DIVISION OF INFORMATION SECURITY

B&CB

SC BUDGET AND CONTROL BOARD

SC Cyber Security Training Program

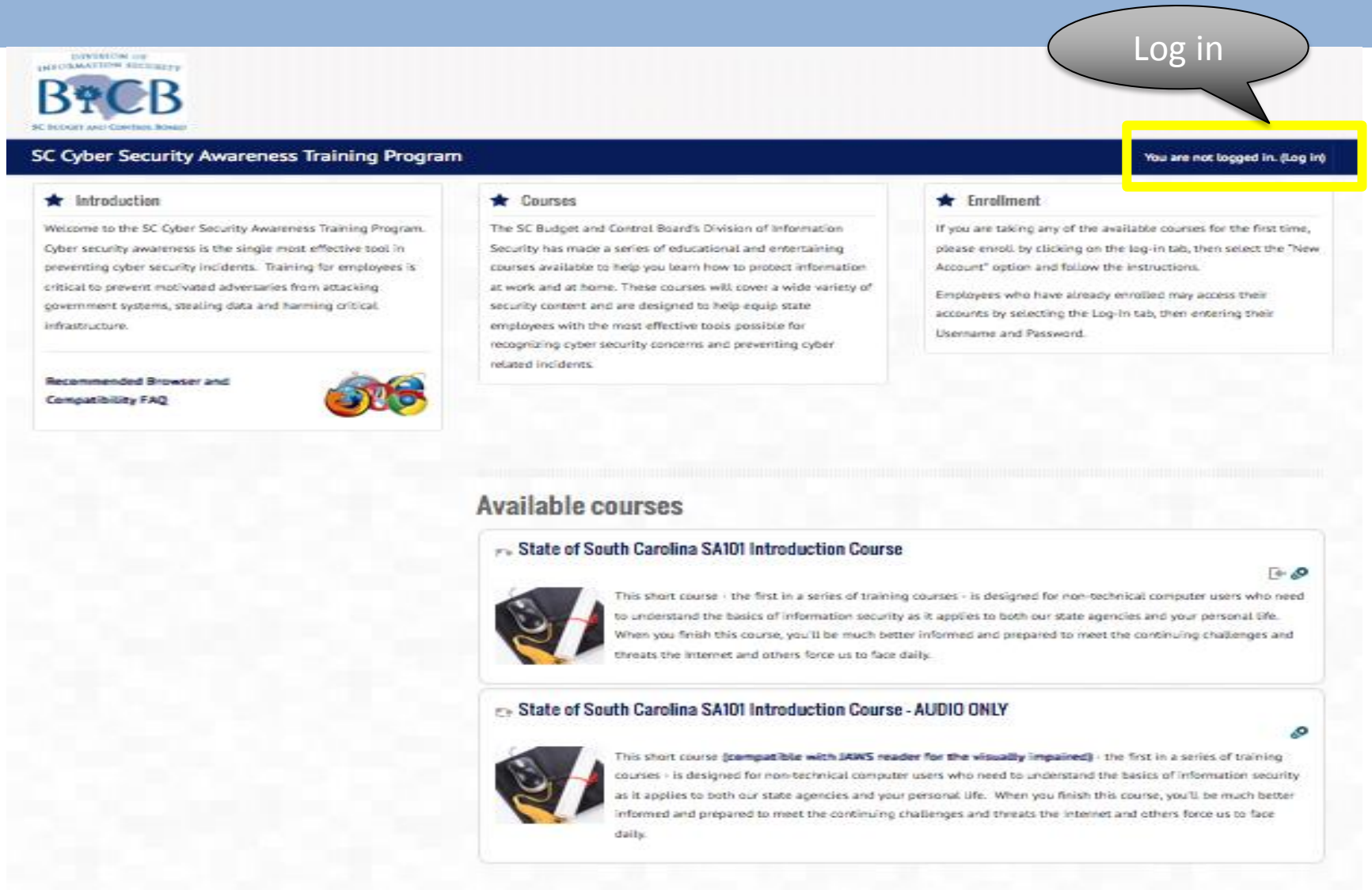
Employee Step by Step Guide

Welcome to the SC Cyber Security Awareness Training Program

Enter the link: https://sc.thesacschools.com

This link will direct you to the training home page of the SC Cyber Security Awareness Training Program

To register (first time visitors) and to log in, click on the (Log in) tab at the far right of the screen.



Recommended Browsers & Compatibility

Sometimes websites don't look like you expect them to. Images might not appear, menus might be out of place, and text could be jumbled together. This is sometimes caused by a compatibility problem between Internet Explorer and the site you are on and can be resolved by adding the site to your Compatibility View list in your version of IE.

