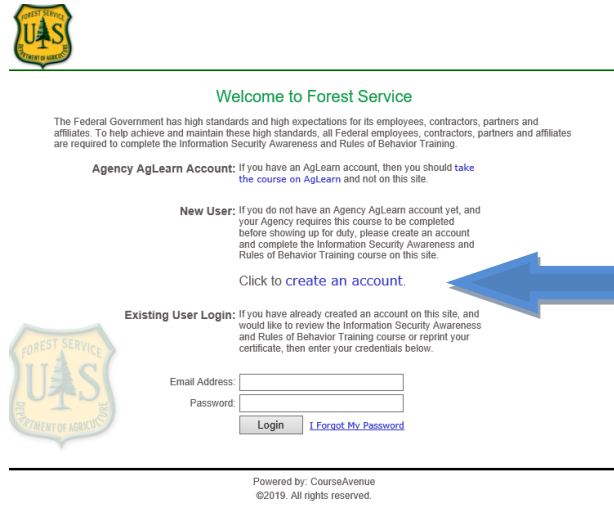


Information Security Awareness Training for External Forest Service Employees: How to Register and Earn Credit

Registering for the mandatory training course called "FY20XX USDA Information Security Awareness Training" through this site will provide external Forest Service employees **ONLY** access and credit for completion.

1. Begin here to create your account: USDA Training Website.
2. Choose: **"Click to create an account."**



Welcome to Forest Service

The Federal Government has high standards and high expectations for its employees, contractors, partners and affiliates. To help achieve and maintain these high standards, all Federal employees, contractors, partners and affiliates are required to complete the Information Security Awareness and Rules of Behavior Training.

Agency AgLearn Account: If you have an AgLearn account, then you should [take the course on AgLearn](#) and not on this site.

New User: If you do not have an Agency AgLearn account yet, and your Agency requires this course to be completed before showing up for duty, please create an account and complete the Information Security Awareness and Rules of Behavior Training course on this site.

[Click to create an account.](#)

Existing User Login: If you have already created an account on this site, and would like to review the Information Security Awareness and Rules of Behavior Training course or reprint your certificate, then enter your credentials below.

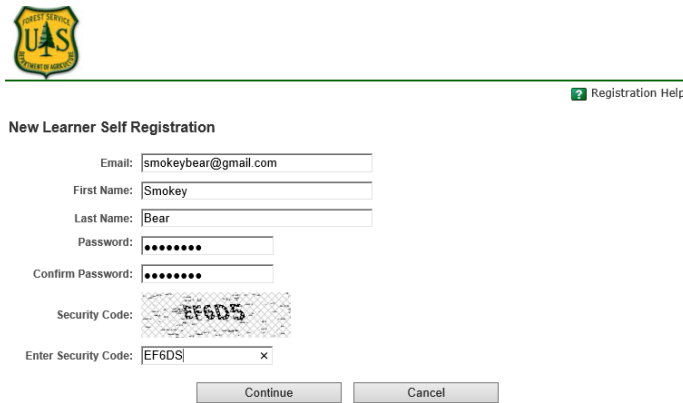
Email Address:

Password:

[I Forgot My Password](#)

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3. Complete all fields with your personal information, choose a password, and then click **Continue** to submit.



New Learner Self Registration

Email:

First Name:

Last Name:

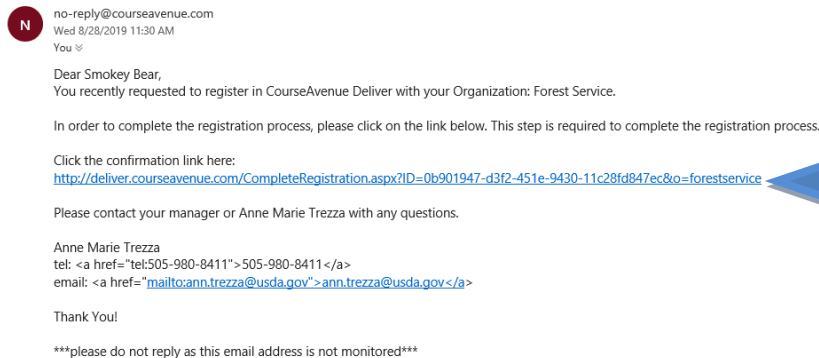
Password:

Confirm Password:

Security Code:

Enter Security Code: x

4. Check your personal email for a message from **"no-reply@courseavenue.com"** for the confirmation link. Click on the link provided to complete your registration.



N no-reply@courseavenue.com
Wed 8/28/2019 11:30 AM
You

Dear Smokey Bear,
You recently requested to register in CourseAvenue Deliver with your Organization: Forest Service.

In order to complete the registration process, please click on the link below. This step is required to complete the registration process.

Click the confirmation link here:
<http://deliver.courseavenue.com/CompleteRegistration.aspx?ID=0b901947-d3f2-451e-9430-11c28fd847ec&o=forestservic>

Please contact your manager or Anne Marie Trezza with any questions.

Anne Marie Trezza
tel: 505-980-8411
email: ann.trezza@usda.gov

Thank You!

please do not reply as this email address is not monitored

- Complete your registration by filling in your **agency, Person Model Unique ID** and creating a **security question**, then click **Save** to submit. If you do not know your Person Model Unique ID, contact your supervisor.

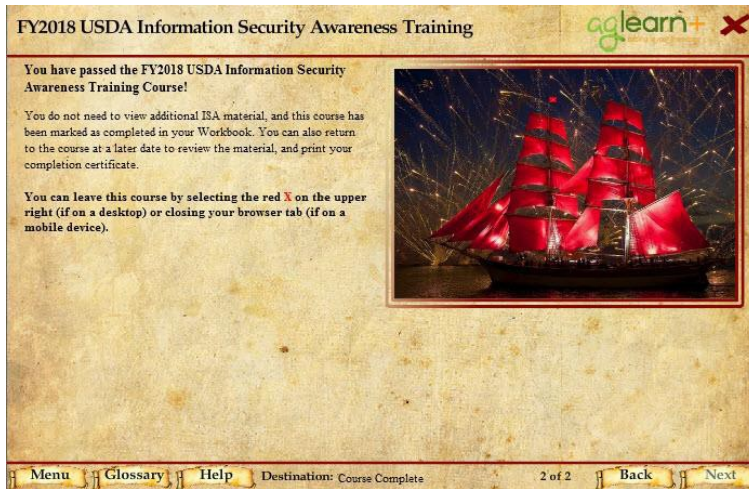
- Successful registration will take you to your “My Workbook” page. Here you will select **Launch** for the USDA Information Security Awareness Training course. Then, on the next screen, click **Start Course** to begin.

THEN

- When you have completed the course test, click **Next** and then print your certificate if you would like a copy, and then click **Next**. Your course completion and certificate will be recorded and can be retrieved in AgLearn.

THEN

- You should see a verification that your course is complete, allowing you to exit the course.



- Your "MyWorkbook" page should now reflect a Status of "completed for the USDA Information Security Awareness Training. At this point, you are done and can log out of the website.

