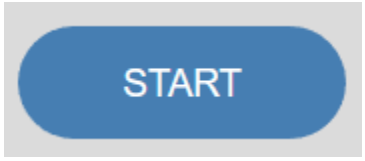
Insider Threat Awareness Course Instructions:

Step 1: Launch and Complete the Course

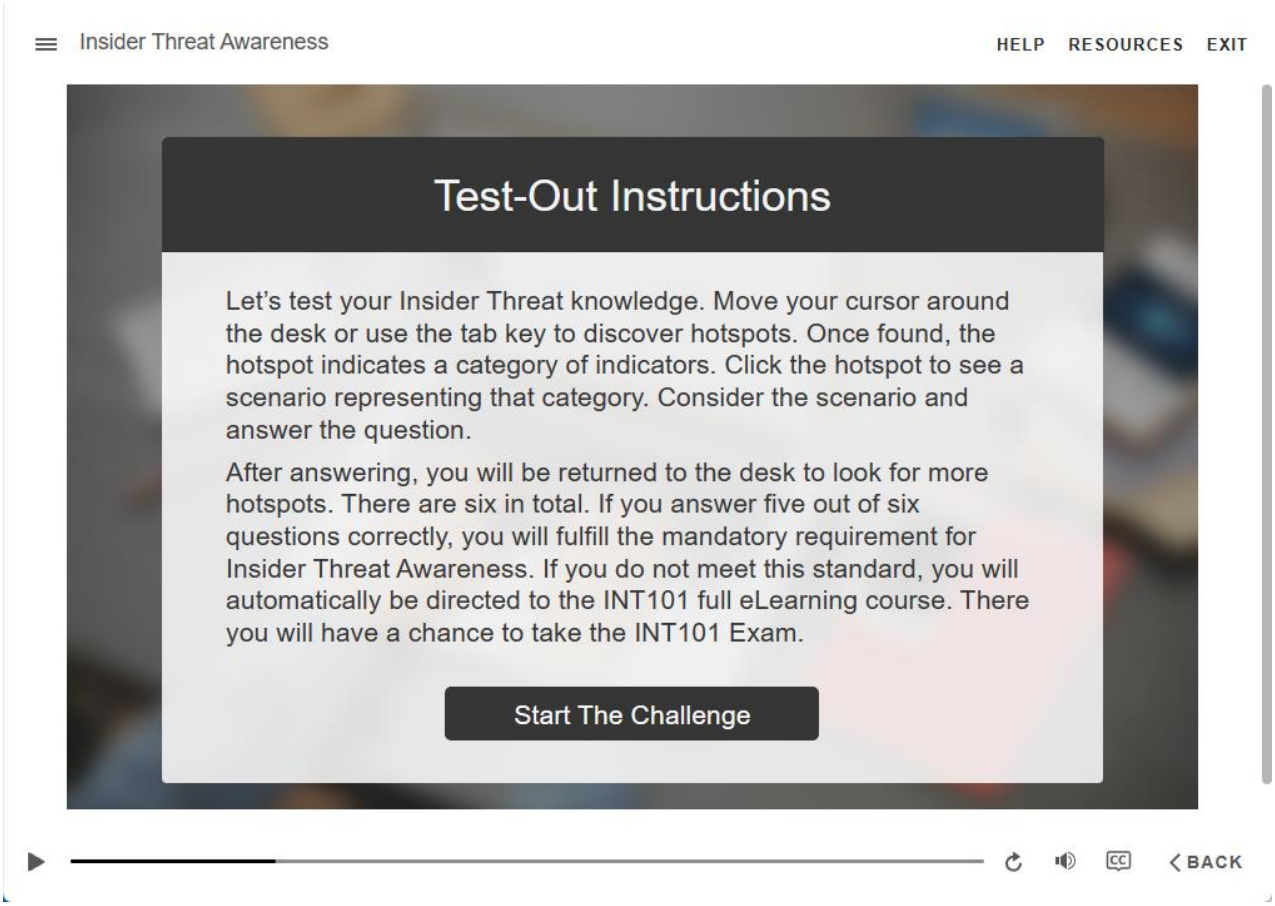
- After opening the site from the link provided, read the notes and introduction to the Insider Threat Awareness course.
- Next, launch the course using the button below the introduction.

- Select the Start button to begin the course.



