

Completing Your FY2010 Information Security Awareness and Rules of Behavior Training

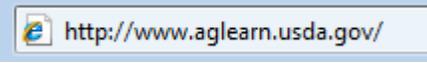
The FY2010 USDA Information Security Awareness and Rules of Behavior Training is made up of 5 parts. As you complete each part, the next section will become an active hyperlink.

REMEMBER: If the item does not appear on your Learning History, it does not count.

Components of FY 2010 USDA Information Security Awareness and Rules of Behavior Training are listed below:

1. AgLearn System Check Tool
2. FY2010 USDA Information Security Awareness Training
3. FY2010 USDA Information Security Awareness Exam
4. FY2010 USDA Rules of Behavior Training
5. FY2010 USDA Rules of Behavior User Acknowledgement

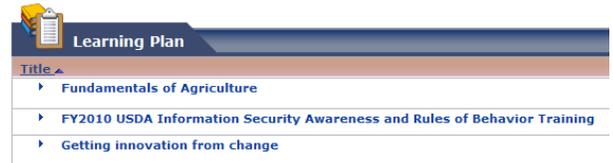
You must complete all five sections of this training to have the course recorded in your Learning History.

Step	Activity	View
1.	Access AgLearn from the www.aglearn.usda.gov website.	
2.	Click Learner Login.	
3.		
4.	Enter your eAuthentication credentials, and then click Login.	
5.	On the right side of the AgLearn personal home page, click Go to Learning Plan .	

You may need to close the large pop-up window before you see the AgLearn home page.

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6. Browse through your Learning Plan until you see the **FY2010 USDA Information Security Awareness and Rules of Behavior Training**.



7. Click the corresponding **Launch content** button.



8. From the Online Content Structure screen, click the first of five sub-objects, the **AgLearn System Check Tool**.

Online Content Structure

FY2010 USDA Information Security Awareness and Rules of Behavior Training
Web Based USDA-CYBERSECURITY-FY10
Revision: 9/24/2009 11:36 AM America/New York

Online Content Structure	
The sub-objects need to be completed in sequential order	
Content Structure	
AgLearn System Check Tool	
FY2010 USDA Information Security Awareness Training	
FY2010 USDA Information Security Awareness Exam	
FY2010 USDA Rules of Behavior Training	
Accessibility has been certified using the JAWS Screen reader application, Version 9.0 in Slide Show view. After launching the course please make sure to change the view from "Normal" to "Slide Show". If you use a different screen reader or encounter difficulty using other assistive technology, please contact Cyber Security at cyber.communication@usda.gov.	
FY2010 USDA Rules of Behavior User Acknowledgement	

9. Observe the right hand column. If any of the cells is bright red or contains the word **FAILED**, **do not continue with your training!** Contact your Agency IT support team and report the error.

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 repeated lessons.
Target platform must be Win32, (Windows 95,98,NT, 2000 or XP) **Please contact your Agency's IT Support for assistance if your result is red.	PASSED Win32
Browser must be Internet Explorer 6.0 or Netscape 6.2 or later **Please contact your Agency's IT Support for assistance if your result is red.	PASSED Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 2.0.50727; NET CLR 1.1.4322; MS-RTC 1.4.8; InfoPath.2; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729)
Java must be enabled	PASSED
Popups must be enabled	PASSED
Javascript must be enabled	PASSED
Cookies must be enabled	PASSED
Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)	PASSED 1280 x 1024
Color depth must be 16 bit or greater	PASSED 32
Sun Java Version 5, Update 6 or newer is required. **Please contact your Agency's IT Support for assistance if your result is red.	PASSED Sun Microsystems Inc. Java Version 6 Update 16
	PASSED: Flash 7.0 or better found!

