact your Agency's IT Support for help if your result is red.</td> <td></td> </tr> <tr> <td>Java must be enabled</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Popups must be enabled</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Javascript must be enabled</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Cookies must be enabled</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)</td> <td style="text-align: center;">1280 x 800</td> </tr> <tr> <td>Color depth must be 16 bit or greater</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Java VM must be Sun's 1.5.0_06 or newer and Javascriptable! 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.</td> <td style="text-align: center;">Sun Microsystems Inc. Version: 1.6.0-0em</td> </tr> <tr> <td style="text-align: center;">  </td> <td style="text-align: center;">Flash 7.0 or better found!</td> </tr> </tbody> </table>	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)	Win32	**Please contact your Agency's IT Support for help if your result is red.		Browser must be Internet Explorer 6.0 or Netscape 6.2 or later	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)	**Please contact your Agency's IT Support for help if your result is red.		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 Javascriptable! 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: 1.6.0-0em		Flash 7.0 or better found!
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- 6. Close the System Check tool window.



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



- 8. Click **Privacy Module**.

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 Privacy Basics Course.
	AgLearn PC Check Tool This will test your computer settings to ensure they are appropriately set to launch the FY08 Mandated CSAT Course.
	Privacy Module This course provides general knowledge and background of the Privacy of information, particularly Personally Identifiable Information (PII), explains its profound importance, authority, procedures and reporting requirements. protection of personal information privacy. Therefore, for the purposes of privacy is defined as the ability to control the collection, use, and dissemination of personal information. This information includes information personal information about both

- 9. A window appears, asking you to be patient while the course loads.



You have just launched content from the *Privacy Awareness Training* course.

It may take 1-3 minutes or more for the initial files to load, depending on the speed of your connection and the amount of memory in your computer.

This is completely normal. **Please keep the browser open.** Thank you!



- 10. You may be prompted to verify the application's digital signature. If so, check **Always trust content from this publisher**, then click **Run**.

Warning - Security

The application's digital signature has been verified. Do you want to run the application?

Name: InterNETg2
 Publisher: Thomson Learning, Inc
 From: http://content.aglearn.usda.gov

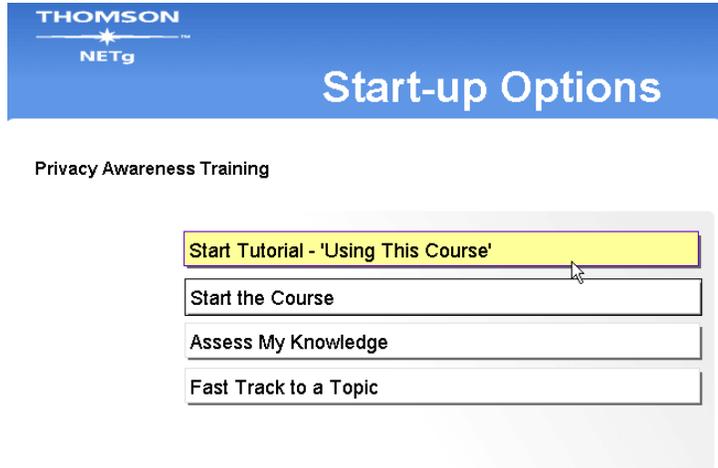
Always trust content from this publisher.

Run Cancel

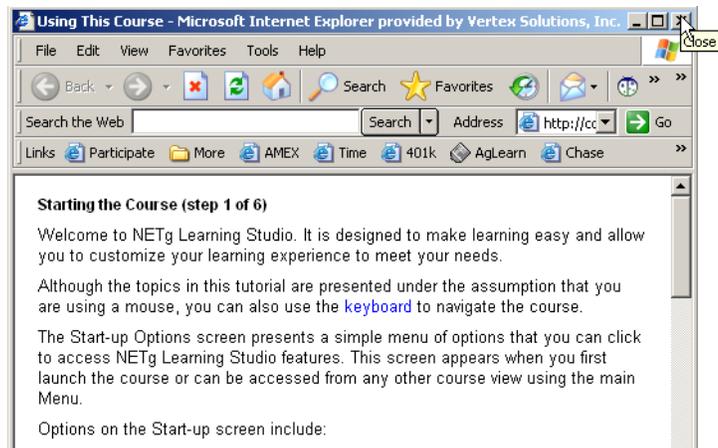
The digital signature has been validated by a trusted source. [More Information...](#)

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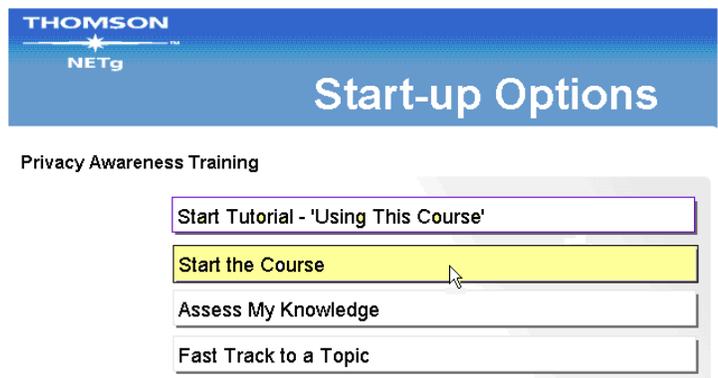
11. Click **Start Tutorial – Using This Course** to view a short tutorial about how to navigate through the course.



