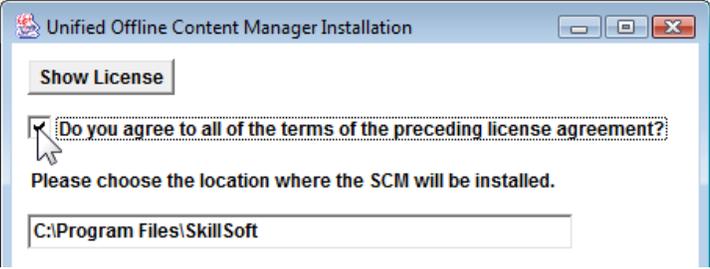
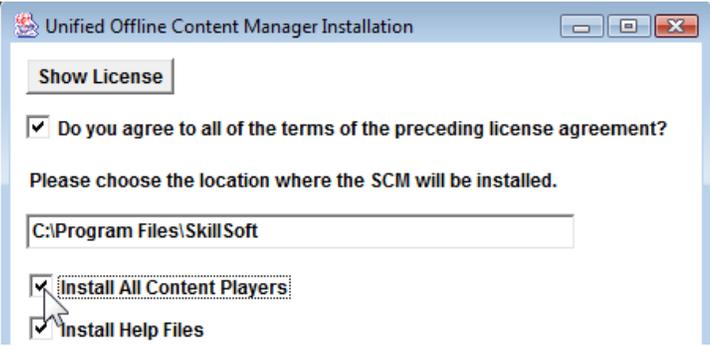


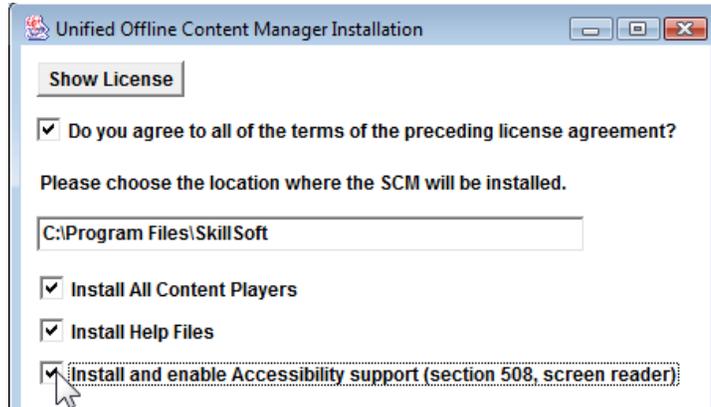
Completing Your Cyber Security Awareness Training via CD

You will need a score of 80% to successfully complete this Cyber Security Awareness course. This Read Me First document provides the procedural steps to follow to complete your CSAT training. Turn your computer on and insert the CD-ROM into your computer.

| Step | Activity | View |
|------|--|---|
| 1. | Click Start . |  |
| 2. | Click My Computer . |  |
| 3. | Double-click the CD-ROM Drive icon. | Devices with Removable Storage  |
| 4. | Double click the file Setup.exe . |  |
| 5. | In the installation dialog box, check the box labeled Do you agree to all of the terms of the preceding license agreement? Note: If you do not see the installation dialog box, it may be minimized on the task bar at the bottom of your screen. Look for the words "Unified Offline Content... ", and then click the phrase to open the dialog box. |  |
| 6. | Check the box labeled Install All Content Players . |  |

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7. If you will need accessibility support, such as a screen reader for sight impaired students, check the box labeled **Install and enable Accessibility support (section 508, screen reader)**.



8. Click **Continue** to begin the installation of the Skillsoft Course Manager.
Note: This procedure will install a shortcut icon on your computer desktop.



