United States Antarctic Program

Grantee 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 and Privacy Awareness Training* (IS-SOP-9106).

Information Security Training Acknowledgment Requirement

The National Science Foundation (NSF) has mandated that all USAP grantees are required to do the following prior to gaining access to the USAP network and network resources (including accessing the Internet from a USAP location):

- Complete the Information Security and Privacy Training course online.
- Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* 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 USAP Network access (including access to the Internet) if you have not completed these requirements.

USAP grantees are required to complete Information Security and Privacy Training prior to deployment or during orientation and annually thereafter, for as long as they are deploying participants. We strongly encourage completing this requirement prior to deployment to Christchurch, NZ or Punta Arenas, Chile.

Instructions for Completing Information Security and Privacy Training

Use the steps that follow to complete Information Security Privacy Training:

Note	The online learning management system is provided by Bridge. Email notifications generated from this system have the following sender address: notifications@usap.bridgeapp.com

1. Visit the USAP Online Learning Center page [http://www.usap.gov/onlinelearningcenter/] for a basic overview of the training system.
2. Enter Bridge using the button in the Launch section, on the right.
3. Use your USAP ID/Pipeline number (a 7-digit number unique to you) to log into the Bridge Online Learning Center (OLC).

Note	If you do not know your USAP ID/Pipeline number, refer to your medical deployment packet or contact your Antarctic Support Contract (ASC) representative.

4. If you have previously set up a Bridge OLC password, enter the password and log in. Skip to step 7.

5.   To set up an initial password (or to reset a forgotten password) please utilize the Forgot Password link.

- Grantees will receive a "Reset Your Bridge Password" email in the personal email account identified for use in deployment communications.
- The sender address will be as follows: notifications@usap.bridgeapp.com
- The password resent link in the "Reset Your Bridge Password" email is valid for 24 hours. If this time passes, return to Bridge and select the Forgot Password link on the login page.

6.   Once you have received your Reset Your Bridge Password email, click the link provided to create a new password.

Note	This password is not associated with any other account, such as your USAP network account. This password is unique to the Bridge OLC.

7.   The My Learning page appears after login. Click the link for the Information Security and Privacy/Sensitive Information Awareness Training course that all USAP participants are required to complete.

Note	Some participants are required to complete an additional course: Privileged User Training. If this training appears on your My Learning page, feel free to take the course. If not, you will be notified when the course is due.

8.   A title page appears. Click Enter Course.

9.   Read the course information by scrolling down on each page to view all content. Click Continue to move forward through the course.

10.   At the conclusion of the course, a Complete button becomes available. You will also be able to View your Certificate of Completion. At this point, your completion has been recorded in the system. Print the certificate for your records.

11.   Fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use*, which is included in your deployment packet.

Note	Electronic signatures for this acknowledgement form are not accepted at this time.

12.   Return the completed form (3 pages total) to the following address:

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

For questions or issues accessing the OLC or while taking the course, contact ASC Information Security at: USAP-InformationSecurity@usap.gov.