Recommended browsers for optimal experience & performance:

Firefox - most recent version

Chrome - most recent version

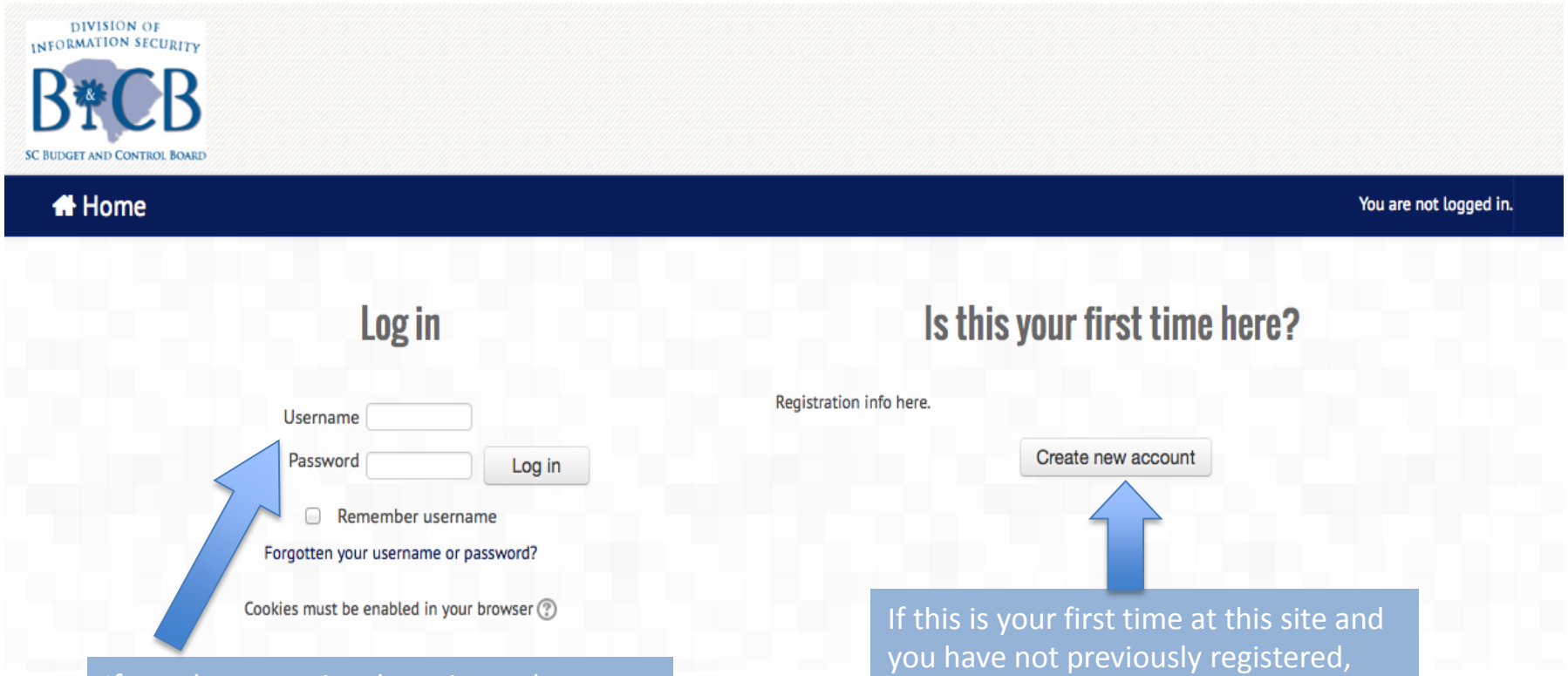
Safari 6 for OS X 10.7 or later

Internet Explorer 10

***Course requires Flash Player, minimum version 6.0.79**

A document providing additional details on browser compatibility and other "how to" items will be made available to each employee on the SC Cyber Security Awareness Training Program Homepage.