9. When the procedure finishes the installation, click **OK**.



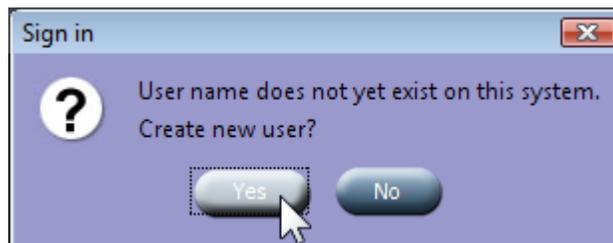
10. Double-click the **SkillSoft Course Manager** icon, located on your computer's desktop,



11. Enter your name in the user ID field, and then click **OK**.



12. Click **Yes** to create the ID on your computer.
Note: Remember your ID. You will need it to access the course materials each time you play the program.



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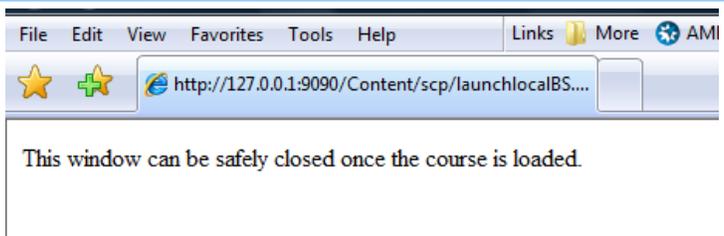
13. Click **IT Security Awareness**.



14. Click **Play Now**.



15. A window may briefly appear. You can disregard or close the window as soon as you see the picture in the next step.

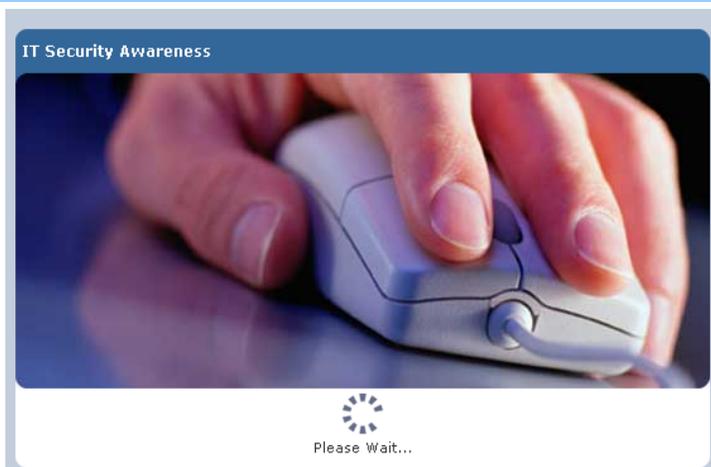


16. You may see the following window, requesting a selecting of methodology. Users with 508 accessibility needs should choose **Web Accessibility Course Play** option. Other users can choose the **Keyboard Accessible Course Play** option.

Note: Tap the **Getting Started** button to see a list of all available options.



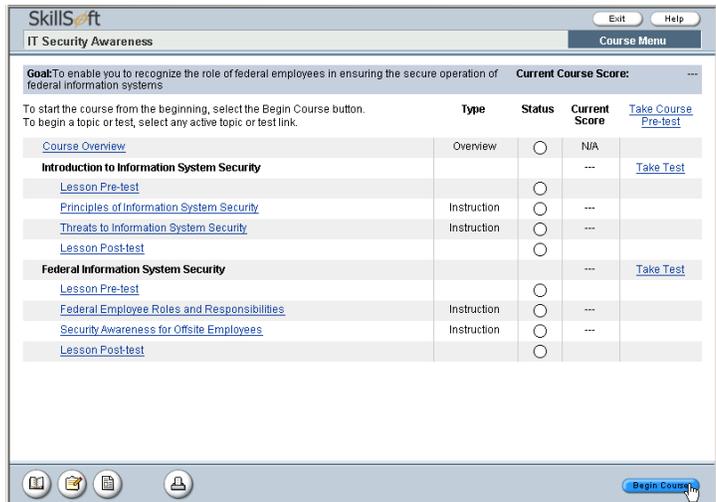
17. This picture will appear while the application loads on your computer. Depending on your computer's speed, the application can take more than a minute to load.



