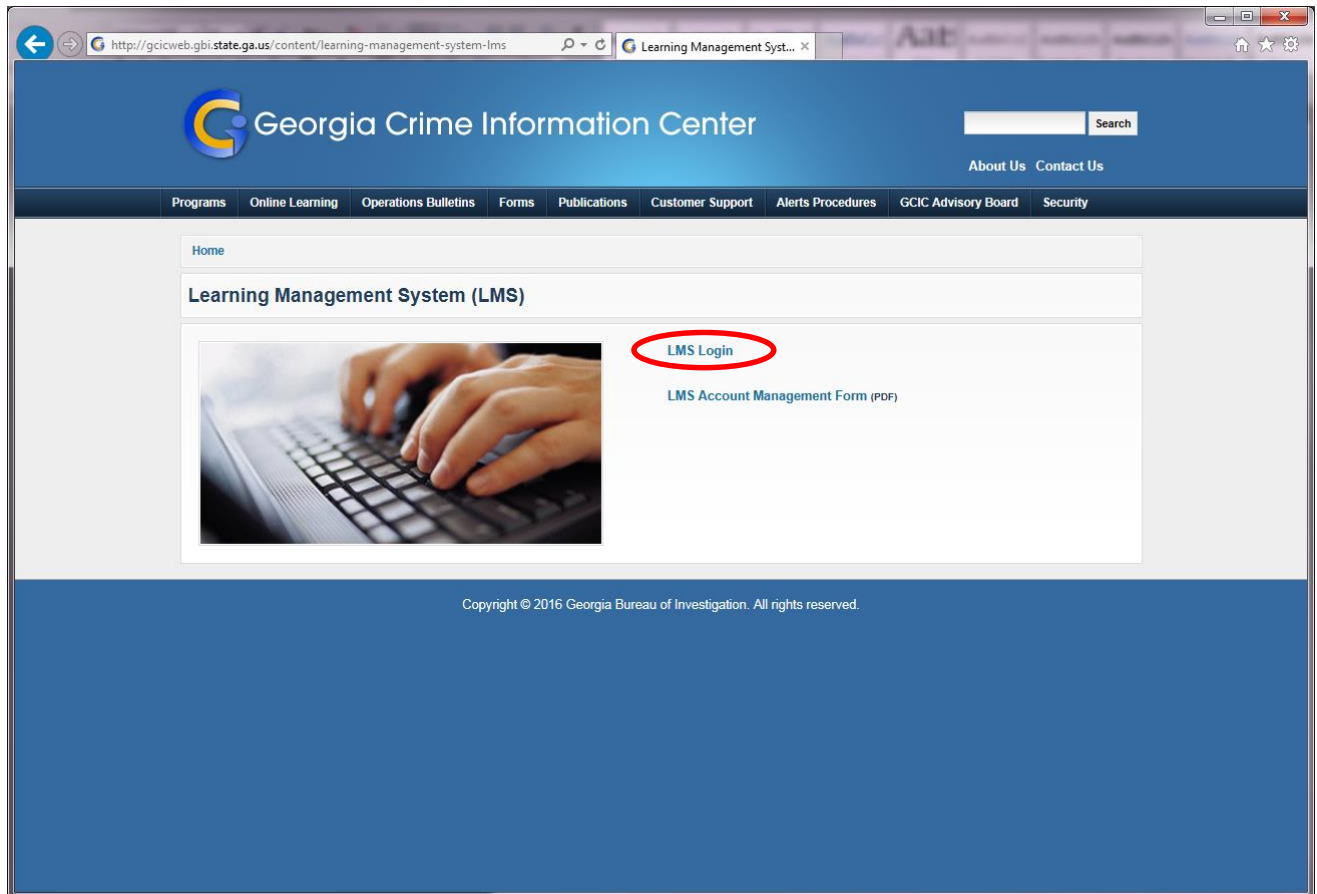


Security Awareness Training

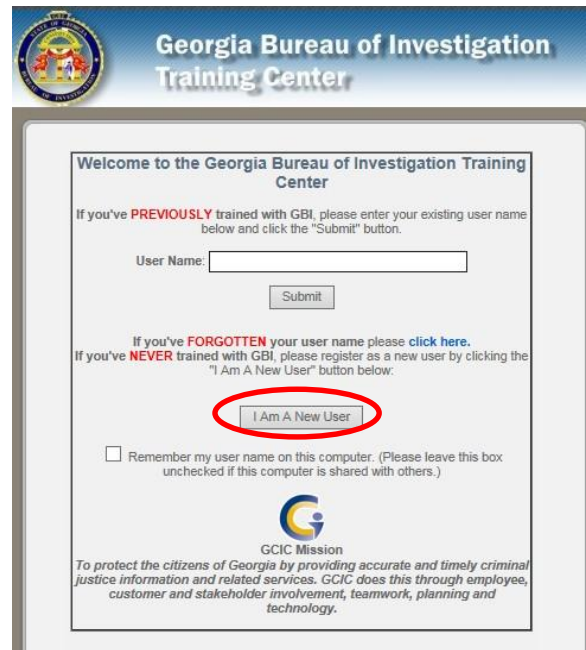
Access to On-line Training

- 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
Training Center

Welcome to the Georgia Bureau of Investigation Training Center

If you've **PREVIOUSLY** trained with GBI, please enter your existing user name below and click the "Submit" button.