10. If you received all green cells (or the word **PASSED** in each cell), close the check tool window.

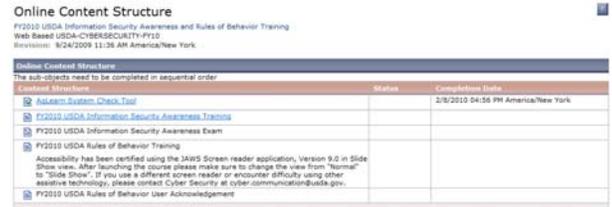


11. Click **Return to Content Structure**.

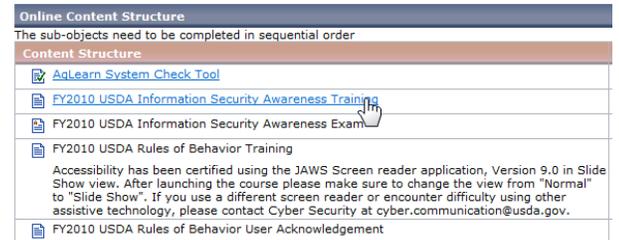


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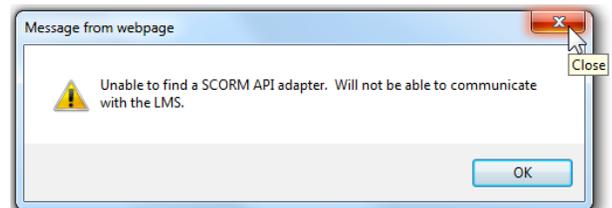
12. Notice that the Content Structure screen now indicates a completion date for the first of the five objects, the AgLearn System Check Tool.



13. Click the next object in the content structure window, the FY2010 USDA Information Security Awareness Training.



14. If you see the following error message, **do not continue with the rest of the training**. Stop and alert your IT Support personnel to refer to the **Internet Option Settings Job Aid**.
Note: While you wait for assistance, you can close this window and logout of AgLearn if you wish.

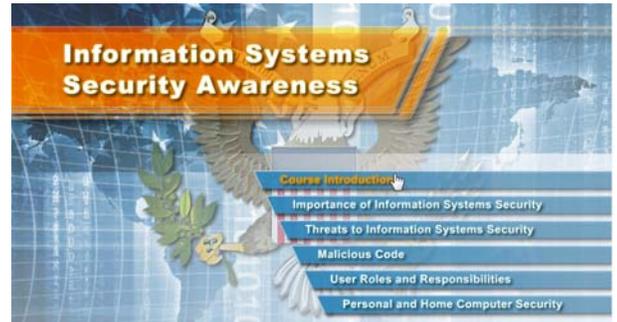


15. Two windows will appear. The window that appears in the front identifies alternate courses available for certain populations. If you do not require any of these alternate courses, close the window to reveal the course content behind it.



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16. Click the **Course Introduction** to begin the course.



17. Click the navigation buttons at the bottom right of the screen to move forward in the course.



18. Each time you complete a module and return to the main menu, you will see an orange bar just to the left of that module.

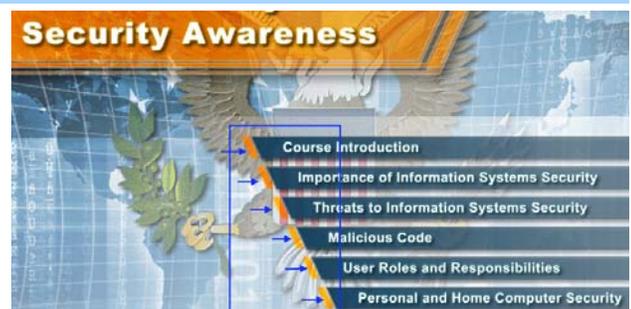
Note: The bars are a great way to identify if you have completed all of the required modules. If you can't access the exam, check to make sure all of your course modules are marked with an orange bar.



19. Select the next module



20. When you have completed all of the course modules, your menu screen should look like this picture.



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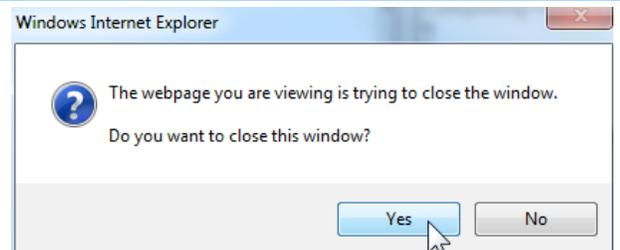
- 21.** When you've completed all six modules, you'll see a congratulations sign. Click **Complete Course**.