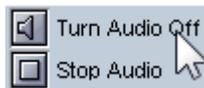
Completing Your Cyber Security Awareness Training via CD

18. When the application completes the loading process, a course menu appears. In the lower left-hand corner, click **Begin Course**.

Note: You can return to the Course Menu at any time during the course to check your status. The Course Menu icon will appear in the lower-right corner of each content page.



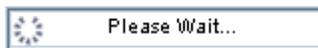
19. You may want to turn off the audio, or pause it during the course.



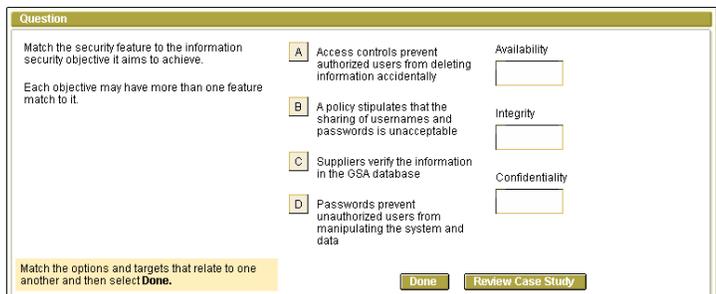
20. Click the **Next Page** button to progress through the course.



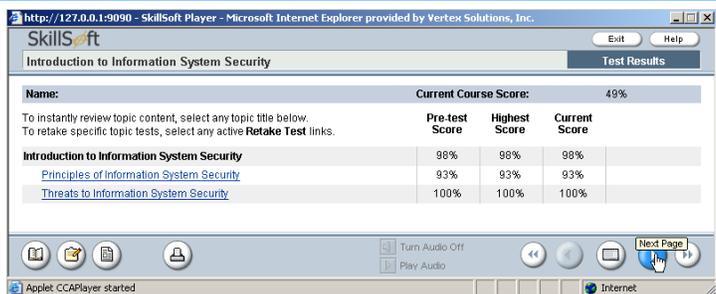
21. Occasionally, screens may take additional time to load. You will notice a Please Wait sign in the lower center of your screen. These screens may take several seconds depending on your access speed.



22. During the course, you will be asked to check your knowledge with questions and tests. Answer the questions, then click **Done** to review your feedback.



23. At the end of each test, a Test Results screen will appear, detailing your current scores. Click the **Next Page** icon to continue.



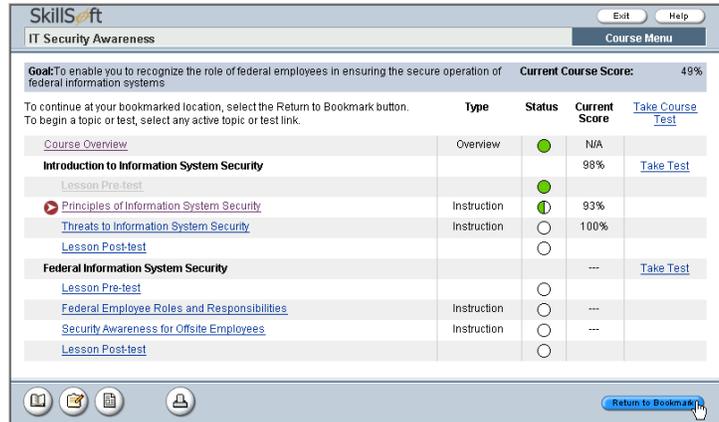
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24. To check your progress at any time during the course, click the **Course Menu** icon in the lower right-hand corner of your screen.



