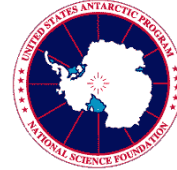




United States Antarctic Program



Deployment Requirements for Information Security Training

Information Security Training and Acknowledgement Requirement

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

- Complete Information Security Awareness training
- Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* form

Both of these actions are required on an annual basis. These mandates stem from the Federal Information System Management Act of 2002 (FISMA), and are required as a condition for deployment. USAP Information Security Policies and Enterprise Rules of Behavior can be found at: <http://www.usap.gov/technology/contentHandler.cfm?id=1563>

You will not be granted any USAP Network access upon arrival (including access to the Internet) if you have not completed these requirements.

This information sheet provides details on how to complete this training and complete the acknowledgement form prior to deployment.

Instructions for Creating an OLC Account and Taking Assigned Training

1. Visit the USAP Online Learning Center page at <http://www.usap.gov/onlinelearningcenter/> for a basic overview of the training system.
2. Click the “Enter USAP Online Learning Center” link to be taken to the training site.
3. Click the “Sign Up” link on the right side of the Login box.
4. Complete the New User Account form by entering all required fields.
 - a. Make a note of your username and password, you will need to login once the account creation process is complete.
 - b. Passwords should be at least 12 characters long and must use at least three of the following four character sets: uppercase letters, lowercase letters, numbers, and special characters.
 - c. Enter the Course Access Code [91nbe1a3](#).
 - d. Please be sure to select the correct Participant Organization as this will determine the courses assigned to you. If you are unsure which Participant Organization to select, please check with your USAP deployment contact. ASC Employees (PAE, GSC, LM, etc.) should select “ASC Contract” for seasonal employees or “ASC Full Time” and include the name of their employer in the “teammate” field.
5. After a few moments, you will receive an email confirming your request for an account, and you should receive a second email granting you approval to access the site after about five minutes. Once you receive the approval email, login using your previously created username and password. If you do not receive the second email, go ahead and attempt to log in on the main OLC web page.
6. After logging in, you will be on the Learning Plans page. This page will list the courses assigned to you. To return to this page at any time, click the “My Training” tab at the top and then click the “Learning Plans” link in the box on the right-hand side of the page. Click the “Launch” button for the Information Security Awareness course. This will take you to the Course Launch page.
7. On the Course Launch page, click the “Launch” link under the Course Modules heading to launch the course materials in a new window.



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8. Read through the course materials by clicking "Next" on each slide and complete the included quiz.
9. At the conclusion of the course, close the Course Module window and wait a moment for the Course Launch page to refresh. Your completion certificate will be available using the "Download" link.
10. Verify that your name is correct. If your information is accurate, you are now recorded in the USAP Online Learning Center as complete. Note: depending on your Internet browser, your name may not appear. Once you save your certificate and open it/print it, your name should be visible.
11. Save an electronic version of the certificate in a personal folder, or print and keep it as evidence that you have completed this requirement.
12. Fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use* form included in your deployment packet. Note: electronic signatures are not accepted at this time. **Return the completed form (both pages) to:**

**ASC Travel
7400 S. Tucson Way
Centennial, CO 80112-0742
or fax to 303-705-0742**

If you have any issues accessing the Online Learning Center, please contact the Denver 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.