

# Insider Threat Awareness Course Instructions:

## Step 1: Launch and Complete the Course

- After opening the site from the link provided, read the notes and introduction to the Insider Threat Awareness course.
- Next, launch the course using the button below the introduction.

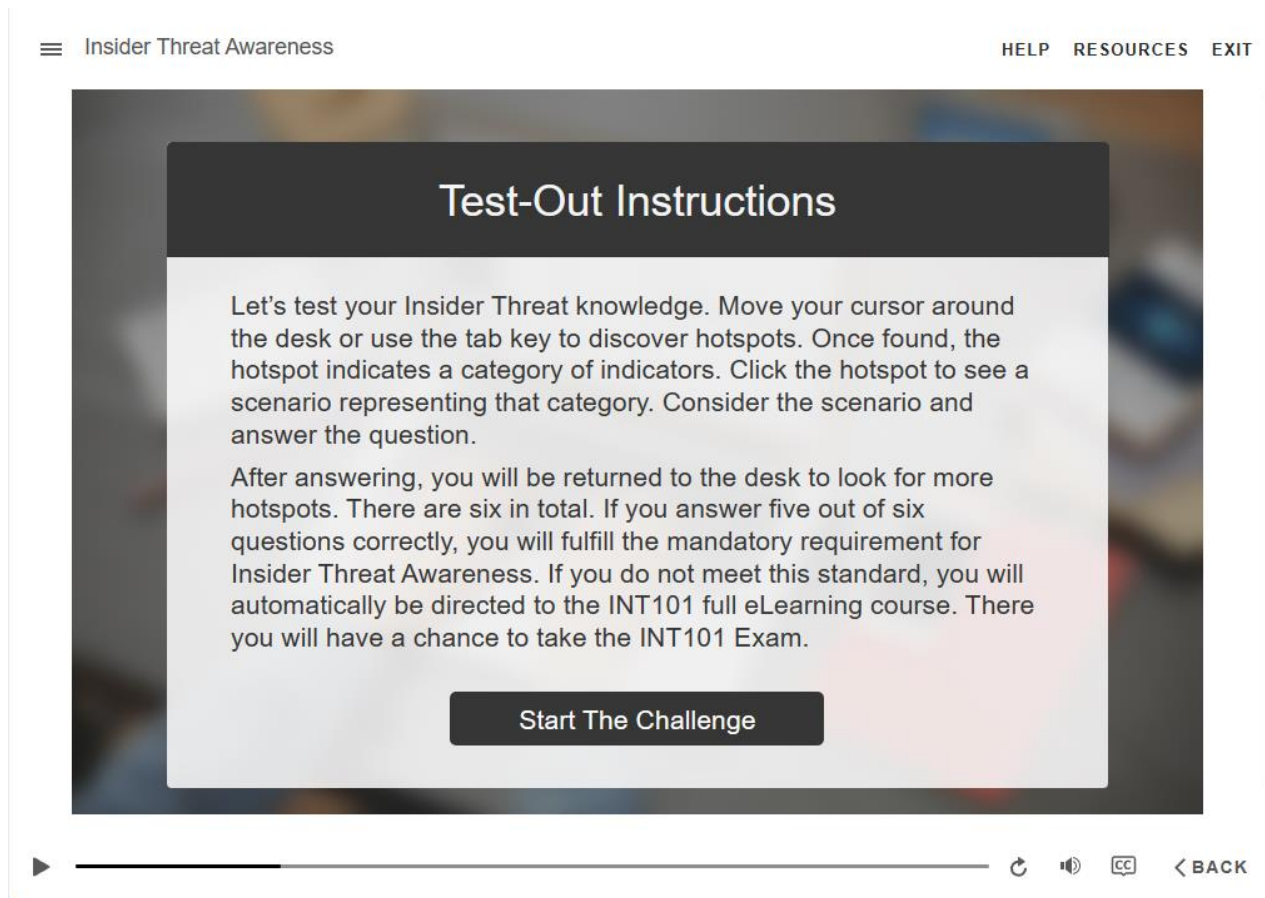
[Launch Insider Threat Awareness Course](#)

- Select the Start button to begin the course.

