



Information Security Awareness Training (ISAT)

(For Personnel Without SI Network Accounts)

What Is ISAT?

ISAT is the Smithsonian's security awareness training customized for volunteers and others who do not have SI network accounts. It is focused on promoting awareness of your responsibilities for protecting information and resources to which you may have access at the Smithsonian.

Who must complete the training?

Employees, volunteers, contractors, and other affiliated personnel who do work at the Smithsonian, but do not have a Smithsonian network account (volunteer system account not included) are required to complete this training.

The following people are **Exempt from ISAT**:

- The general public and escorted visitors
- Personnel who complete the Smithsonian's Computer Security Awareness Training (CSAT)
- Anyone who does not have access to non-public Smithsonian facilities (i.e. do not have badges) or to non-public Smithsonian information (paper, electronic, or other format)

When must I complete the training?

Associates Volunteers: By Dec. 31, 2017

Training must be completed **within 30 days of arriving at the Smithsonian**, and **repeated once each fiscal year (Oct 1-Sept 30)**. You do not need to retake it when moving from one Smithsonian unit to another.

Have A Question?

If you have questions or need assistance with the course, please ask your supervisor or contact OCIO IT Security at securitytraining@si.edu



How Do I Complete ISAT?

ISAT is available on the Smithsonian's **external Moodle** Learning Management System. You may access the training from any internet connection, including your home computer.

1. **You must sign up for an account on the training system if you do not already have one.** EVANS account information will not work on Moodle. You can sign up for an account at <https://moodlex.si.edu/login/signup.php>.

Note: To activate your new account, you must click on the confirmation link sent to you by email during the registration process.

2. Logon to Moodle (<https://moodlex.si.edu>) with your new account.
3. Select the **"2018 - Information Security Awareness Training for Non-Computer Users"** course from the "Security Training" category.
4. If asked for a **course key**, enter **SI_ISAT**
5. Click on **** START HERE **** to see course information and then click **Proceed to Online Lesson** (at the bottom) to start the course.
6. Note: The quiz questions are for testing yourself and are not interactive checkboxes. There is no scored test.
7. After you view the entire course, close the presentation window and then click **Return To Main Course Page**.
8. The main course page will now have links to your **Course Completion Certificate** and Course Evaluation. The certificate is only available once the course is completed. You must click the link to generate your certificate which is emailed to you and is also available for you to print or save.

Reporting Your Completion

to jonesjel@si.edu
Please email or print a copy of your certificate and provide it to your Smithsonian supervisor(s) or unit(s) to keep on file.