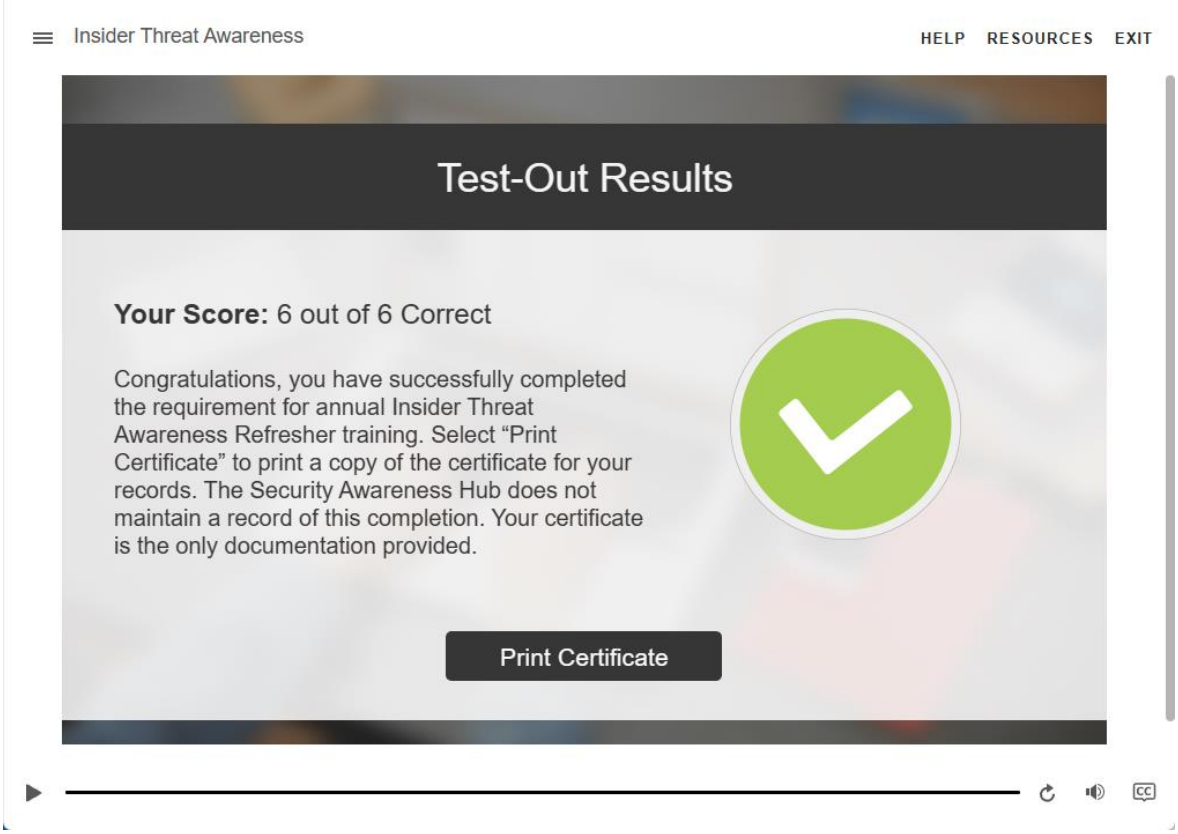
Step 2: Complete the Challenge

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

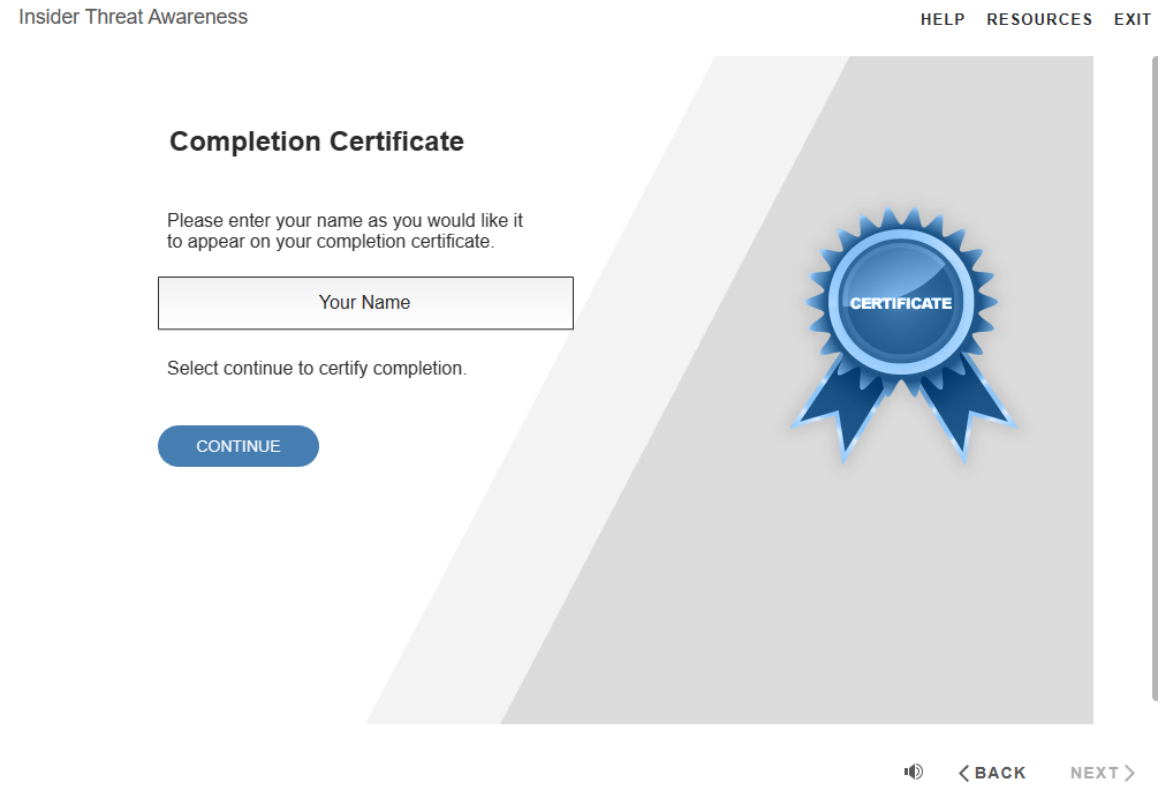


