

COMPLETION DATE: August 24, 2012

COURSE TITLE: 2012 (ISSAv5) Information System Security Awareness Annual Training

COURSE ID: ISSAv5

AUDIENCE: All Headquarters Federal and contractor employees and detailees with access to Federal information resources and all remote Federal and support services contractor employees provided access to the Federal Information Resources by the DOE Office of the Chief Information Officer (OCIO). **This DOECAST does not apply to M&O contractors. M&O contractors should follow their respective guidelines for training.**

REQUIREMENTS: The Federal Information Security Management Act of 2002 (FISMA) mandates annual cybersecurity awareness training for all employees with access to Federal information systems including contractor systems that are federally funded. Compliance information is reported to OMB and Congress through the annual FISMA report. The 2012 (ISSAv5) Information Systems Security Awareness satisfies the FISMA requirement for annual cyber awareness training.

DESCRIPTION: The 2012 ISSAv5 was developed by the Defense Information Systems Agency and provides general cyber security information that is appropriate across most Federal Agencies. The course describes user responsibilities for protecting security and safe operation of Federal information systems, and reinforces cybersecurity best practices and appropriate response to security issues. This course takes approximately 45 minutes.

EMPLOYEE ACCESS: DOE Federal employees can access the OLC directly from Employee Self Service (ESS) without a separate username and password. If you are a contractor, login at <https://olc2.energy.gov>.

1. Log onto ESS at <https://mis.doe.gov/ess/>
2. Under the ESS menu bar, click Training > Access Training > OLC and follow the screen prompts. (Note: if you are a contractor or haven't logged into the OLC within the last 6 months, this feature will not work because you are required to reset your password. In this case, you must access OLC at <https://olc2.energy.gov>.)
3. The course is listed in your To-Do List on the Welcome Page. If the course is not on your To-Do list, click the News Link to access the course from the New and Featured Course section. Click the course title **2012 (ISSAv5) Information Systems Security Awareness Annual Training** to start the training.
4. Once you have completed the course, check your Completed Work History to confirm completion and print your certificate. Click the Home tab > Completed Work pod > place the mouse over the course title for a few seconds > select Print Certificate.

ASSISTANCE AND HELP DESKS: OLC and ISSAv5 administration and support issues: 202-586-3607 (Monday thru Friday 8:00AM – 5:00PM EST) or send an email to: energyolc@hq.doe.gov.

Special assistance or issues or questions on this DOECAST: cybsectrn@hq.doe.gov.

EITS Desktop support Help Desk: 301-903-2500 or toll free: 866-834-6246,
ESC.ServiceDesk@hq.doe.gov

*You can view this and other DOECASTS on DOE's Powerpedia wiki <http://powerpedia.energy.gov/wiki/DOECAST>
or on the DOE webpage <https://inside.doe.gov/community/doecast/>*