Attachment B

# 2008 INFORMATION SYSTEMS

# SECURITY AWARENESS TRAINING INSTRUCTIONS

## 2008 Information Systems Security Awareness Training

The 2008 Information Systems Security Awareness Training will be available through SIMON, the Job Corps Staff Instructional Management Online Network, on July 14, 2008. All staff having access to any Job Corps network resources must complete the 2008 Computer Information Systems Security Awareness Training by August 15, 2008. 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.

<u>Note</u>: National and Regional Office staff are exempt from this training since 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**.
3. 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, an Operator, or a National Support Contractor, choose that option from the drop-down list.

**Take the Information Systems Security Awareness Training**

1.  On the SIMON home page, click the Information Systems **Security Awareness Training** link on the menu bar at the top of the page.
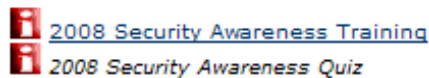


2.  Click the Security Awareness Training link.

3.  When the Course Description window appears, click the **Take Course** button.



4.  The course list will then display in a pop-up window.
5.  Click the 2008 Information Systems Security Awareness Training link to begin the training.



Note:  If you must exit the training or the quiz at any point, you can access the course again by clicking the Information Systems Security Awareness Training link on the SIMON home page.

*   You may navigate forward, backward, or pause at any time during the training by using the navigation controls at the bottom of the window. Use the Outline tab to review any section of the training at random.
*   Click the file attachments link (paper clip icon) to download a copy of the documents referenced in the training or to download a transcript of the presentation in PDF form. You can click the Notes tab on the right-hand side of the window to read along with the presentation.
*   If you experience any difficulties viewing or hearing the multimedia presentation, you can download a transcript of the presentation in PDF form from the file attachments link.
*   If you encounter any issues with the presentation (such as no audio, etc.), please contact the Job Corps Technical Assistance Center (TAC) at 1-800-598-5008 to report the problem.

6.  After reviewing the training content, click **Return** to go back to the course list.
7.  To take the quiz, click the **2008 Security Awareness Quiz** link (see image above).  The quiz will consist of 10 multiple choice and true/false questions.
    *   Select the best answer for each question.

- Click **Submit** after answering all 10 questions. The next window will provide your score and feedback on incorrect answers.
- 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 **2008 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 2008 Information Systems Security Awareness Training.

1. From the SIMON home page, click the **Personal KC** link located on the left side of the page.
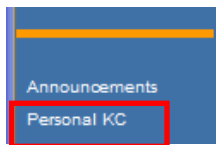
2. Next, click the **Transcript** tab.
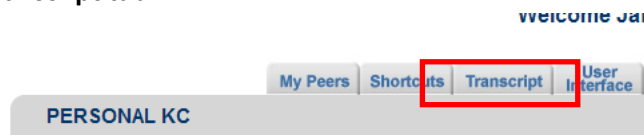
3. Locate the 2008 Information Systems Security Awareness Training in the list and click the **Certificate** link next to it.

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 sign your certificate (in any available space) and turn it in to your IT POC or supervisor. You may use these same steps to reprint 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 e-mail to [HelpDeskJCDC-TAC@jobcorps.org](mailto:HelpDeskJCDC-TAC@jobcorps.org).  Include "SAT Question" in the e-mail subject line.