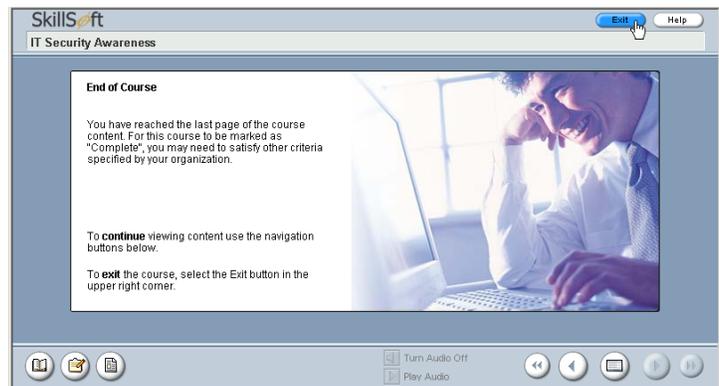
25. Filled green circles indicate that course sections have been completed, partially filled circles indicate partial completion and empty circles indicate that the section has not yet been started. Click **Return to Bookmark** to return to the course at the point where you left.

Note: You can also click any course link to move directly to that section. All circles should be green before you exit the course. You can also click the Print icon on this page to print your test scores.

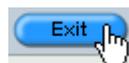


26. When you reach the end of the course, you will see a message telling you that you may need to satisfy other criteria to mark this course as “complete”.

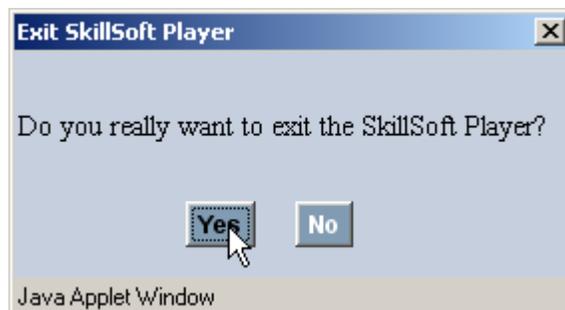
Note: If you are not sure that you completed all sections, click the Course Menu icon to view your status. All circles should be completely filled with green.



27. Click **Exit** to leave the course.



28. Click **Yes** to confirm that you want to exit.



Completing Your Cyber Security Awareness Training via CD

29. Click **Exit** to close the course manager window.



30. Click **Yes** to confirm the exit.
Note: There may be one window remaining that indicates in can be closed once the course has launched. You can close this window if you did not do so earlier.



31. To print your completion verification statement, you will need to return to the CD-ROM. Click **Start**.



32. Click **My Computer**.



33. Double-click the **CD-ROM Drive** icon.



34. Double click the file **FY08 CSAT Statement**.



35. Click the print icon to print the statement.



36. Sign your name to the document, verifying that you have completed all sections of the required cyber security training. Be sure to print the date, your name, agency name and email address as well.
Note: Signing this statement without actually completing the required training violates USDA policy.

FY08 Computer Security Awareness Training

I certify that I have completed the FY08 Computer Security Awareness Training

Date: _____

Employee Name
(please print) _____

Signature: _____

Agency Name: _____

Email Address: _____

Per Departmental Regulation 3620-001, AgLearn is the official training system for USDA, and the source of all data for audits, mandatory training completions, and records examinations relating to personnel actions. All data contained in AgLearn is subject to examination by the USDA Inspector General and/or the Office of Personnel Management without notice at any time. False claims of completed training submitted by employees using AgLearn as recorded in their Learning History file, if substantiated, may be used to support disciplinary or other administrative action.

Fax this form to your ISSPM and your local AgLearn administrator.

If you do not know your ISSPM, contact Cyber Communication by email at: aglearn.commsupport@usda.gov or call the Office of Cyber Security at (202) 690-0048.

If you do not know your local AgLearn administrator, review the document on your CD titled **AgLearn Agency Leads**. Contact your AgLearn Agency Lead for your local administrator's contact information.

Completing Your Cyber Security Awareness Training via CD

37. Forward or Fax this statement to your ISSPM and your local AgLearn Administrator.

Note: If you do not know your ISSPM, contact Cyber Communication by email at:

cyber.communication@usda.gov or call the Office of Cyber Security at (202) 690-0048. If you do not know who your local AgLearn administrator is, review the file on your CD titled **AgLearn Agency Leads**. Contact the AgLearn Lead for your agency to learn the contact information for your local administrator.



38. You have now completed your Cyber Security Training for this fiscal year. Congratulations!