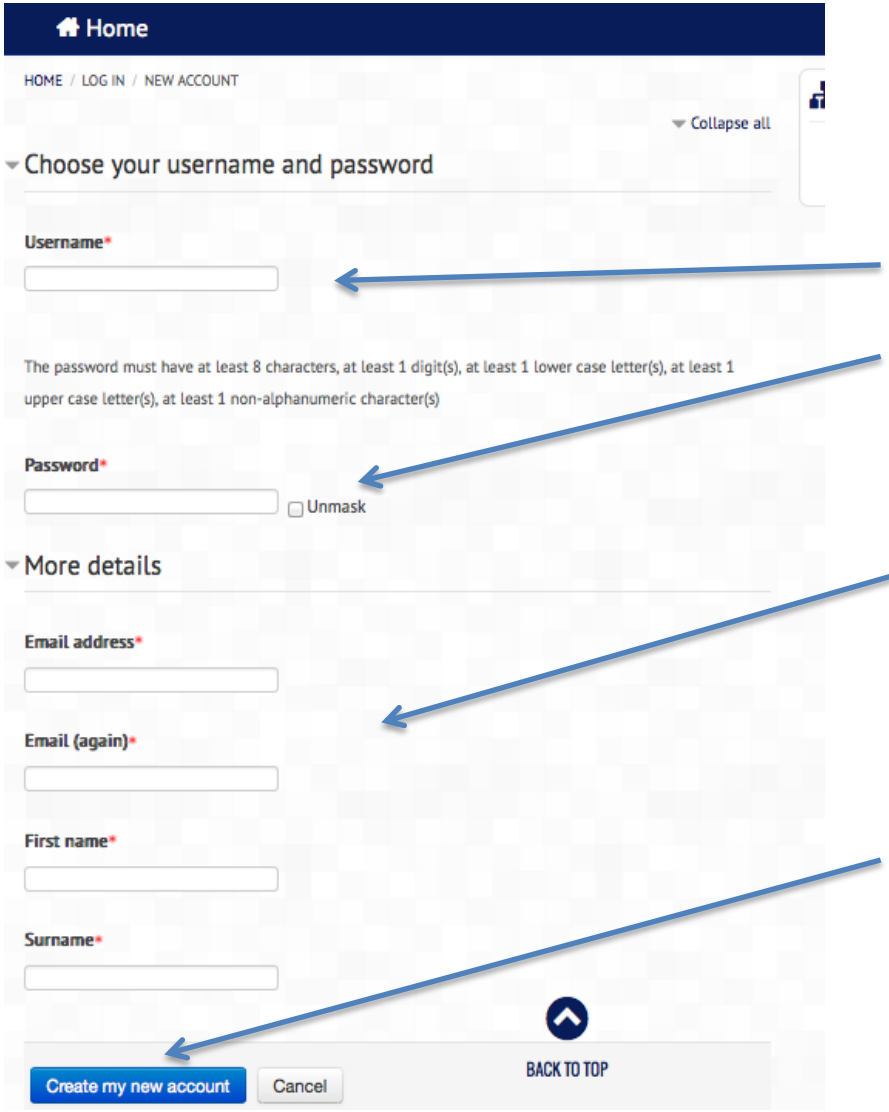
Registration & Log-In Page



If you have previously registered, you will simply need to enter your Username & Password here to log in and access any of the available training.

If this is your first time at this site and you have not previously registered, you must self-register by clicking on "Create new account"

Self-Registration Process



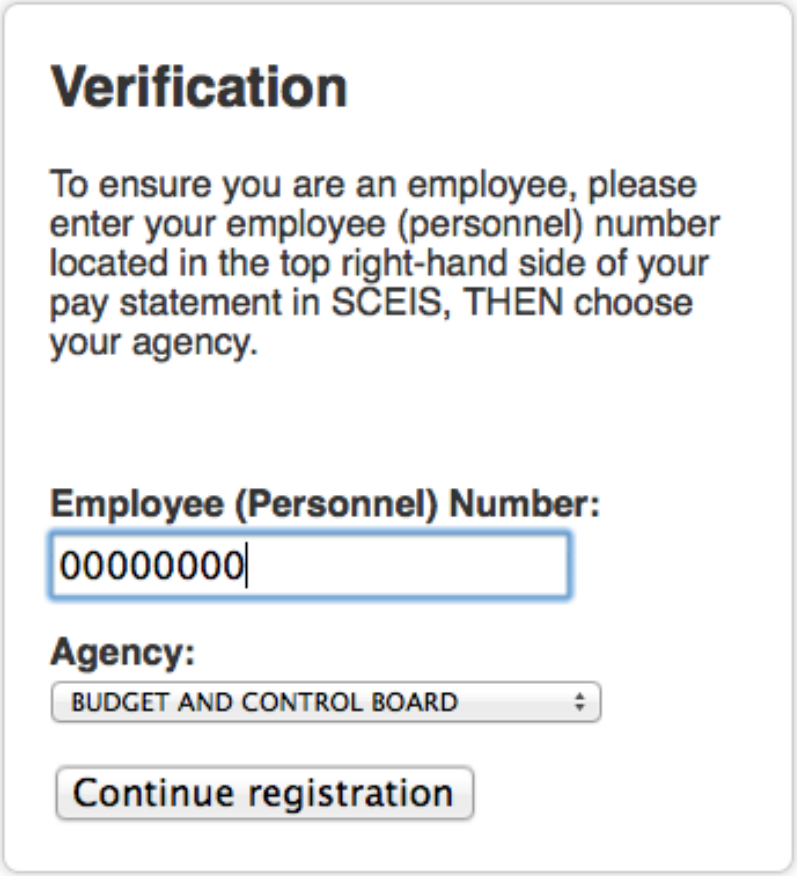
You will be asked to complete the self-registration form on this page.

You may select your own unique Username and Password and will need to enter other mandatory fields such as:

Email Address
Reconfirm Email Address
First Name
Last Name (Surname)

Once all information is provided, you will be prompted to click on “Create my new account”.