12. Once you've reviewed the instructions, close the tutorial window to return to the course menu.

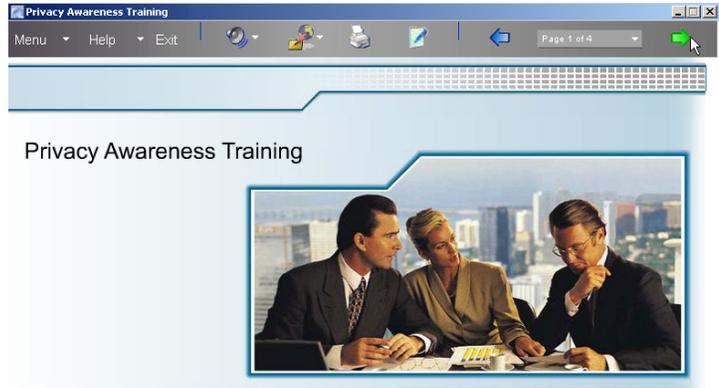


13. Click **Start the Course**.

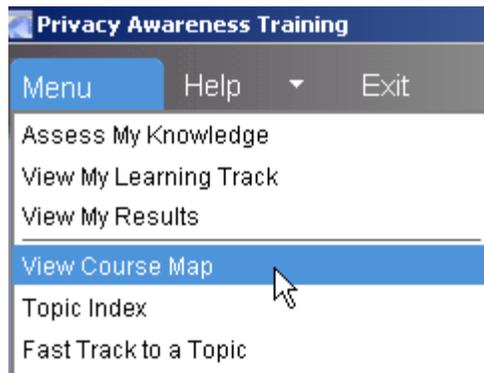


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- 14.** Click the **Next** arrow to move through the course page.
Note: As you finish each module, a new one will be announced. Continue to press the next arrow until you reach the end of the course.

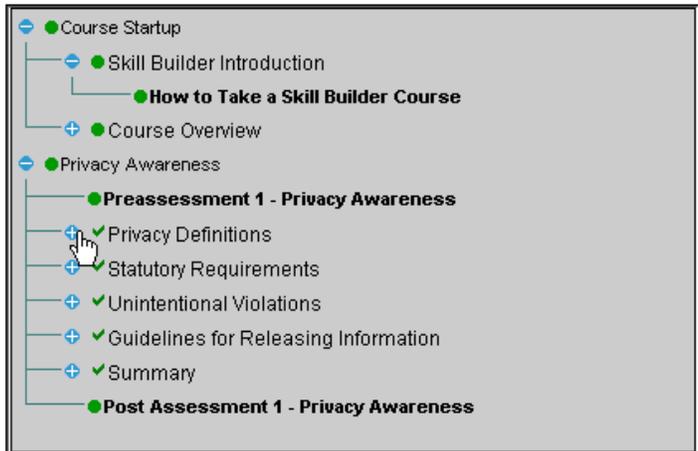


- 15.** To check your progress at any time throughout the course, click **Menu**, **View Course Map**.



- 16.** Click the **+** next to course areas to expand the listing and view all lesson and topic details.
Note: A Solid green circle indicates the section has been completed, a partially filled circle indicates some sections still need to be completed. A check mark indicates that the section has been tested and mastered. An empty green circle indicates the section has not yet been started.

Privacy Awareness Training

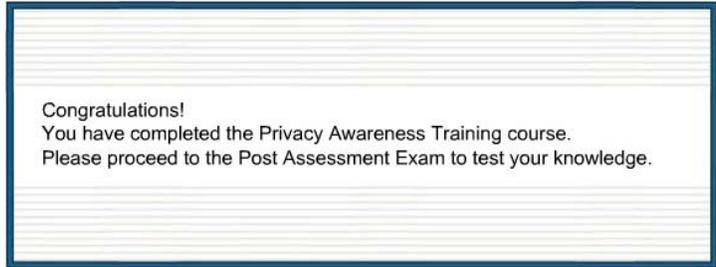


- 17.** To jump to any area of the course, select the section and click **START**.

