



United States Antarctic Program



Deployment Requirements for Information Security and Privacy Training

This document outlines information regarding information security awareness training requirements for all United States Antarctic Program (USAP) participants and provides instructions for meeting those requirements. For more information, refer to the parent document, *Information Security Awareness Training* (IS-SOP-9106).

Information Security Training Acknowledgment Requirement

The National Science Foundation (NSF) 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 perform the following:

- Complete Information Security and Privacy Training course online.
- Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* form
- Sign and return the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information* form.

These actions are required annually. 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 (EntRob) can be found at <http://www.usap.gov/technology/contentHandler.cfm?id=1563>

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

ASC employees are required to complete Information Security and Privacy Training prior to deployment, during orientation. Instructions for completing this training may also be provided by your Human Resources department. We strongly encourage completing this requirement prior to deployment to Christchurch, NZ or Punta Arenas, Chile.

Instructions for Creating an Online Learning Center (OLC) Account and Completing Assigned Training

Note Returning ASC participants already have a USAP OLC account. Do not create a new account. If unsure of your username or password, email Denver.helpdesk@usap.gov.

1. Visit the USAP Online Learning Center page [<http://www.usap.gov/onlinelearningcenter/>] for a basic overview of the training system.
2. Click Enter USAP Online Learning Center to be taken to the training site.
3. Click Sign Up on the right side of the Login box.
4. The New User Account form appears. Complete the form by entering all required fields. Also:
 - Make a note of your username and password. You will need this information to log in once you complete the account creation process.
 - Create a password that is at least 12 characters long. The password *must* use at least three of the following four character sets: Uppercase letters, lowercase letters, numbers, and special characters.



- Enter the Course Access Code: **91nbe1a3**.
 - Select the correct Participant Organization. This determines the courses assigned to you. If unsure which Participant Organization to select, check with your USAP deployment contact.
 - **ASC Employees** (including PAE, GSC, and LM): Select “ASC Contract” for seasonal employees or “ASC Full Time” for full-time employees in the Participant Organization field. Include the name of your employer in the Teammate field.
5. You should receive an email confirming the account request, and then another granting you approval to access the site. After receiving the second email, login using the username and password you created.
 - If you do not receive either of these emails and are unable to log in, please contact the ASC Denver Help Desk at Denver.HelpDesk@usap.gov.
 6. Logging in takes you to the Learning Plans page. To access the Information Security and Privacy Training course, click on Courses in the left pane. Click the Launch button to access the Information Security and Privacy Training course.

Note To return to this page at any time, click the My Training tab at the top of the page and then click Learning Plans at the bottom right of the page.

7. The Course Launch page appears. Click Launch link under the Course Modules heading to launch the course materials in a new window.
8. Click Next on each slide and read through all course material.
9. Upon completing the course, close the Course Module window and wait for the Course Launch page to refresh.
10. Click Download to access and/or print your completion certificate.
11. Verify that your name is correct. If correct, you are now recorded in the USAP Online Learning Center as having completed Information Security and Privacy Training course.

Note Depending on the browser used, your name may not appear. Your name should become visible once you save and open or print your certificate.

12. Save an electronic version of the certificate in a personal folder, or print and keep it as proof you completed this requirement.
13. Fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use* form and the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information*, both of which are included in your deployment packet.

Note Electronic signatures are not accepted at this time.

14. Return the completed forms (5 pages) to the following address:

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

For questions or issues in accessing the Online Learning Center, or if you encounter problems with the OLC website or while taking the course, contact the ASC Denver IT&C Help Desk, at 1-800-688-8606, extension 32001, or email Denver.HelpDesk@usap.gov.