User Name:

If you've **FORGOTTEN** your user name please [click here](#).
If you've **NEVER** trained with GBI, please register as a new user by clicking the "I Am A New User" button below:

☐ Remember my user name on this computer. (Please leave this box unchecked if this computer is shared with others.)


GCIC Mission
To protect the citizens of Georgia by providing accurate and timely criminal justice information and related services. GCIC does this through employee, customer and stakeholder involvement, teamwork, planning and technology.

Georgia Bureau of Investigation

Security Awareness Training Guide For Vendors/Contractors

3. Enter your password and click submit.

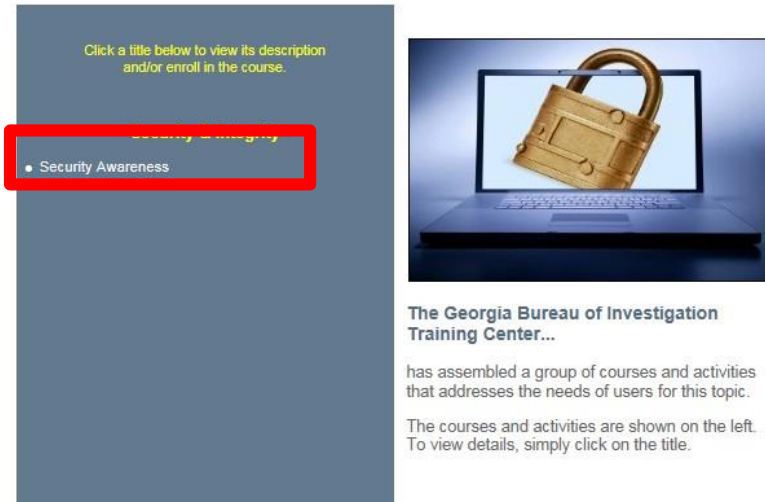


The image shows the login interface for the Georgia Bureau of Investigation Training Center. At the top left is the GBI seal. To its right, the text "Georgia Bureau of Investigation Training Center" is displayed. Below this, a box contains the text "WELCOME to The Georgia Bureau of Investigation Training Center". Underneath is a "Password:" label followed by a text input field. A "Submit" button is located below the input field. At the bottom of the box, there is a link that says "What if I Forgot My Password? (click here)".

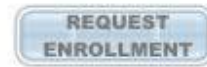
4. The consolidated Security Awareness Training is available under the 'Security Awareness Training' block



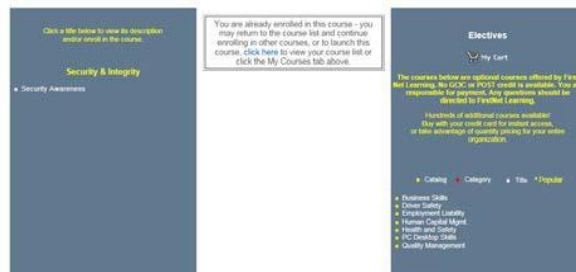
5. The training link is listed on the left menu bar. Click the link



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 >

» How to use this course

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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'



Georgia Bureau of Investigation Training Center

HOME MY COURSES MY CALENDAR **STUDENT CENTER** LIBRARY ADMIN

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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Georgia Bureau of Investigation

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:

Step 1 : Select a reporting period or enter dates directly:

Reporting Period ▼

Start Date

End Date:

(leave blank to show all dates)
Date Format: mm/dd/yyyy

Step 2 : Select sorting options:

User Sort 1: Course Name ▼

User Sort 2: Status ▼

User Sort 3: Status Date ▼

☒ Show Grades

Step 3 : Make course selections:

☐ Select All Courses

or

Uncheck the above checkbox and
Multiple-select course(s) by clicking on titles
while holding down the Ctrl or Shift Key

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 Stephen.McNamara@gbi.ga.gov

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

- 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.
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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
☐	GBI_AWARENESS	Awareness Statement (C)	2/9/2016	0
☐	GBI_AWARENESS	Awareness Statement (A)	7/31/2014 3:21:21 PM	0
☐	GA67	Communication Skills (C)	11/5/2012	
☐	GA69	eLearning DPH THC Oil Registry (C)	9/23/2015	100
☐	GA69	Focus on Criminal Justice and the Elderly (C)	9/1/2015	0
☐	GA68	GBI Overview (C)	9/18/2013	
☐	GA66	GCIC Overview Training (C)	10/26/2012	
☐	GA70	N-DEX LE Executive - Module 1 - User Overview (C)	9/1/2015	100
☐	GA71	N-DEX LE Executive - Module 2 - Initiating System Policies (C)	9/1/2015	100
☐	GA60	Security & Integrity (C)	7/3/2012	100
☐	GA60	Security Awareness Training (A)	7/12/2014 10:52:29 PM	100
☐	GA61	Suspicious Activity Reporting (C)	9/14/2015	100
☐	GBI_6	Terminal Agency Coordinator Class (C)	3/13/2014	0

[View/Print Certificate](#)