

## Communications Regarding Receiving and Completing Alternate Courses

Alternate courses are available for the following populations:

### **LEARNERS WITH ACCESSIBILITY NEEDS AND THOSE REVIEWING COURSEWARE WITH ASSISTIVE TECHNOLOGY:**

An alternate PDF version of this online content is available for those users with accessibility needs. Please contact your supervisor and ask that the ***USDA Information Systems Security Awareness FY 2009 (PDF)*** course be assigned to your learning plan. Your supervisor can request this action by contacting the local AgLearn administrator or the AgLearn agency Lead. (For a list of Agency Leads, click the [Contact Us](#) link. This link is also available in the upper right corner of the AgLearn Welcome page ([www.aglearn.usda.gov](http://www.aglearn.usda.gov) ). This version will present the course content via an online PDF for your review. When you are ready to take the exam, you can close the PDF course, then launch and complete the exam with a score of 70% or greater to record completion in your learning history. If you have any difficulty completing this course or the exam, please send an email to [AgLearn.Accessibility@usda.gov](mailto:AgLearn.Accessibility@usda.gov).

### **LEARNERS WITH SLOW NETWORK ACCESS:**

An alternate PDF version of this online content is available for your needs. Please contact your supervisor and ask that the ***USDA Information Systems Security Awareness FY 2009 (PDF)*** course be assigned to your learning plan. Your supervisor can request this action by contacting the local AgLearn administrator or the AgLearn agency Lead. (For a list of Agency Leads, click the [Contact Us](#) link. This link is also available in the upper right corner of the AgLearn Welcome page ([www.aglearn.usda.gov](http://www.aglearn.usda.gov) ). This version will allow you to access AgLearn in order to launch and save the PDF on your desktop (or print) for your review offline. When you are ready to take the exam, simply log back into AgLearn, and then complete the exam with a score of 70% or greater to record completion in your learning history. You will only need to be connected to the network to download the PDF and to launch and complete the 10 question exam.

### **LEARNERS WITH NO NETWORK ACCESS:**

The paper based version of the course is **only** available to those users with no network access to AgLearn. If you do not currently have network access, an alternate PDF version of this online content is available for your needs. Please contact your supervisor and ask that the ***USDA Information Systems Security Awareness FY 2009 (Paper)*** course be assigned to your learning plan. Your supervisor can request this action by contacting the local AgLearn administrator or the AgLearn agency Lead. (For a list of Agency Leads, click the [Contact Us](#) link. This link is also available in the upper right corner of the AgLearn Welcome page ([www.aglearn.usda.gov](http://www.aglearn.usda.gov) ). To receive your paper copy of the course, ask your supervisor to request the paper based version from your [ISSPM](#). Your supervisor will then provide you with a printed copy of this course for your review. Your supervisor will also administer the exam to you, then grade and record your completion of the course in your Learning History. A [job aid](#) will assist Supervisors with this procedure.