Verification Page for all SC Employees



After clicking “Create my new account” you will be asked to enter your employee number (personnel number) and agency that you work for. This is an added security verification process.

The agency field is a drop down menu from which you can choose your appropriate agency.

Once you have completed these two tasks, click on “Continue registration”. The system will then take 1-2 minutes to verify your employee information and register you for the Cybersecurity Awareness Training Program.

How to Find your Employee Number

PURSUANT TO WARRANT OF
RICHARD ECKSTROM
COMPTROLLER GENERAL

STATE OF SOUTH CAROLINA
Office Of State Treasurer
CURTIS M. LOFTIS, JR
STATE TREASURER

Pay Period: 01/17/2014 through 02/01/2014
Check Date: 02/14/2014

Name: EMPLOYEE NAME
Agency: AGENCY NAME

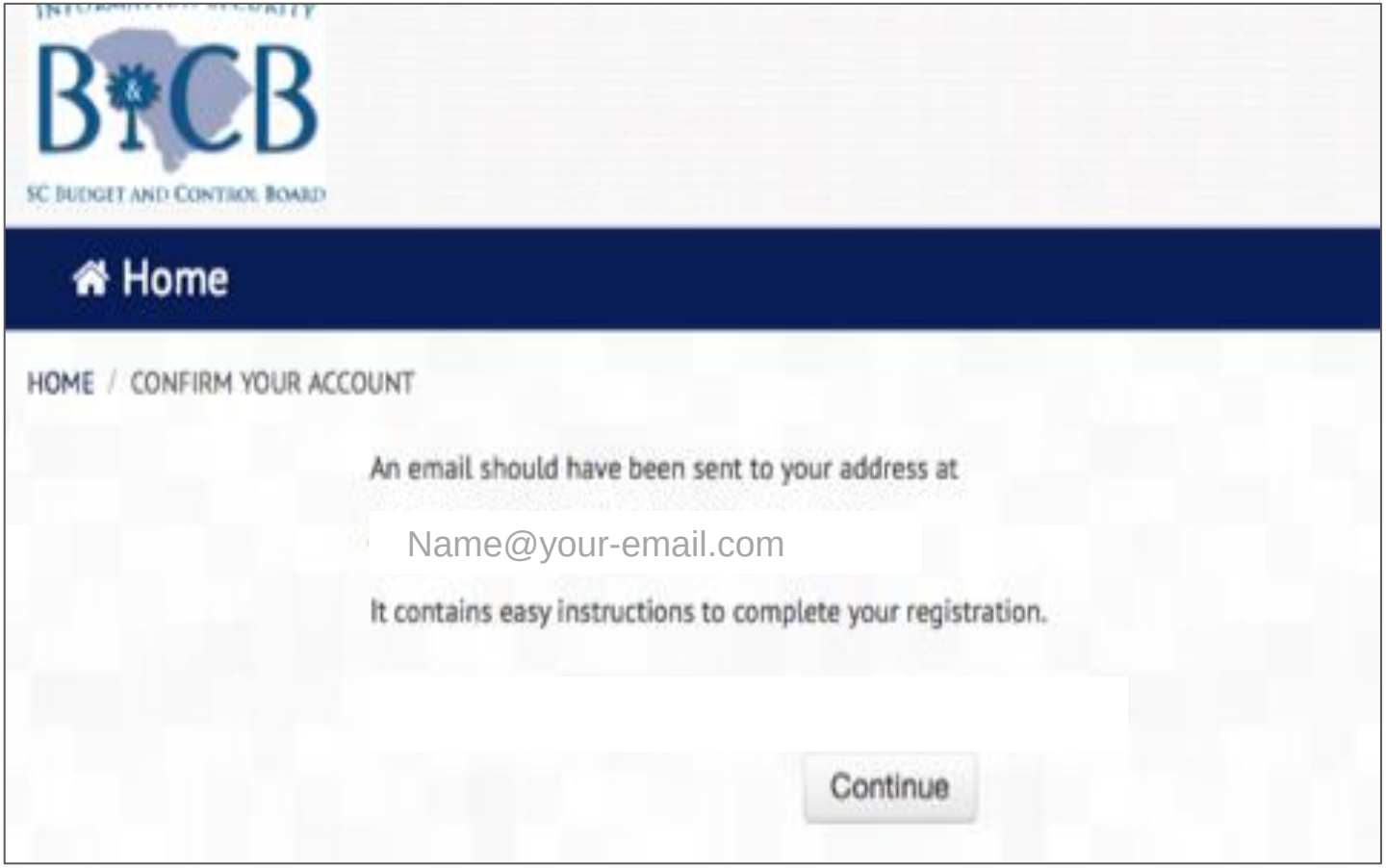
Personnel No: 01234567

To locate your employee (personnel) number:

1. Log in to SCEIS at “https://myscemployee.sc.gov”
2. Click “employee self-service”
3. Under the “my pay” heading, click “pay statements”
4. Your latest pay statement should open as a PDF
5. Your personnel number will be located in the top right-hand side of the statement (see example above)
6. Use this number in the “employee number” field of the training verification page

Verification & Registration Confirmation Receipt

Once all information is entered and verified, an automatic message will appear, letting you know that an email has been sent to your registered email address containing instructions to complete your registration.