START

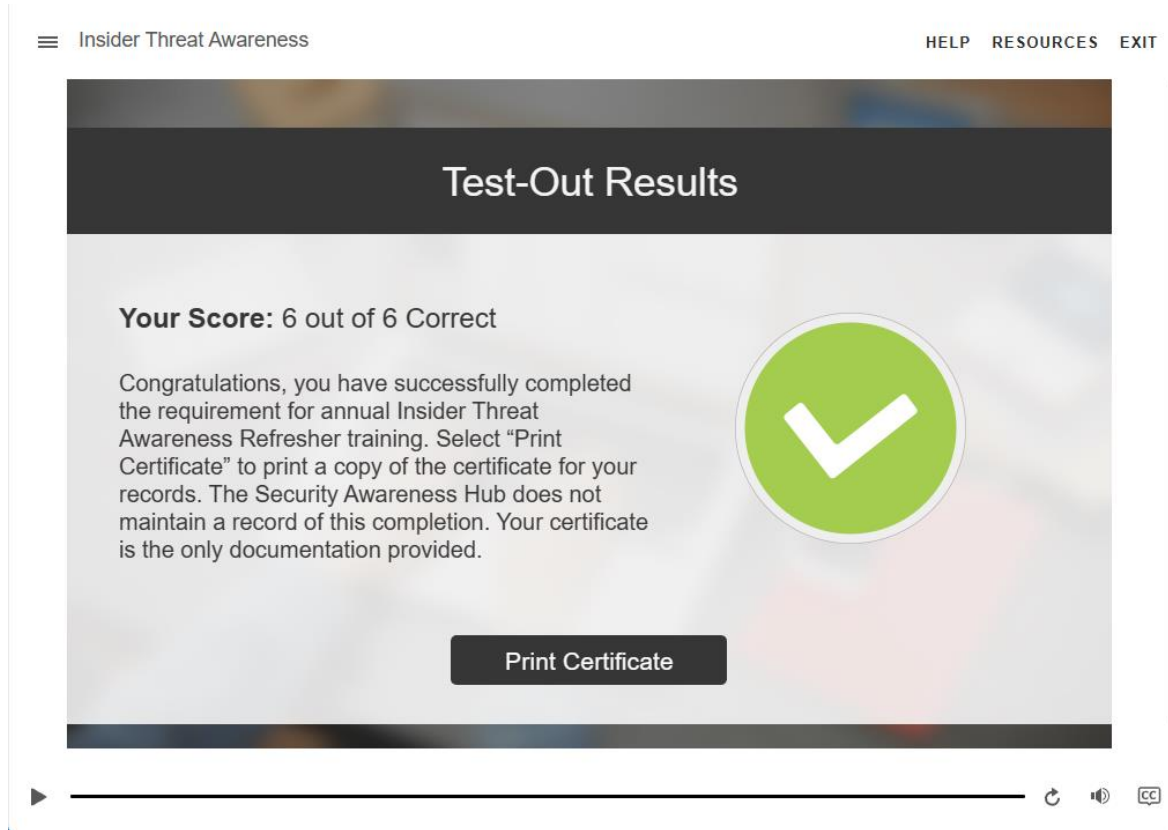
## Step 2: Complete the Challenge

- Once you complete the course you must complete the challenge:

