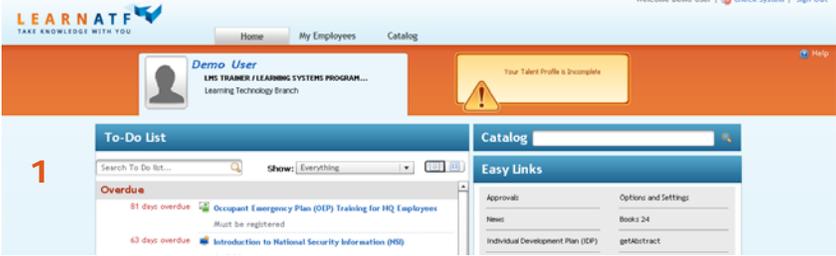
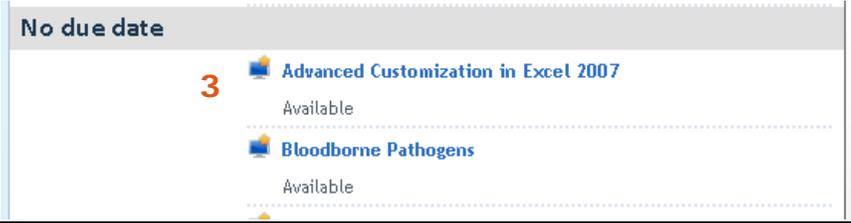
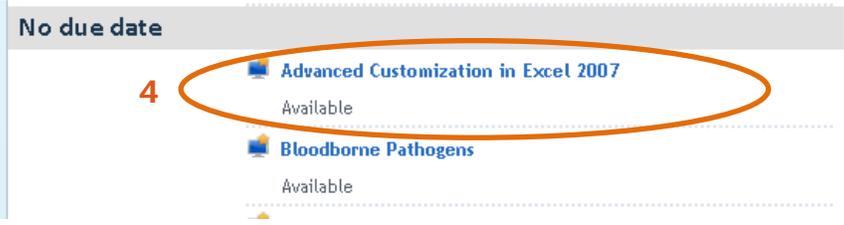
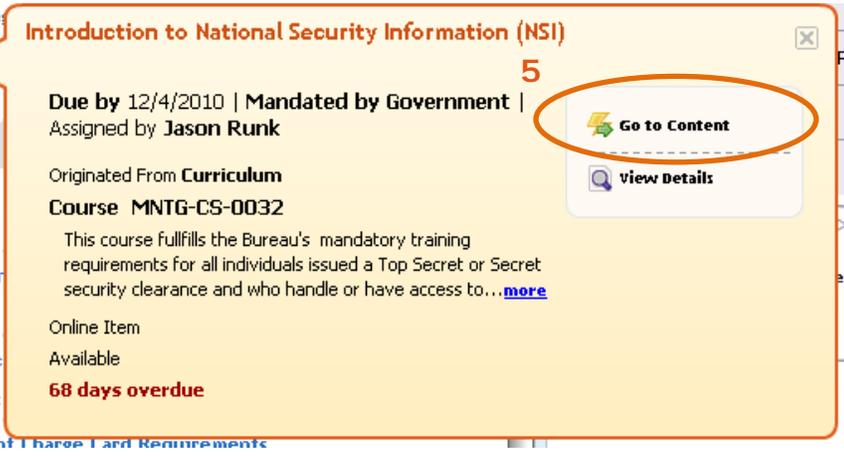
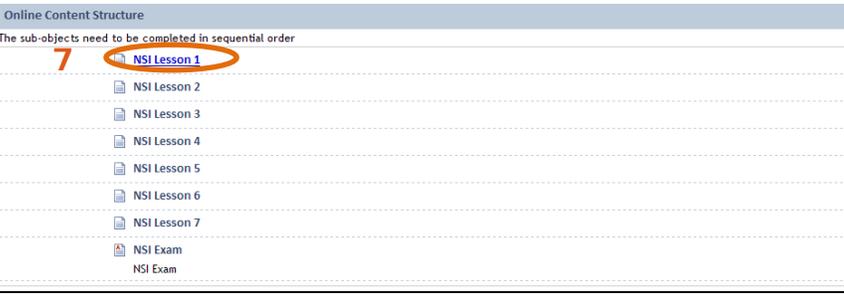
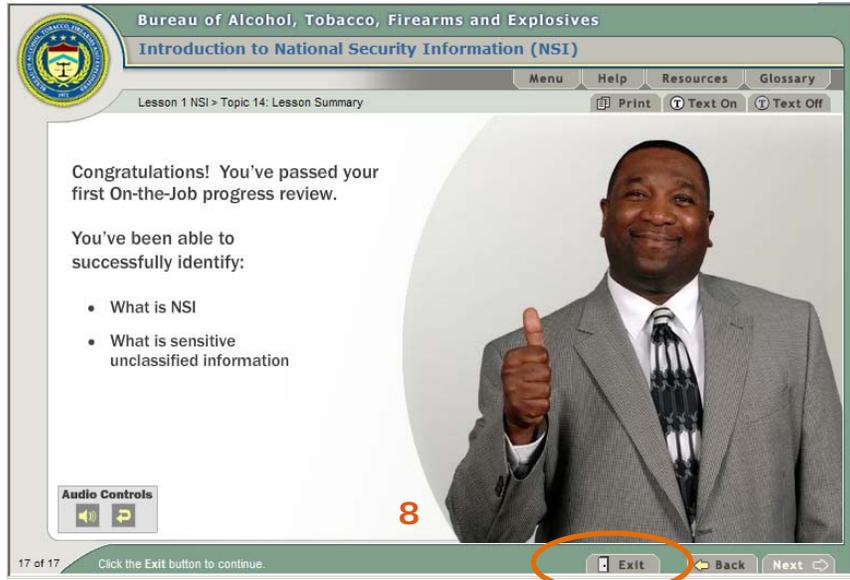
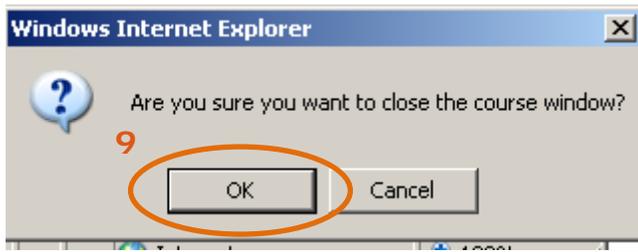
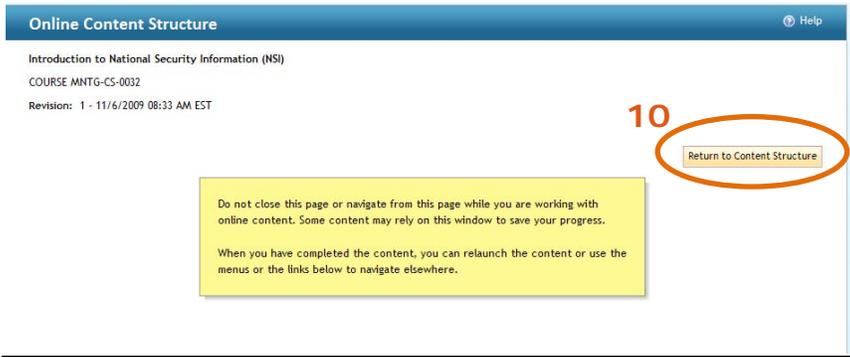
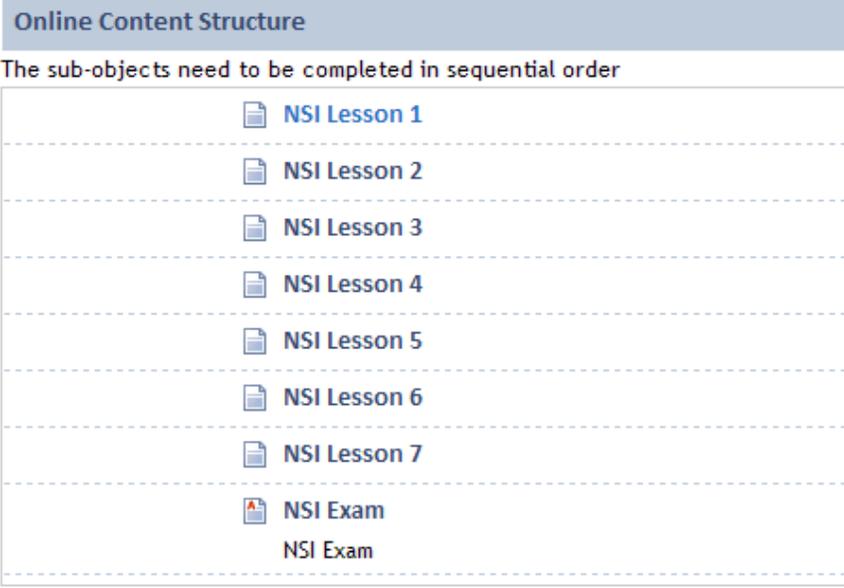
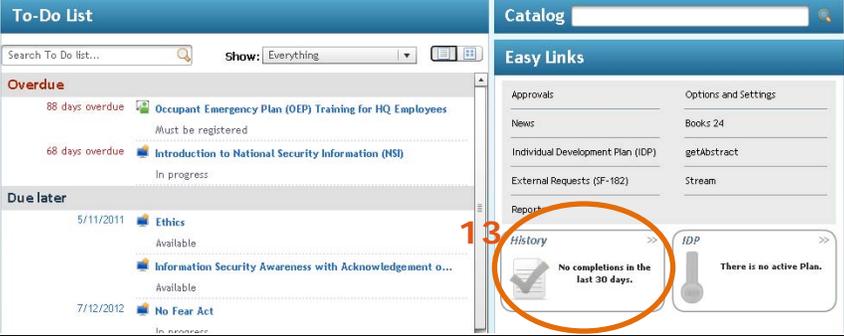


<h2 style="color: #C85130;">Before You Start:</h2>		<p>This job aid describes how to launch online courses. These steps are also included in the Job Aid for managing your To-Do List.</p>
<p>1.</p>	<p>Log in to LearnATF.</p>	
<p>2.</p>	<p>If you are not already in List View, click the List View icon on the upper right corner of your To-Do List.</p>	
<p>3.</p>	<p>On your To-Do List, scroll down to the online course you wish to access.</p>	

<p>4.</p>	<p>Hover over the desired course with your cursor.</p>	 <p>No due date</p> <p>4 Advanced Customization in Excel 2007 Available</p> <p>Bloodborne Pathogens Available</p>
<p>5.</p>	<p>When the pop-up appears, click on <u>Go to Content.</u></p>	 <p>Introduction to National Security Information (NSI)</p> <p>Due by 12/4/2010 Mandated by Government 5 Assigned by Jason Runk</p> <p>Originated From Curriculum Course MNTG-CS-0032</p> <p>This course fulfills the Bureau's mandatory training requirements for all individuals issued a Top Secret or Secret security clearance and who handle or have access to...more</p> <p>Online Item Available 68 days overdue</p> <p>Go to Content</p> <p>View Details</p>