Email Receipt for Registration

To begin your training, follow the instructions contained in the email sent as part of the registration process (similar to the sample shown below)

Subject: SC Cyber Security Awareness Training Program: account confirmation
Date: Tue, 11 Feb 2014 19:35:21 +0000
From: Admin User <schooladmin@thesecurityawarenesscompany.com>
To: YourName <YourEmailAddress.com>

Hi Your Name,

A new account has been requested at 'SC Cyber Security Awareness Training Program' using your email address.

To confirm your new account, please go to this web address:

http://sc.thesacschools.com/login/confirm.php?data=P1ieJNEj6QJZuS3/your name

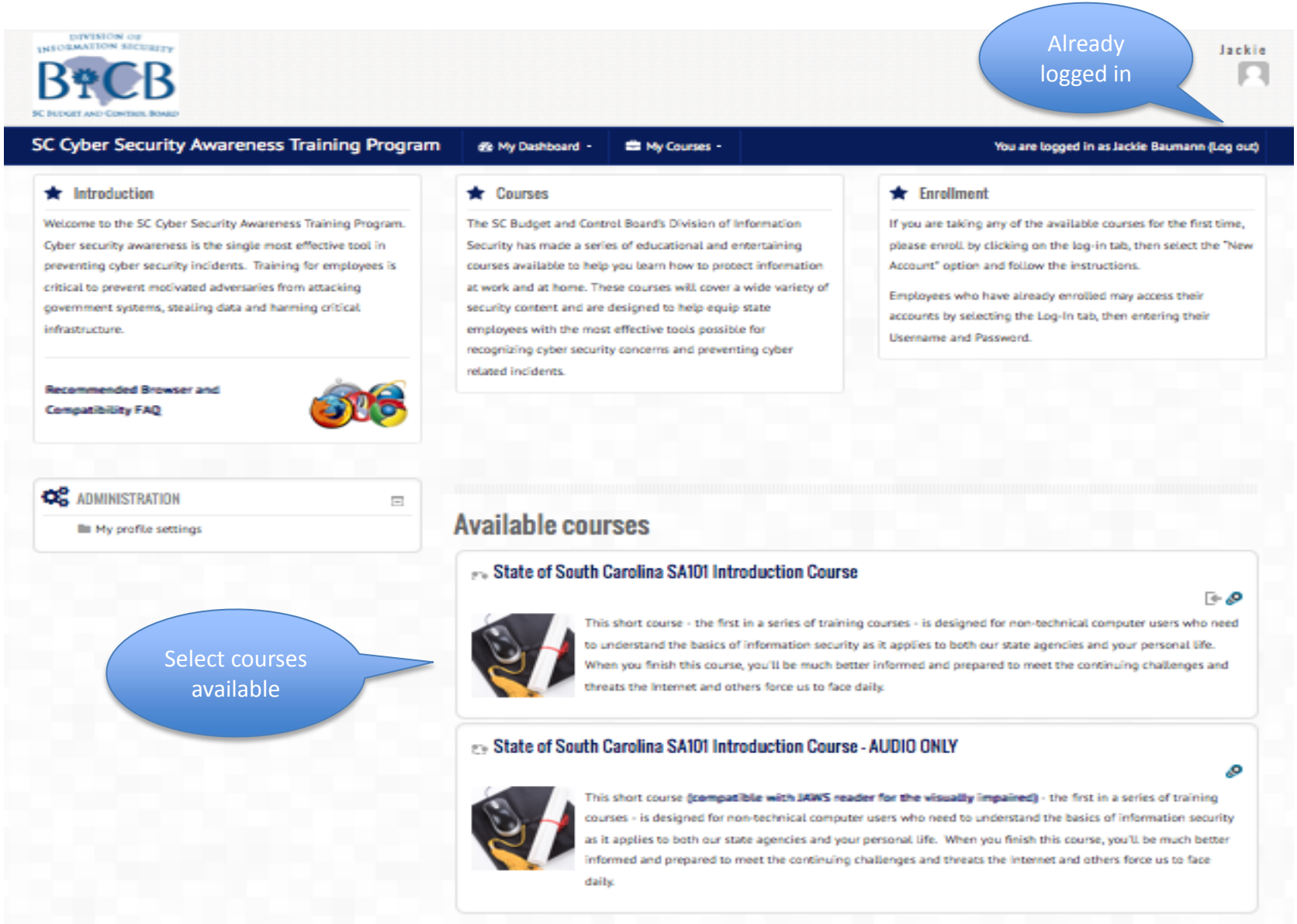
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
schooladmin@thesecurityawarenesscompany.com

