



United States Antarctic Program Deployment Requirements Information Security Training

Raytheon
Polar Services

Information Security Training and Acknowledgement Requirement

The National Science Foundation has mandated that prior to gaining access to the USAP network, including accessing the Internet from a USAP location, all USAP participants are required to:

- o Complete Information Security Awareness training
- o Acknowledge and accept the *USAP Information Resource Management Directives and Enterprise Rules of Behavior*
- o Agree to accept the *Acknowledgement of Information Security Policies and Permission for Use*.

These requirements stem from the Federal Information System Management Act of 2002 (FISMA), and Raytheon Polar Services requires it as a condition for deployment. This information sheet provides details on how to complete this training and accept acknowledgments prior to deployment.

How to complete Information Security Awareness training, and accept the Enterprise Rules of Behavior and Acknowledgement of Information Security Policies and Permission for Use

The *USAP Deploying Medical Packet* email sent by the USAP medical department includes the Information Security Awareness Training course access code. This access code is required in order to enroll in the course. To create a USAP Online Learning Center (OLC) account and enroll in the Information Security Awareness course:

1. Go to the OLC web page (<http://www.usap.gov/onlinelearningcenter>), which provides technical requirements for using the site.
2. While on the OLC web page, click on **Enter USAP Online Learning Center**.
3. Create an OLC membership account using the Information Security course access code provided in the *USAP Deploying Medical Packet* email.
4. Follow the site instructions for taking the course, and accepting the *Enterprise Rules of Behavior* (EntROB) and *Acknowledgement of Information Security Policies and Permission for Use*.

Completing the Information Security training requirement qualifies you for this portion of the deployment requirements, and enables you to be granted access to the USAP network upon arrival at a USAP location.

Contacts and Help

If you cannot find the Information Security course access code, please contact the Denver Headquarters IT Help Desk at 1-800-688-8606, extension 32001, or Denver.HelpDesk@usap.gov.

If you encounter problems with the OLC web site or while taking the course, go to the Contacts and Help page provided on usap.gov for assistance from the course administrator.

Laptop Screening Requirement

As a reminder, all laptops or other computing devices must be screened before connecting to the USAP network, or accessing the Internet from a USAP location. This ensures your device complies with minimum operating system and antivirus requirements. A USAP staff member will screen your device when you arrive in Denver, Colorado; Christchurch, New Zealand; or Punta Arenas, Chile. For more information, see the *Computer Screening Requirements* provided with the Deployment Paperwork.