- 22.** Click **Yes** to exit the course.



- 23.** You may see another prompt to close the window. Click **Yes**.



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



- 25.** Note that the second icon now has a checkmark on it and a completion date in the far right column. The next object, the exam, now has an active hyperlink.



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26. Click the link for the **FY2010 USDA Information Security Awareness Exam.**

Online Content Structure		
The sub-objects need to be completed in sequential order		
Content Structure	Status	Completion Date
AgLearn System Check Tool		
FY2010 USDA Information Security Awareness Training		2/8/2010 04:56 PM
FY2010 USDA Information Security Awareness Exam		2/8/2010 06:10 PM
FY2010 USDA Rules of Behavior Training		

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[FY2010 USDA Rules of Behavior User Acknowledgement](#)

27. Select the appropriate answer for each question.



28. To move on to the next question, click **Next** in the upper right corner.



29. When you've completed the exam, click **Yes** to see your score.

USDA United States Department of Agriculture
AgLearn [Help](#)
Exam

Grade the Exam

Are you sure you want to grade the exam now?

30. Review your score. If your score is less than 70%, you will be required to retake the exam.

Exam Scores

Congratulations, you have **PASSED** this exam.

Number of Questions:

Asked: 12	Total Points: 12
Answered: 12	Points Scored: 11.00
Correct: 11	Score (%): 91.00

31. If your score is 70% or higher, click **Close** to close the exam.



32. Click **Return to Content Structure.**



33. Click the next

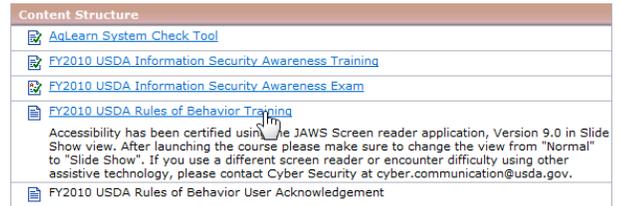
Online Content Structure		
The sub-objects need to be completed in sequential order		
Content Structure	Status	Completion Date
AgLearn System Check Tool		
FY2010 USDA Information Security Awareness Training		
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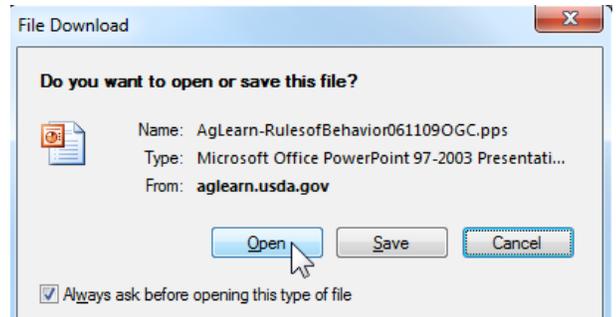
[FY2010 USDA Rules of Behavior User Acknowledgement](#)

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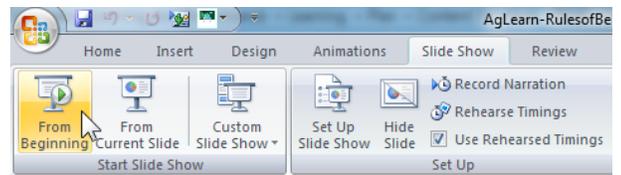
34. Click the **FY2010 USDA Rules of Behavior Training** link.



35. When prompted, click **Open** to view the PowerPoint document.



36. Click the **From Beginning** icon.



37. Navigate through all 25 pages by clicking the **Next** arrow.



38. On the last page, click the **Exit** sign to end the slide show.



39. Close the PowerPoint application.



40. Click **Return to Content Structure**.



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41. If you now see four check marks, you have only one step to go to complete your training.

