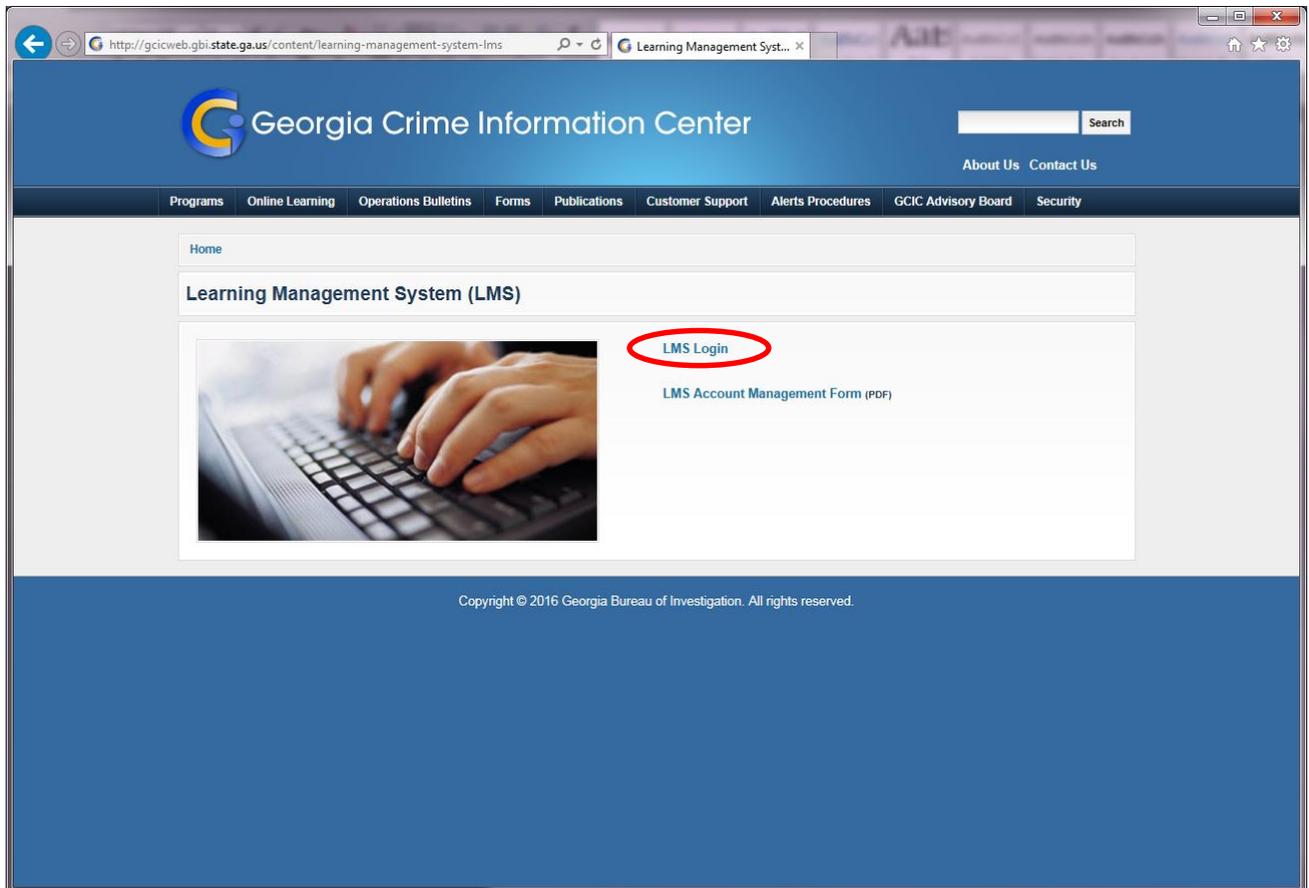


Security Awareness Training

Access to On-line Training

- I. In your browser's address window type
<http://gcicweb.gbi.state.ga.us/content/learning-management-system-lms>



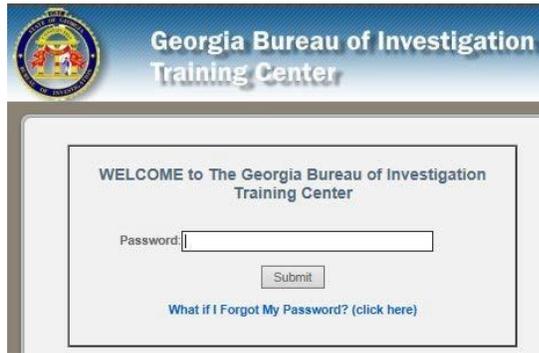
Click on the LMS Login link (circled above).