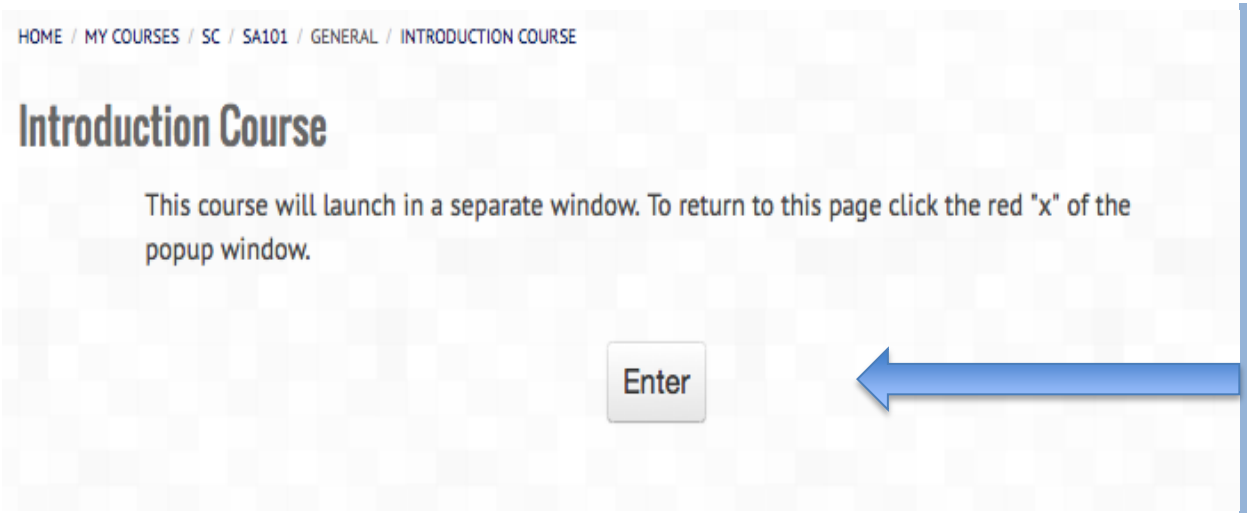
After you clicked on the link provided in the registration confirmation email, you will be automatically directed to the SC training program home page already **logged in**.

From here you will be able to take the available courses, retrieve certificates, change your password and more!



Selecting & Launching your Training

Now that you have confirmed your account, or signed into the training portal, you will see the list of available courses to select from. Click on the course you wish to take to launch your training.



After selecting the course you wish to take, a launch window will open, click “enter” to begin the training. Once clicked, the selected course will begin automatically. All you need to do is sit back and enjoy the training.

Course Navigation

Exit the Course at any time by clicking "EXIT" or the red X in your browser window.

Click on Outline to view different chapters and to review specific sections

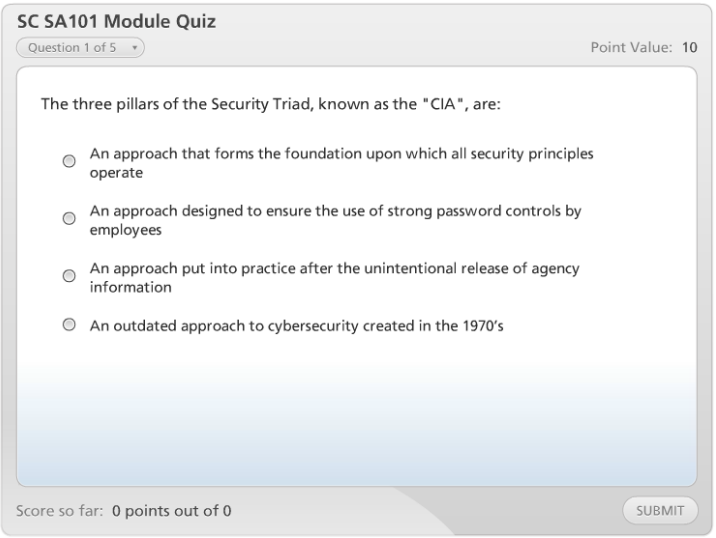
Click on Notes to read along with the entire course and use the scroll bar.

Start, pause, forward or go back anytime by selecting the appropriate control buttons.

To read along with each chapter, you can also click on Notes here, located at the bottom of the screen.

