

## Security Awareness Tutorial

(<http://www.infoweb.state.ia.us/security>)

Technical Documentation and Directions

Produced by: ITD Media & Learning Services

Welcome to the Information Technology Department's online **Security Awareness Tutorial**. The purpose of this Tutorial is to help State of Iowa employees learn how they can better keep State of Iowa resources more secure. Completion of this Tutorial may fulfill, in part, required annual security awareness training for State of Iowa personnel as noted in the Enterprise Security Policy and the ITD Operating Security Policy.

Before entering the course, please read the Technical Requirements and Directions on how to operate the course.

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### Technical Requirements:

#### 1. Plug-in Requirements:

You will need the Free Macromedia Flash Player plug-in to view this course. This plug-in can be downloaded at: <http://www.macromedia.com/support/downloads>.

#### 2. Internet Connection

Minimum Connection: Cable Modem, DSL, T1/LAN connection

#### 3. Computer Requirements:

##### Windows:

400 MHz Intel Pentium processor

Windows 95/98 SE, Windows Me, Windows NT4, Windows 2000, or Windows XP

64 MB of free available system RAM (128 MB recommended)

85 MB of available disk space

1024 x 768, 16-bit (thousands of colors) color display or better

##### Mac:

Mac OS 9.1 and higher, or OS X 10.1 and higher

64 MB of free available system RAM (128 MB recommended)

85 MB of available disk space

1024 x 768, 16-bit (thousands of colors) color display or better

#### 4. Platform and Browser Requirements

Platform	Browser
Windows 95, 98, ME	Internet Explorer 4.0 or later, Netscape Navigator 4 or later, Netscape 6.2 or later, with standard install defaults, AOL 7 and Opera 6
Windows NT, 2000, XP or later	Internet Explorer 4.0 or later, Netscape Navigator 4 or later, Netscape 6.2 or later, with standard install defaults, Compuserve 7 (2000 & XP only), AOL 7 and Opera 6

Macintosh  
System 8.6  
System 9.0  
System 9.1  
System 9.2

Netscape plug-in works with  
Netscape 4.5 or later, Netscape 6.2 or later, Microsoft Internet  
Explorer 5.0 or later, Compuserve 7, and Opera 5

OS X 10.1 or later

Netscape plug-in works with  
Netscape 6.2 or later, Microsoft Internet Explorer 5.1 or later,  
Compuserve 7, AOL 5, and Opera 5

## Directions on how to operate Security Awareness Tutorial:

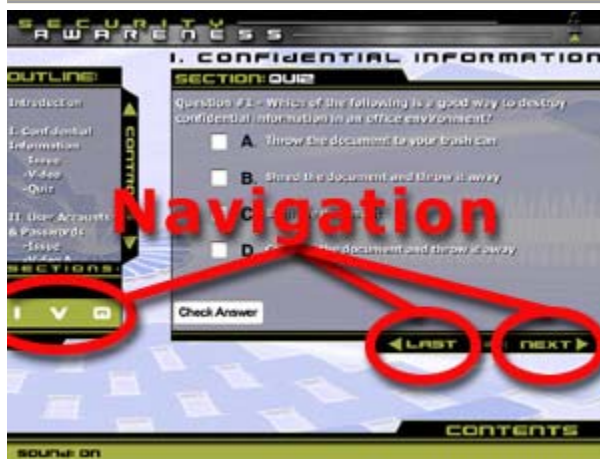
1. To go to the Security Awareness Course, [click here](#) or click the "Go to course" button on the top of this page.

2. The course window is broken down into three main windows; the **Contents** window, the **Controls** window and the actual **Lesson** window.

\*Within the **Contents** window, you will find ten buttons which represent the seven different lessons and sub-lessons of this course. To open Contents window, click on the tab marked, "**Contents**."

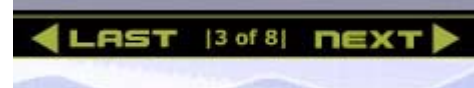
\*Within the **Controls** window, you will find an outline of the course and controls that let you navigate within the lesson you are currently working on. To open Controls window, click on the tab marked, "**Controls**."

\*Within the **Lesson** window, you will find the actual lesson content which will include: audio, video, text and quizzes.



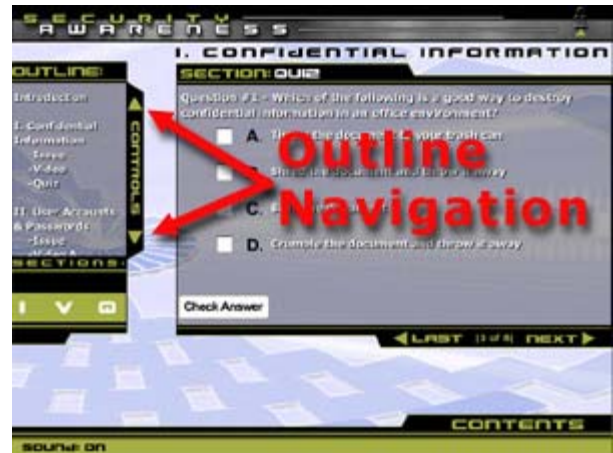
3. To navigate within a lesson, use either the **Next** or **Last** buttons in the **Lesson** window, or use the **Section** buttons within the **Controls** window.

\*The slide number is located between the Last and Next button within the Lesson window:



4. To navigate through the entire course, you can either continue to click the **Next** button in the **Lesson** window until you have gone through all of the seven lessons in a linear fashion, or you can go back and forth from one lesson to another, in any order, by using the **Contents** window.

5. Within the **Control** window, there are two ways to view the entire outline, which is a full outline of all lessons and categories within each lesson. Either use the **up** and **down** arrows to move the outline up and down, or move your mouse over the outline, click and hold your left mouse button, and drag up or down. Let up on the left mouse button when you have reached the desired point in the outline.



6. To complete a quiz question, check the box to the left of the answer and click the **Check Answer** button.

\*Quiz results are not scored within this course.

7. Videos may take a few seconds to load before playing.

Videos will automatically play and loop indefinitely. To stop the video, click the **Pause** button in the **Video Controls** window. Then to start playback, click the **Play** button.

To Rewind or Fast Forward a video, click and hold down either the **RW** or **FF** button in the **Video Controls** window.

To adjust the volume of the video playback, either move the **Volume** slider in the **Video Controls** window to the left or to the right.





8. To turn the sound off or on to the narration and video, simply click the **Sound:On** or **Sound:Off** button located in the **Contents** window.

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### Contact Information:

For technical questions, please email: [justin.stone@itd.state.ia.us](mailto:justin.stone@itd.state.ia.us)

For questions concerning course content, please email:  
[william.hubbard@itd.state.ia.us](mailto:william.hubbard@itd.state.ia.us)

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<http://www.infoweb.state.ia.us/mls>  
Phone: 515.725.0454