Online Content Structure	
The sub-objects need to be completed in sequential order	
Content Structure	
<input checked="" type="checkbox"/>	AgLearn System Check Tool
<input checked="" type="checkbox"/>	FY2010 USDA Information Security Awareness Training
<input checked="" type="checkbox"/>	FY2010 USDA Information Security Awareness Exam
<input checked="" type="checkbox"/>	FY2010 USDA Rules of Behavior Training
<small>Accessibility has been certified using the JAWS Screen reader application, Version 9.0 in Slide Show view. After launching the course please make sure to change the view from "Normal" to "Slide Show". If you use a different screen reader or encounter difficulty using other assistive technology, please contact Cyber Security at cyber.communication@usda.gov.</small>	
<input type="checkbox"/>	FY2010 USDA Rules of Behavior User Acknowledgement

42. Click the last object link, the **FY2010 USDA Rules of Behavior User Acknowledgement**.

<small>assistive technology, please contact Cyber Security at cyber.communication@usda.gov.</small>
<input type="checkbox"/> FY2010 USDA Rules of Behavior User Acknowledgement

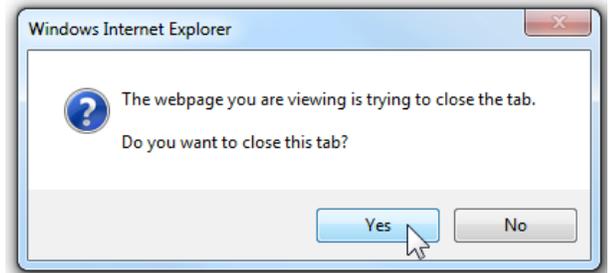
43. Click the check box to confirm you've completed the training and understand the Rules of Behavior.

1. This confirms that I successfully completed the training.
 I have read and understand the Rules of Behavior.

44. Click **Submit**.



45. Click **Yes** to close the window or tab.



46. Click **Return to Content Structure**



47. Confirm that you now see a check mark in front of each of the five objects. If not, return to the object and complete the work.

Online Content Structure		
The sub-objects need to be completed in sequential order		
Content Structure	Status	Completion Date
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		2/8/2010 04:56 PM
<input checked="" type="checkbox"/>		2/8/2010 06:10 PM
<input checked="" type="checkbox"/>		2/8/2010 06:23 PM
<input checked="" type="checkbox"/>		2/8/2010 06:28 PM
<small>Accessibility has been certified using the JAWS Screen reader application, Version 9.0 in Slide Show view. After launching the course please make sure to change the view from "Normal" to "Slide Show". If you use a different screen reader or encounter difficulty using other assistive technology, please contact Cyber Security at cyber.communication@usda.gov.</small>		
<input checked="" type="checkbox"/>		2/8/2010 06:43 PM

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48. To make sure your completion was recorded in your learning history, click the **Learning History** menu.



49. To view your completion certificate, locate the **FY2010 USDA Information Security Awareness and Rules of Behavior Training**, and then click the corresponding **Print Completion Certificate** button. You do not need to actually print the certificate.

Learning History			
Title	Completion Date	Status	Action
FY2010 USDA Information Security Awareness and Rules of Behavior Training	2/12/2010 06:43 PM America/New York	Web Based Complete	Print Completion Certificate
Five presentation pointers	12/29/2009 02:09 PM America/New York	Web Based Complete	Print Completion Certificate
AgLearn SF-182 Training for Administrators 2008	10/23/2009 05:14 PM America/New York	Web Based Complete	Print Completion Certificate

If you are having difficulty completing this training and wish to contact the AgLearn Help Desk, please be prepared to answer the following questions so that the technician can assist you:

1. Did the system check tool run successfully? (Step 9)
2. Did you encounter an error message at step 14 that indicated an API adapter was not found? If so, did you alert your IT support personnel to consult the **Internet Option Settings Job Aid**?
3. Does the Online Content Structure screen show all 5 check marks? If not, which objects do not have a check mark?
4. If the second object (FY2010 USDA Information Security Awareness and Rules of Behavior Training) does not have a check mark, did you return to the training and confirm that you have orange bars in front of each training module?
5. If the third object (FY2010 USDA Information Security Awareness and Rules of Behavior Exam) does not have a check mark, did you return to the exam to confirm you received a score of 70% or higher?