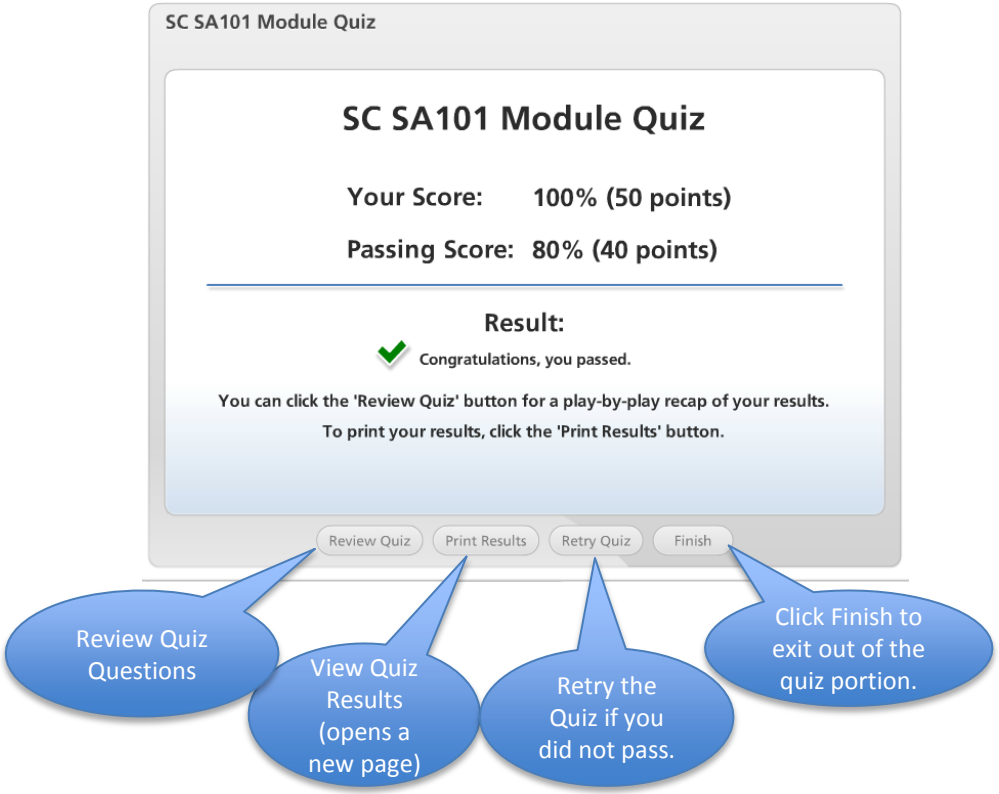
QUIZ NAVIGATION
Each course will include a short multiple choice quiz.

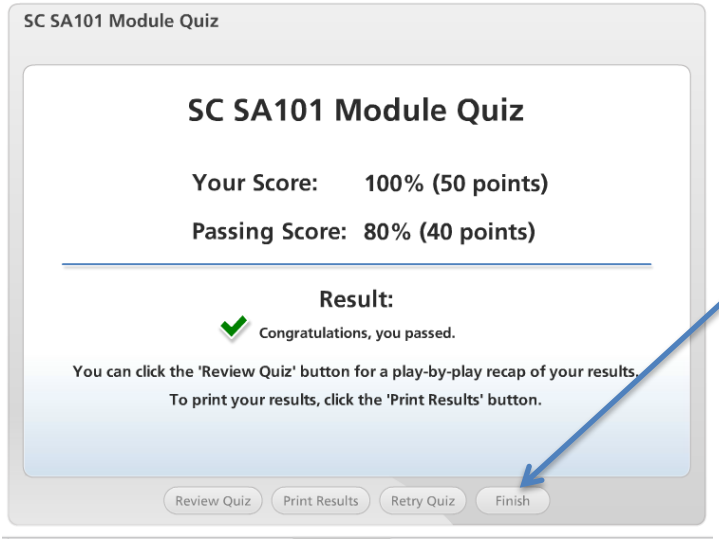
Begin the quiz by choosing one of the answers on each slide and click “Submit”.



Please do not use the browser back button during the quiz until you have properly recorded your score.

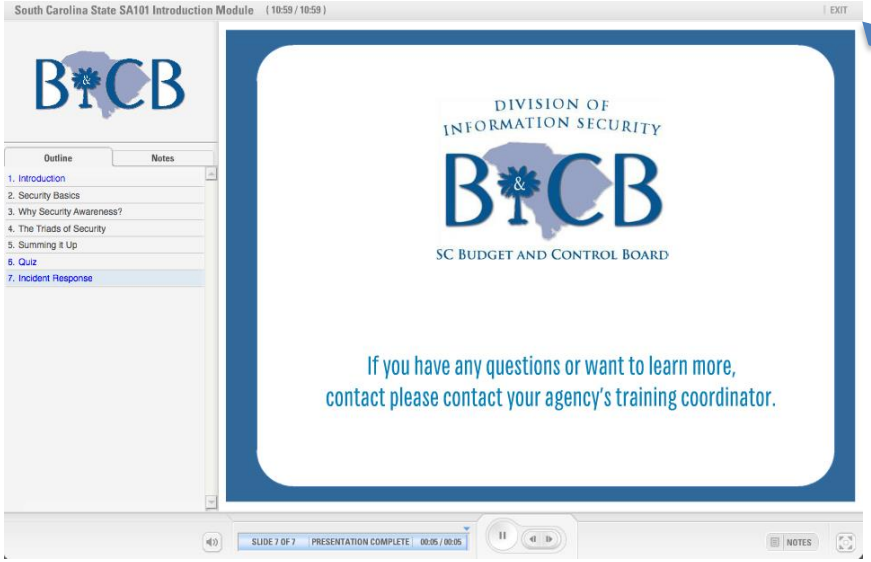
At the end of the quiz you will be able to review your score, print results or retry the quiz (if you did not pass).