2. Click the 'I Am A New User' button and follow the registration instructions. You will receive an email with your username and other instructions for logging into the LMS system. When you return to LMS enter your User Name in the box provided.

Georgia Bureau of Investigation

Security Awareness Training Guide For Vendors/Contractors

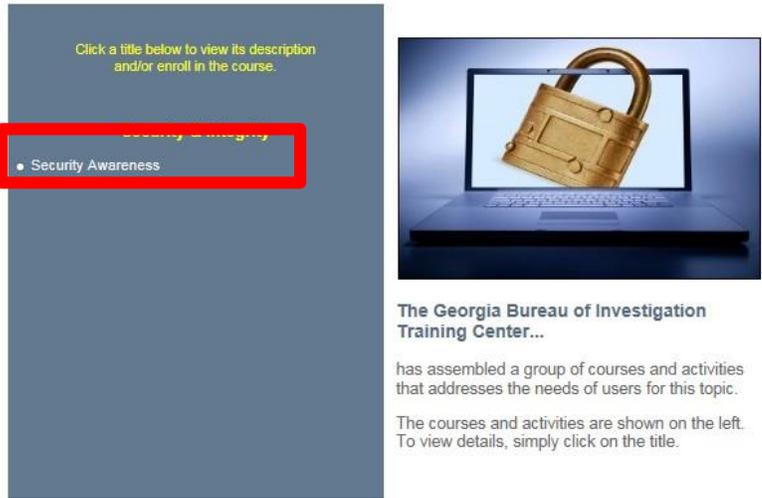
- 3. Enter your password and click submit.



- 4. The consolidated Security Awareness Training is available under the 'Security Awareness Training' block



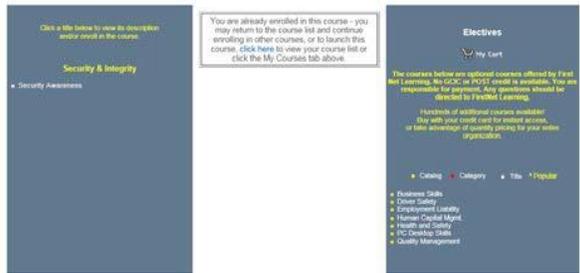
5. The training link is listed on the left menu bar. Click the link



6. Next click the 'request enrollment' button



7. Once enrolled in the course, an enrollment message will appear. Click the 'click here' link to view the course list



8. The Security Awareness Training will be listed on the course list, click the link to load the course to begin the training.



Your Authorized Online Courses

Welcome, Tina. To get started, select a course from the list below.
[Click here](#) to view your updated course status following the completion of a test.

Course Name	Course ID	Status	Status Date	Next Due Date	Enrolled Through:
Security Awareness	GG02	-----	-----		6/1/2016

9. Click 'Start' to begin the GBI Security Awareness Training and remember to adjust your volume accordingly



SECURITY AWARENESS

- Understanding Threats
 - Physical Security
 - Safe Computing
- Safe Remote and Mobile Computing
- Protecting and Handling Data
- Acknowledgment
- Assessment

[Start >](#)

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10. Print and sign the FBI Security Addendum. A copy should be available from your organization's coordinator.

Frequently Asked Questions (FAQ)

1. When does the training need to be completed?

New vendor/contractor employees must complete training within sixty (60) days of assignment and biennially thereafter.

2. How can I check my transcript?

Click the 'Student Center' tab from the main screen and click 'View Your Student Transcript Report'



STUDENT CENTER

View Your Student Transcript Report	The transcript report displays a line for each course that you have taken. The course is not considered taken until the post-test has been attempted.
View Your Student Activity Report	This report displays your training activity and lists course assignments vs. course starts/enrollments vs. course completions. It can be sorted and filtered in a number of ways.
Print Course Certificates	Print certificates for courses that you have passed.
Update Your User Profile	Update your password, name, email address, etc.
Evaluate Courses You've Passed	Help us to continue to improve our course catalog by providing feedback on courses you've passed.

