2007 Security Awareness Training

The 2007 Security Awareness Training will be available through SIMON, the Job Corps Staff Instructional Management Online Network, on June 11, 2007. All staff having access to any Job Corps network resources must complete the 2007 Computer Security Awareness Training by **August 17, 2007**. This includes all center, Outreach and Admissions (OA), Career Transition Services (CTS), and other contractor staff that have access to any application in the CDSS suite, or that have a Job Corps network user account.

Note: *Staff at the National Office and the Regional Offices are exempt from this training as they are required to take network security training prepared by the Department of Labor.*

Log into SIMON

All staff with CITRIX accounts have access to SIMON.

1. Go to https://simon.jobcorps.org/.

2. Enter your CITRIX user name and password and click **Submit**.

If you have not used SIMON before, you will need to register after the initial login. Follow the steps closely to register accurately. All staff have both a Root Organization and a Sub-Organization. Select your Root Organization using these guidelines:

- If you are a Center, OA, or CTS staff member, choose your region from the drop-down list.

- If you are an NTC, Operator, or a National Support Contractor, choose that option from the drop-down list.

Take the Security Awareness Training

1. On the SIMON homepage, click the **Security Awareness Training** link on the menu bar at the top of the page.
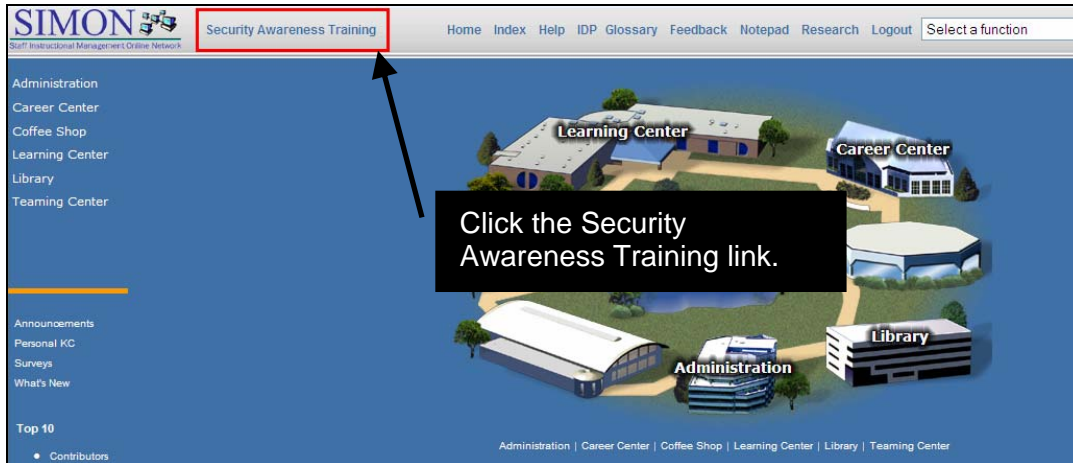
2. When the Course Description window appears, click the **Take Course** button. The course list will then display in a pop-up window.

3. Click the **2007 Security Awareness Training** link to begin the training.

4. Click **Yes** at the Security Information prompt.
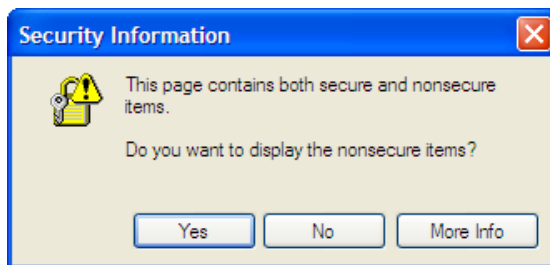
Note: *If you must exit the training or the quiz at any point, you can access the course again by clicking the Security Awareness Training link on the SIMON homepage.*

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5. While viewing the training, use the navigation buttons at the bottom of the window to navigate forward, backward or pause during the presentation.