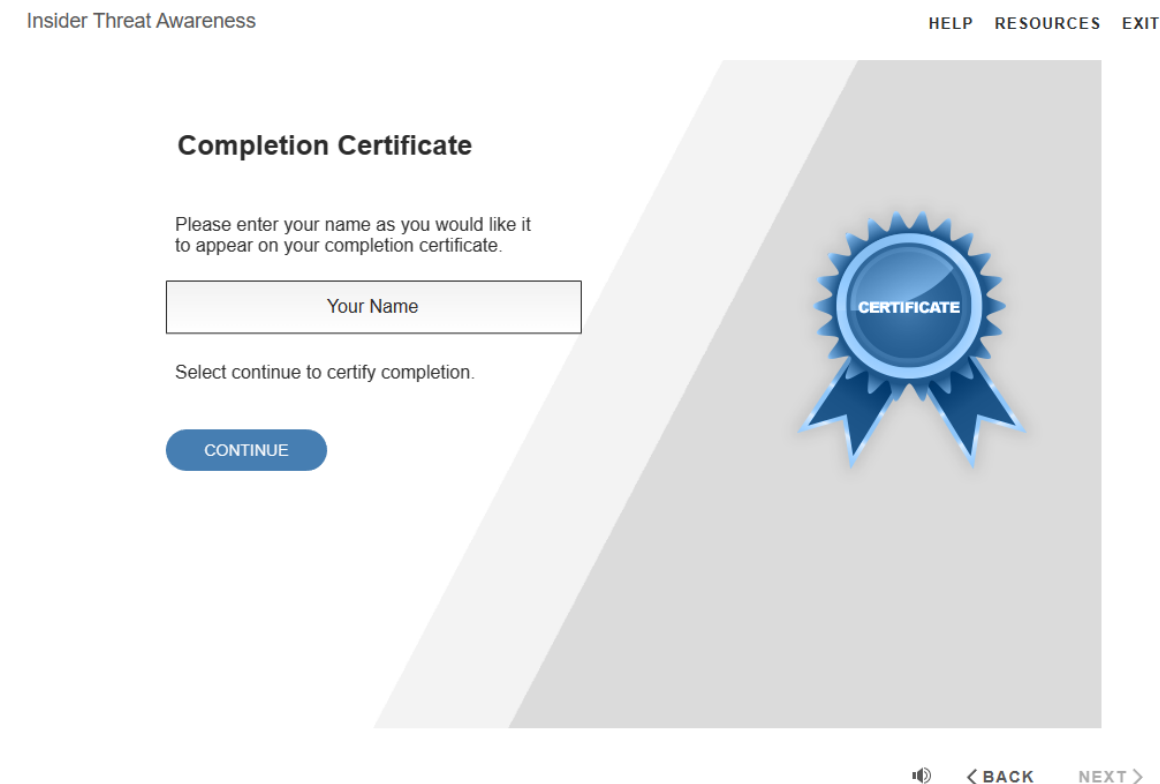
The image shows a screenshot of a web application interface for the 'Insider Threat Awareness' course. At the top, there is a navigation bar with a hamburger menu icon, the text 'Insider Threat Awareness', and links for 'HELP', 'RESOURCES', and 'EXIT'. The main content area features a dark grey header with the title 'Test-Out Instructions' in white. Below this, a light grey box contains two paragraphs of text. The first paragraph explains the test-out process: moving the cursor around a desk to find hotspots, which lead to scenarios for answering questions. The second paragraph states that answering five out of six questions correctly fulfills the mandatory requirement for the course, while failing leads to the full eLearning course and an exam. At the bottom of the light grey box is a dark grey button labeled 'Start The Challenge'. The interface is presented within a video player, as evidenced by the playback controls at the bottom, including a progress bar, a play button, a refresh icon, a volume icon, a closed captions icon, and a '< BACK' button.

### Step 3: Print the Certificate

- Once you complete the challenge, you must print the certificate:



- Enter your first and last name, and select continue:



- You will be prompted to elect an organization. Select Industry, then Submit.

## Demographics

Please identify the organization you are a member of or that employs you. An answer is required in order to receive a certificate.



Industry

SUBMIT

- ☐ Academic Institutions
- ☐ Cabinet Departments
- ☐ Department of Defense (DOD) Agencies
- ☒ Industry
- ☐ Intelligence Community
- ☐ Military Departments/Services
- ☐ Other Federal Government Agencies and Offices
- ☐ State and Local Government
- ☐ Other



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NEXT >

- Once you certify completion of the course, you are able to print the certificate, or save it as a pdf.

## Completion Certificate

Print or download a PDF version of your completion certificate.



Select to print your certificate then use the print button or (Ctrl + P). Be sure to set your layout to landscape and uncheck More Settings > Options > Headers and footers.



There will be **no record** maintained or transferred to your organization by CDSE of this course completion. Therefore, you must download and print/save a local copy of your certificate to serve as proof of course completion, before you Exit the course window.



Select to download a PDF version of your certificate. Please be patient. Some browsers may take a moment.

TAKE OUR SURVEY



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NEXT >

#### Step 4: Save the Certificate as a PDF

- Save the document as a PDF that can be emailed to the FSO.



#### Step 5: Email Certificate to the FSO

- Email the pdf version of your certificate to FSO, Jim Lyon, at [fso@integrits.com](mailto:fso@integrits.com).

# Step 6: Upload the Certificate

- Complete the next step by uploading the certificate.

My HR > Checklists

## Upload Documents

Mark as Complete

Please upload your Certificate of Completion to show compliance with the DCSA requirement.

 A maximum of 5 files are allowed to be selected per upload.

 Upload Document

 No file chosen

- The document type will be “Training Certification.” Once uploaded, select “Mark as Complete.”
- You will be prompted to enter your password again. Once submitted, the training will be marked as Completed.