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Security Awareness Training Guide For Vendors/Contractors

In the Step 3 section, scroll down and select Security Awareness Training and Awareness Statement course from the list:

The screenshot shows a web form with three main sections:

- Step 1 : Select a reporting period or enter dates directly:** Includes a 'Reporting Period' dropdown menu, 'Start Date' and 'End Date' text input fields, and a note: '(leave blank to show all dates) Date Format: mm/dd/yyyy'.
- Step 2 : Select sorting options:** Includes three dropdown menus for 'User Sort 1' (set to 'Course Name'), 'User Sort 2' (set to 'Status'), and 'User Sort 3' (set to 'Status Date'). There is also a checked checkbox labeled 'Show Grades'.
- Step 3 : Make course selections:** Includes a checkbox for 'Select All Courses' with the text 'or Uncheck the above checkbox and Multiple-select course(s) by clicking on titles while holding down the Ctrl or Shift Key'. To the right is a scrollable list box containing the text 'Security Awareness Training and Awareness Statement (GG02)'.

Next click Submit. The Individual Transcript Report is returned to view the list of classes. GBI Employee Security Training expires one (1) year from the event date.

Course Name (Course Code)	Course Type	Status Type	Event Date	Event Result
Security Awareness Training and Awareness Statement (GG02)	ONLINE	Current	06/06/2016	PASSED

3. Why is Security Awareness Training required?

- a. The FBI CJIS Security Policy Area 2: Security Awareness Training requires that basic security awareness training be completed for all personnel who have access to (criminal justice information) (CJI).
- b. The State of Georgia Security Education and Awareness standard SS-08-012.02 requires *“all state agencies to provide information security awareness training to their employees and engagement contractors who have unescorted logical or physical access to state facilities and/or information resources not designated as public access resources. The training shall be conducted annually, attendance shall be mandatory, and training completion shall be documented in personnel and contractor training records.”*

4. Who can I contact if I'm having problems with the training?

- a. For **technical** problems including issues with **registration** or **printing the completion certificate**, please send an email to lmshelp@gbi.ga.gov
- b. For questions that are not answered in the FAQ, please contact GCIC.INFOsec@gbi.ga.gov

5. Where do I obtain a Certificate of Completion after I have finished the training?

- a. Click the 'Student Center' tab from the main screen and click 'Print Course Certificates'. Next select the applicable certificate and click the 'View/Print Certificate' button.



STUDENT CENTER

- [View Your Student Transcript Report](#) The transcript report displays a line for each course that you have taken. The course is not considered taken until the post-test has been attempted.
- [View Your Student Activity Report](#) This report displays your training activity and lists course assignments vs. course starts/enrollments vs. course completions. It can be sorted and filtered in a number of ways.
- [Print Course Certificates](#) Print certificates for courses that you have passed.
- [Update Your User Profile](#) Update your password, name, email address, etc.
- [Evaluate Courses You've Passed](#) Help us to continue to improve our course catalog by providing feedback on courses you've passed.

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Print Certificates
Please select a certificate to print.

Select	Course Code	Course Title	Completion Date	Grade
<input type="radio"/>	GBI_AWARENESS	Awareness Statement (C)	2/9/2016	0
<input type="radio"/>	GBI_AWARENESS	Awareness Statement (A)	7/31/2014 3:21:21 PM	0
<input type="radio"/>	G67	Communication Skills (C)	11/5/2012	
<input type="radio"/>	G89	eLearning DPH THC Oil Registry (C)	9/23/2015	100
<input type="radio"/>	G89	Focus on Criminal Justice and the Ekkely (C)	9/1/2015	0
<input type="radio"/>	G88	GBI Overview (C)	9/18/2013	
<input type="radio"/>	G66	SICID Overview Training (C)	10/6/2012	
<input type="radio"/>	G70	N-DEx LE Executive - Module 1 - User Overview (C)	9/1/2015	100
<input type="radio"/>	G71	N-DEx LE Executive - Module 2 - Installing System Policies (C)	9/1/2015	100
<input type="radio"/>	G60	Security & Integrity (C)	7/3/2012	100
<input type="radio"/>	G60	Security Awareness Training (A)	7/13/2014 10:52:29 PM	100
<input type="radio"/>	G61	Suspicious Activity Reporting (C)	9/14/2015	100
<input type="radio"/>	GBI_6	Terminal Agency Coordinator Class (C)	3/13/2014	0

[View/Print Certificate](#)