 If you experience any difficulties viewing or hearing the multimedia presentation, you can instead view the text-only version of the training by clicking on the **Security Awareness Text-Only** link buttons located at the beginning and end of the presentation.

6. After reviewing the training content, click **Return** to go back to the course list.

7. To take the quiz, click the **2007 Security Awareness Quiz** link. The quiz will consist of ten multiple choice and true/false questions.

 a. Select the best answer for each question.

 b. Click **Submit** after answering all ten questions. The next window will provide your score and feedback on incorrect answers.

 c. Review the questions and feedback displayed. Then scroll to the bottom and click **Continue** to close the window.

All staff are required to complete and pass the training. If you did not pass the quiz, you can click the **2007 Security Awareness Quiz** link and take it again.

## *Printing Your Certificate*

Congratulations, you have finished the training! You will now need to print a certificate, sign it, and provide it to your POC or supervisor as documentation that you have successfully completed the 2007 Security Awareness Training.
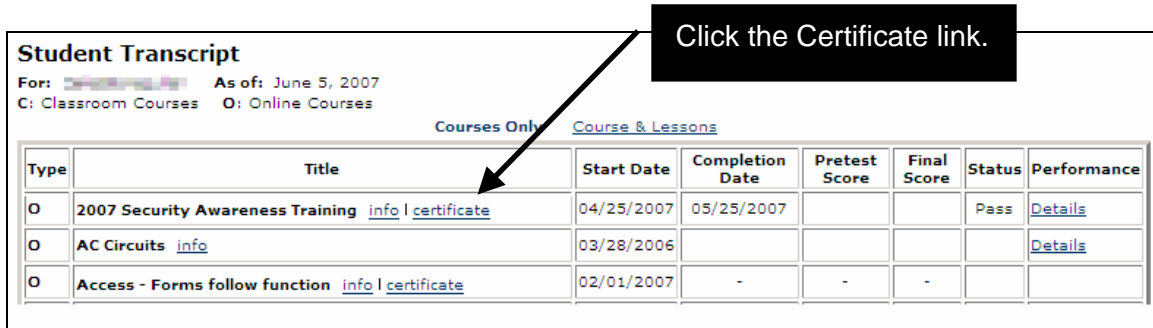
1. From the SIMON home page, click the **Personal KC** link located on the left side of the page.
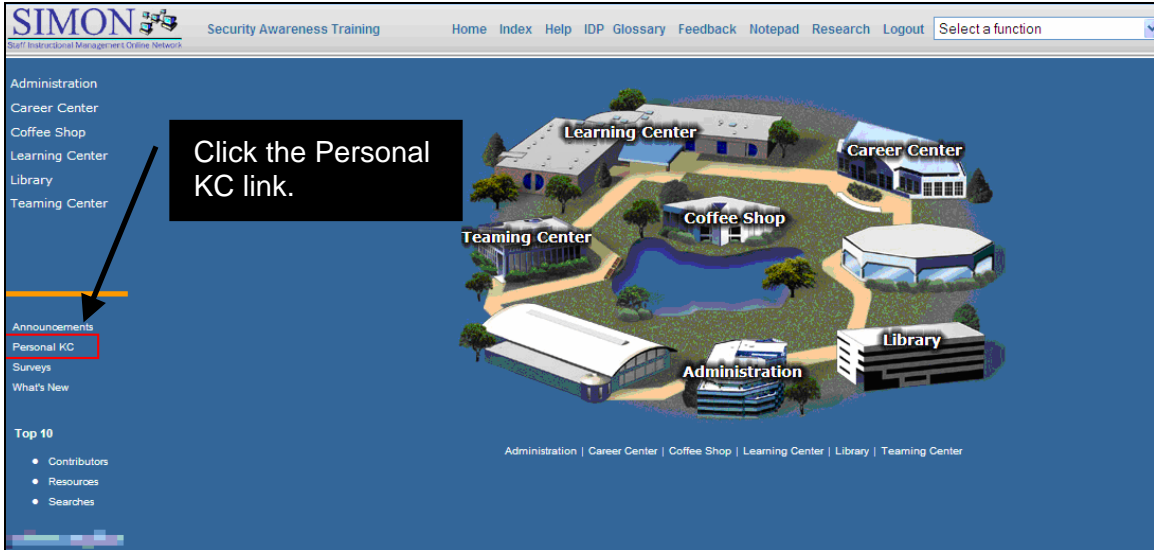
2. Next, click the **Transcript** tab.
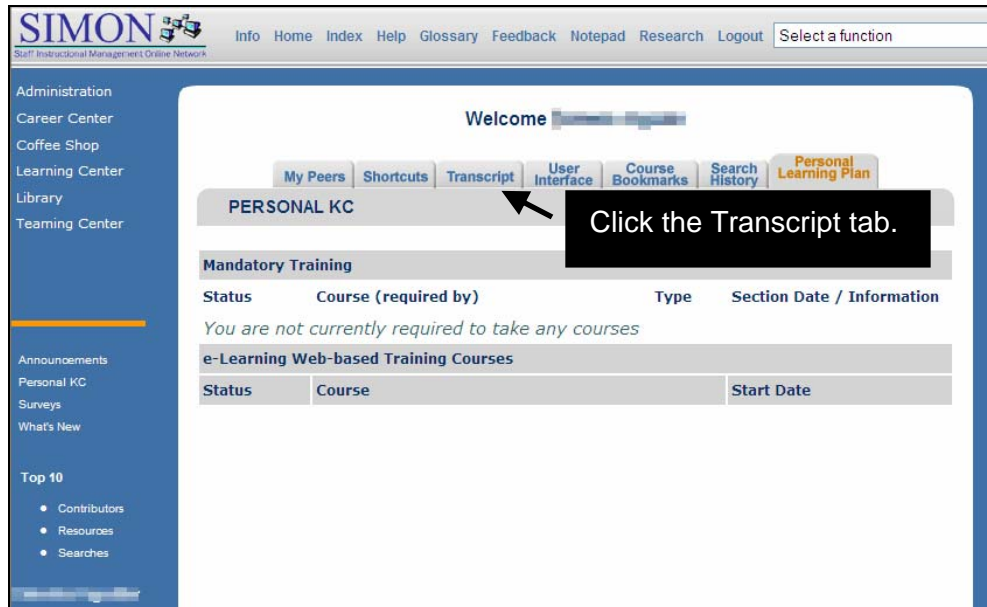
3. Locate the 2007 Security Awareness Training in the list and click the **Certificate** link next to it.