<p>6.</p>	<p>If a training policy appears, read the policy and click on <u>Acknowledge</u> to accept the online training policy.</p>	<p>If you are planning to take online training during non-duty hours, the scheduling must be approved in advance by your supervisor. If you take an online course during non-duty hours without prior supervisory permission, you will not be eligible for overtime pay or compensatory time off. Pre-approval is not required to take online training during normal work hours. However, you may want to discuss the training with your supervisor beforehand to ensure that it does not conflict with pre-established work priorities. Your supervisor has the right to revoke your access to the online catalog if you repeatedly fail to follow the established guidelines for taking online training</p> <p>6 Acknowledge</p>
<p>7.</p>	<p>If the course has multiple lessons, click on the first lesson of the course.</p>	 <p>Online Content Structure</p> <p>The sub-objects need to be completed in sequential order</p> <p>7 NSI Lesson 1</p> <ul style="list-style-type: none"> NSI Lesson 2 NSI Lesson 3 NSI Lesson 4 NSI Lesson 5 NSI Lesson 6 NSI Lesson 7 NSI Exam NSI Exam

<p>8.</p>	<p>Complete the lesson and select Exit to return back to the course structure.</p>	 <p>Bureau of Alcohol, Tobacco, Firearms and Explosives Introduction to National Security Information (NSI) Lesson 1 NSI > Topic 14: Lesson Summary Print Text On Text Off Congratulations! You've passed your first On-the-Job progress review. You've been able to successfully identify: • What is NSI • What is sensitive unclassified information Audio Controls 17 of 17 Click the Exit button to continue. Exit Back Next</p>
<p>9.</p>	<p>You will receive a pop-up verifying that you want to close the course window. Click OK.</p>	 <p>Windows Internet Explorer Are you sure you want to close the course window? OK Cancel</p>