Once you have successfully finished the Quiz (80% or higher), select and click "Finish" to take you to the last slide of the course.

The last slide of each course contains important incident response information.

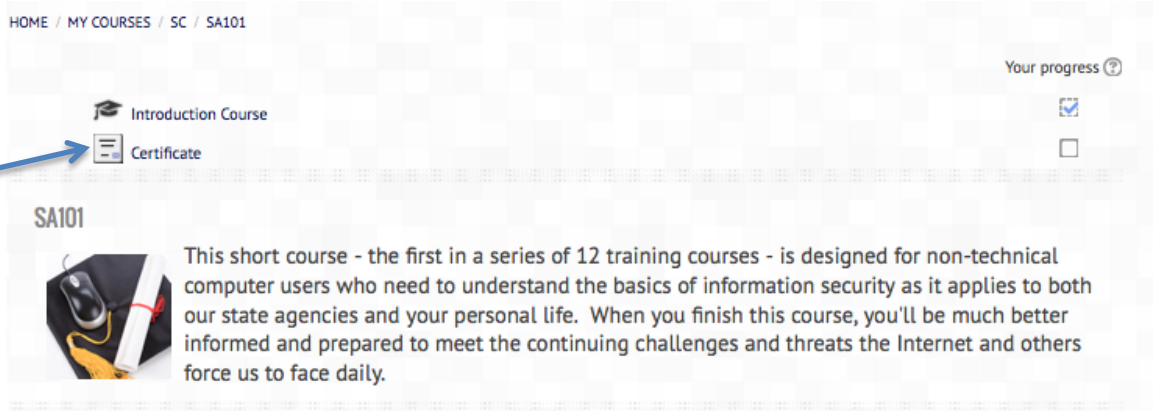


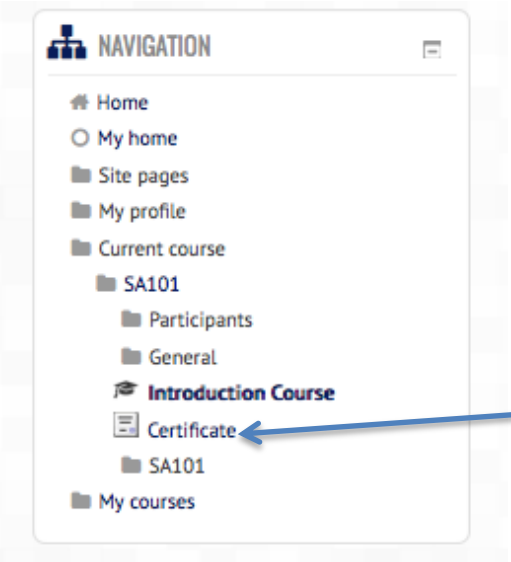
To exit the course, click on "Exit", "Exit Now", then "Exit Activity". This will take you back to the Learning Management System (LMS) where you will be asked to "Exit Activity" and can then view your Certificate of Achievement or take other courses when available.

Certificate of Achievement

Once you have successfully completed your course & quiz, you can print your Certificate of Achievement.

The "certificate" icon will be available to print your certificate once you successfully complete the course & quiz. **The system may take up to 1 minute to update your quiz score prior to being able to print.**





You can also access your certificate of completion by scrolling down and clicking on "Navigation", "Current course", then "Certificate".

Progress & Completion

A blue check mark indicates successful completion in the track your progress box.

To see your Grades click here

HOME / MY COURSES / SC / SA101

Your progress

Introduction Course

Certificate

SA101

This short course - the first in a series of training courses - is designed for non-technical computer users who need to understand the basics of information security as it applies to both our state agencies and your personal life. When you finish this course, you'll be much better informed and prepared to meet the continuing challenges and threats the Internet and others force us to face daily.

ADMINISTRATION

Course administration

Grades

My profile settings

Go to "My profile settings" to change or update your password.

COURSE COMPLETION STATUS

Status: Complete

All criteria below are required:

Required criteria	Status
Activity completion	1 of 1

More details

Activity Completion will update every minute by the system. You may have to refresh the page to see these results immediately.

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Thank you for your participation in this training and commitment to raise cyber security awareness in the state of South Carolina.