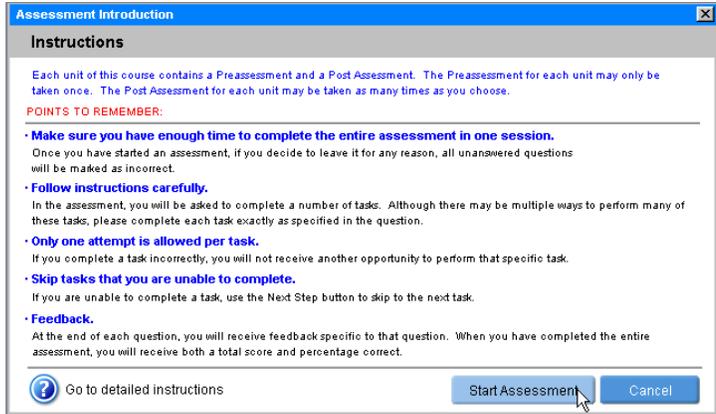


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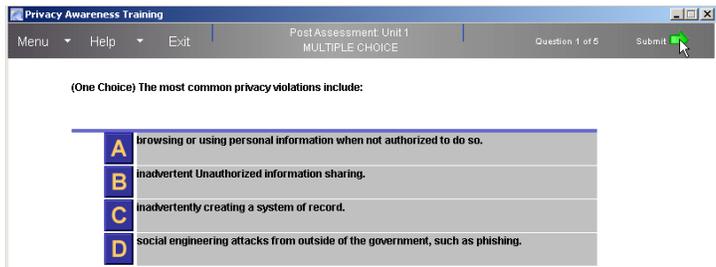
18. When you have completed the last section of the course, you are presented with this page. Click the Next arrow to move to the Assessment page.



19. Click **Start Assessment**.



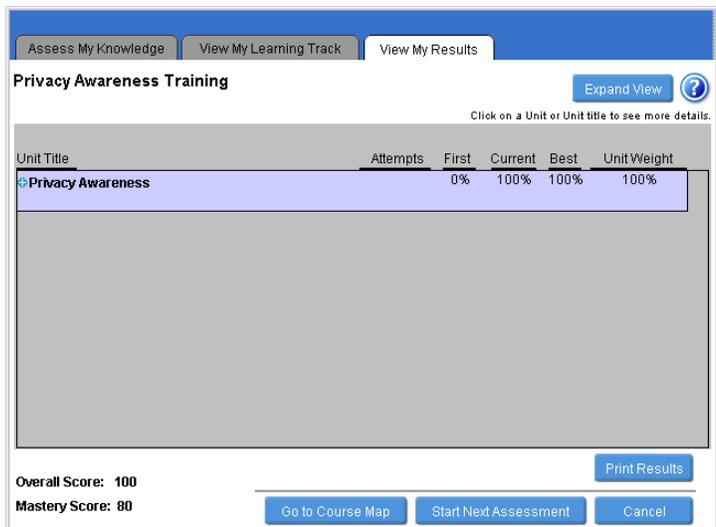
20. Click the correct answer, and then click the **Submit** arrow to receive feedback about your answer.



21. Click the **Next Question** arrow to move on to the next assessment question.



22. Click the **View My Results** tab to view your overall assessment score. You will need an overall score of at least 80% to complete the course successfully. You can retake the assessment as often as necessary to achieve that score.



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23. When you have completed the course and achieved a mastery score of at least 80%, click the word **Exit**.



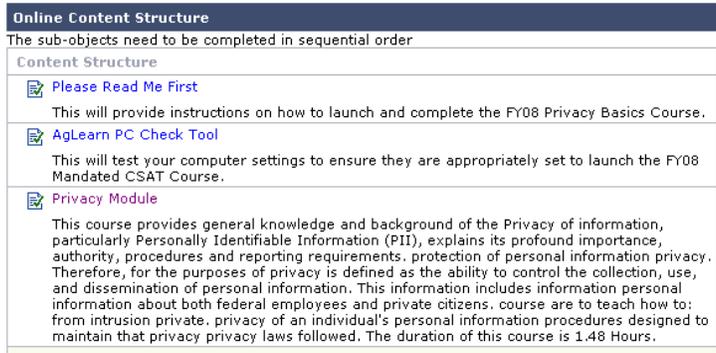
24. Click **Yes** to confirm your exit.



25. In Plateau, click **Return to Content Structure**.



26. Observe that each of the three content objects now has a checkmark, indicating it is complete.



27. To print your certificate, click **Learning History** at the top of the page.



28. Find your recently completed USDA Privacy Basics FY08 Training and click the corresponding **Print Completion Certificate** button.



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



30. You have now completed your Privacy Basics Training for this fiscal year. Congratulations!