Step 3: Print the Certificate

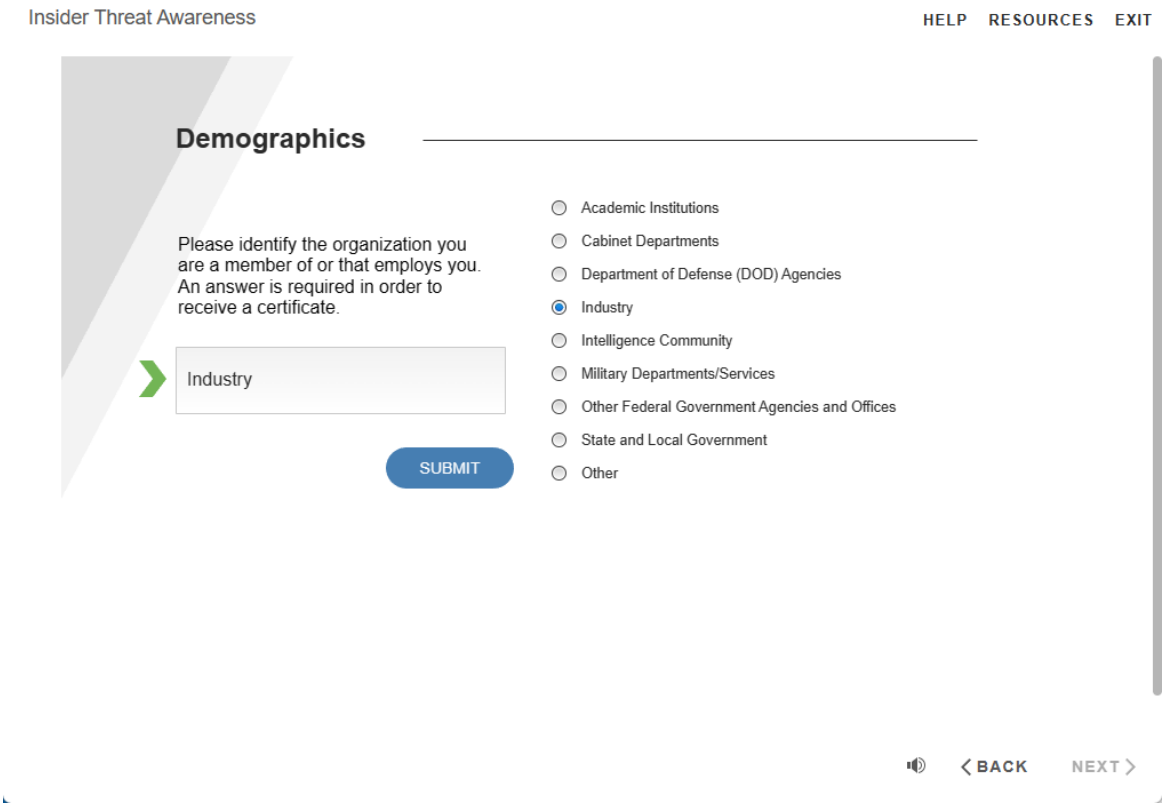
- Once you complete the challenge, you must print the certificate:



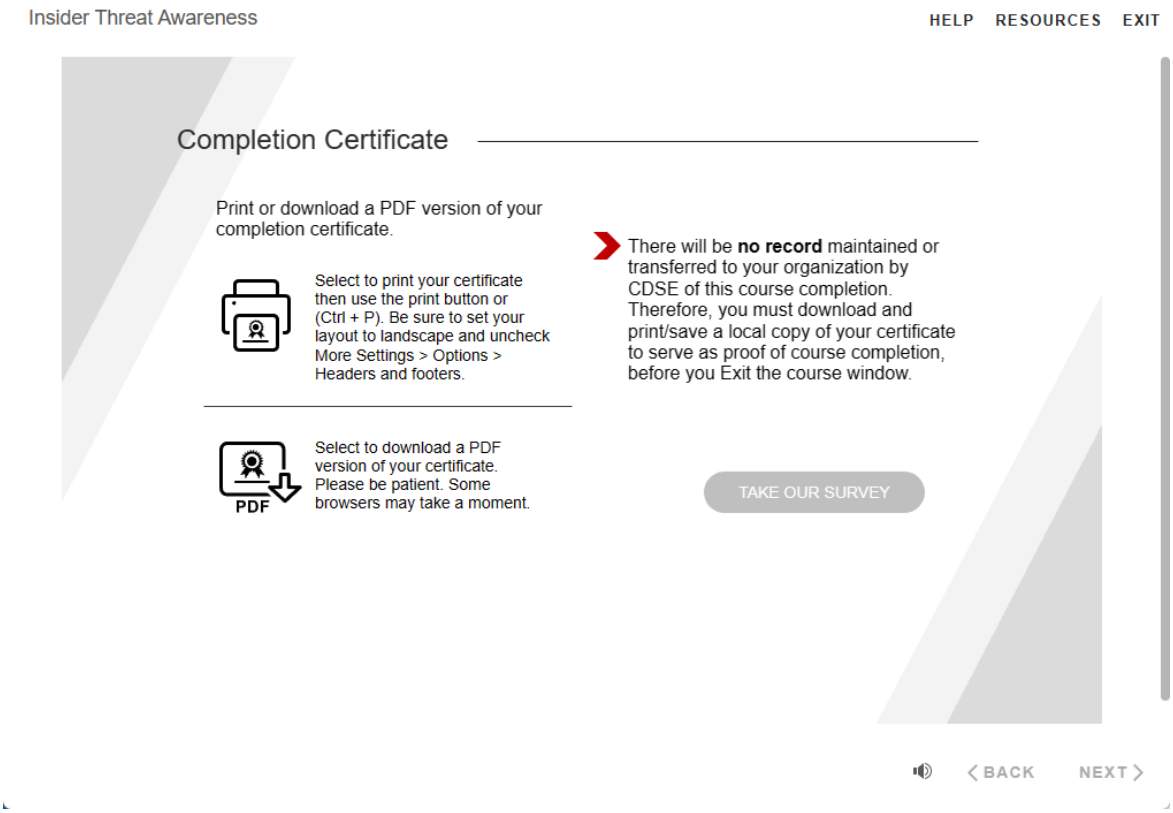
- Enter your first and last name, and select continue:



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



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



Step 4: Save the Certificate as a PDF

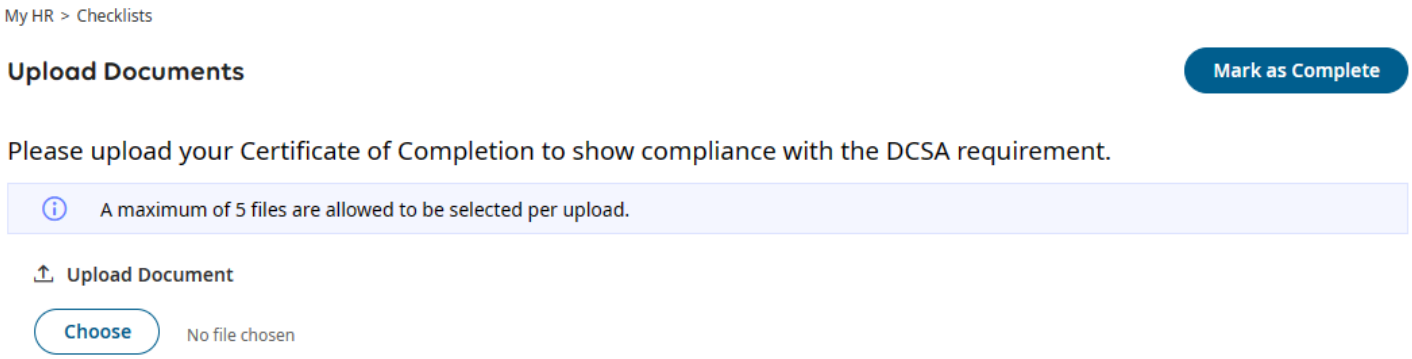
- Save the document as a PDF that can be emailed to the FSO.

Step 5: Email Certificate to the FSO

- Email the pdf version of your certificate to FSO, Jim Lyon, at fso@integrits.com.

Step 6: Upload the Certificate

- Complete the next step by uploading the certificate.



- 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.