United States Antarctic Program

Deployment Requirements for Information Security Training and Computer Requirements

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 mandates stem from the Federal Information System Management Act of 2002 (FISMA), and are required as a condition for deployment. This information sheet provides details on how to complete this training and accept acknowledgments prior to deployment.

1. Open an Internet Explorer browser to the USAP Online Learning Center:
http://www.usap.gov/usapgov/onlinelearningcenter

2. Click on *Enter USAP Online Learning Center*.

3. Below the Log In box, click on *Create an Account*.

4. Complete fields on the USAP Account Creation page. The Access Code required to create an account is: **91nbe1a3**

5. Click *Submit*. Your account is created and you are automatically signed in.

6. Click on the *My Courses* tab.

7. Click on the *Launch Page* option under Information Security, Course Launch.

8. Scroll to the bottom of the Launch Page and click on the **little yellow Launch button** next to Information Security Awareness to launch the course. The course launches in a separate pop-up window presenting the course materials.

9. Read the course material.

10. On the final page of the course material, click the Next button. The Enterprise Rules of Behavior (EntROB) appear.

11. After reading the EntROB, select "I accept …" and click Submit. The Congratulations page appears.

12. Click *Launch Final Test*.

13. Complete the test. Once you submit your answers, the Test Results page appears.

14. Click on the *Completion Certificate* link -or- Exit the course (by closing the popup window) and return to the Launch Course page, then under Certification (on right-hand side) click *View Certificate*. Your personal certificate of completion appears.

15. Verify that your name is correct. If your information is accurate you are now recorded in the USAP Online Learning Center as complete.

16. Save an electronic version of the certificate in a personal folder, or print and keep it as evidence that you have completed this requirement.

17. Close the Certificate popup window.

18. Log out of the Online Learning Center by clicking the Log Out tab.

Technical Support

If you have technical issues with the Online Learning Center website, please contact Technical Support by calling 888.546.7704, between 7:00 AM-3:00 PM Pacific Time.