<p>10.</p>	<p>A warning page appears. Click Return to Online Structure to launch the next lesson in your course.</p>	 <p>Online Content Structure Introduction to National Security Information (NSI) COURSE MNTG-CS-0032 Revision: 1 - 11/6/2009 08:33 AM EST Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress. When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere. Return to Content Structure</p>
<p>11.</p>	<p>Click the next lesson in the sequence to move on to the next lesson in the course.</p>	 <p>11</p>

		 <p>Online Content Structure</p> <p>The sub-objects need to be completed in sequential order</p> <ul style="list-style-type: none"> NSI Lesson 1 NSI Lesson 2 NSI Lesson 3 NSI Lesson 4 NSI Lesson 5 NSI Lesson 6 NSI Lesson 7 NSI Exam
<p>12.</p>	<p>If you receive the following message at any time during the course, please contact the OST Help Desk at 877-875-3723.</p>	 <p>Windows Internet Explorer</p> <p>The course could not initialize the LMS. Your progress in this course might not be recorded properly. You may want to exit and re-enter the course.</p> <p>12 OK</p>
<p>13.</p>	<p>Once you have completed this course, check your History to ensure that the course is in your History.</p>	 <p>To-Do List</p> <p>Search To Do list... Show: Everything</p> <p>Overdue</p> <ul style="list-style-type: none"> 88 days overdue Occupant Emergency Plan (OEP) Training for HQ Employees 68 days overdue Introduction to National Security Information (NSI) <p>Due later</p> <ul style="list-style-type: none"> 5/11/2011 Ethics Information Security Awareness with Acknowledgement o... 7/12/2012 No Fear Act <p>Catalog</p> <p>Easy Links</p> <ul style="list-style-type: none"> Approvals News Individual Development Plan (IDP) External Requests (SF-182) Report Options and Settings Books: 24 getAbstract Stream History IDP <p>No completions in the last 30 days.</p> <p>There is no active Plan.</p>