

Revising the Required Date For ISSA FY09 Mandatory Training

Step	Activity	View
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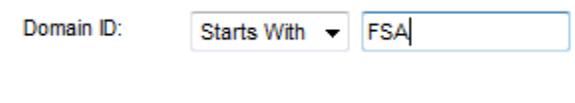
1.	Select the Learning menu.	
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2.	Select Tools .	
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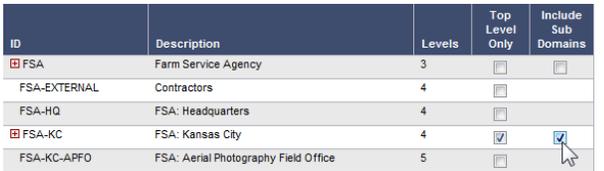
3.	Select Required Dates Editor .	
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4.	Select the Add one or more from list link.	
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5.	Click the Domains Filter by criteria icon to search for the users' domain.	
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6.	Enter information in the Domain ID field to locate the users affected by the revised requirement date.	
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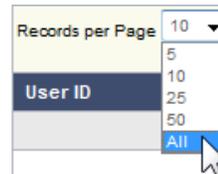
7.	Click Search .	
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8.	Select the domain or sub-domains of the users affected.	
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9.	Click Add to Filter .	
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10.	Click Submit Filter .	
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11.	Click Search .	
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12.	Change the Records per page to All . Note: Be sure to wait until you see all the users listed before proceeding to the next step.	
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If only a few users in the search results screen are to have the new required date, select the user's corresponding Add checkbox.

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13. Click **Select All**.



14. Click **Add**.



15. Click **Next**.



16. Click **Next** to bypass the **Step 2: Add Curricula** screen.



17. Select the **Add one or more from list** link.



18. Enter **USDA-CYBERSECURITY** into the Item ID field.



19. Click **Search**.



20. Select the corresponding **Add** check box of the course version you will modify.
Caution: Review the titles carefully to be sure you are selecting the proper course.

Item	Title	Add
Course USDA-CYBERSECURITYPAPER-FY09 (Rev 9/1/2008 03:01 PM America/New York)	USDA Information Systems Security Awareness FY 2009 (Paper)	<input type="checkbox"/>
Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)	USDA Information Systems Security Awareness FY 2009	<input checked="" type="checkbox"/>
Web Based USDA-CYBERSECURITYPDF-FY09 (Rev 9/4/2008 02:52 PM America/New York)	USDA Information Systems Security Awareness FY 2009 (PDF)	<input type="checkbox"/>

21. Click the **Add** button.



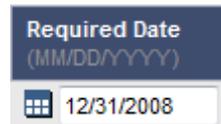
22. Click **Next**.



23. Click the Required Date **Calendar icon** to select the new required year, month and date.

Curriculum	Item	Title	Required Date (MM/DD/YYYY)
	Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)	USDA Information Systems Security Awareness FY 2009	

24. Review the revised Required Date to be sure you have entered the date correctly.



25. Click **Finish**.



The course IDs are similar. **USDA-CYBERSECURITY-FY09** is the online course. **USDA-CYBERSECURITY PDF-FY09** is the online PDF. **USDA-CYBERSECURITY PAPER-FY09** is the paper based version.

If the date is not correct, click the calendar icon again to re-enter the data.

Be sure to review the Status message to note how many users had required dates modified.