Click the Certificate link.

Student Transcript

For: ▓▓▓▓▓▓ As of: June 5, 2007
C: Classroom Courses   O: Online Courses

Courses Only   Course & Lessons

Type	Title	Start Date	Completion Date	Pretest Score	Final Score	Status	Performance
O	2007 Security Awareness Training info | certificate	04/25/2007	05/25/2007			Pass	Details
O	AC Circuits info	03/28/2006					Details
O	Access - Forms follow function info | certificate	02/01/2007	-	-	-		

4. After the certificate appears in a new window, click the **Printer** icon at the top of the window and then select **Preferences** when the print dialog appears.

5. Select **Landscape** from the orientation choices and click **OK**.

6. Click **Print**.

Remember to <u>sign</u> your certificate (in any available space) and turn it in to your IT-POC or supervisor. You may use these same steps to re-print the certificate at a later time, if needed.

Feedback and Inquiries

If you have questions or concerns regarding this notice, please contact the JCDC Technical Assistance Center (TAC). Please send inquiries by email to HelpDesk-JCDC-TAC@jobcorps.org. Include "SAT Question" in the email subject line. Also, review the Job Corps Training Web site (http://training.jobcorps.org) and Staff Information Management Online Network (https://simon.jobcorps.org) for additional and updated information.