

BUREAU OF ALCOHOL, TOBACCO, FIREARMS and EXPLOSIVES



National Integrated Ballistic Information Network (NIBIN) - Security Awareness Training Guide -

Introduction

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) as a Federal agency is subject to Federal mandates, including the Federal Information Security Management Act (FISMA) of 2002. This mandate requires that all government agencies provide security awareness training to all personnel, including contractors and other users of information systems that support the operations and assets of the Bureau. As users of ATF automated information systems (AISs), National Integrated Ballistic Information Network (NIBIN) as well as Forensic Technology (FT) personnel must adhere to Federal security awareness training requirements accordingly.

Annual ATF Information Security Awareness Training is available online at www.learnATF.gov. The learnATF website tracks the status of all students and is subject to ATF oversight. Students that fail to complete their training within a **60-day** timeframe from the creation of their learnATF accounts will have their **NIBIN accounts disabled**. For these students, notifications will be sent to ATF and FT management to address their training issues in a timely manner.

The sections that follow detail how to access and launch the ATF Information Security Awareness Training.

System Configurations

If taking the course from a non-ATF computer, it is recommended that your minimum system configuration meets the following standards:

Operating System

- Windows 2000
- Windows XP

Browser & Java Version

- MS Internet Explorer version 5.5 or higher
- Java Runtime Environment 1.5.0_02 or higher (check under Tools > Internet Options > Advanced > Java)

The steps that follow describe how to configure your system to access the learnATF site and take online training.

Display Settings

- 1024 x 768 pixels

Enable Cookies and Scripting:

1. From the top menu bar, select Tools > Internet Options. The Internet Options window will appear.
2. Click the Security tab.
3. Select the Trusted sites web content zone.
4. Under the Security level for this zone option, click the Custom Level button. The Security Settings window will appear.
5. Under the Reset custom settings option, select Low from the pull-down menu.
6. Click OK. The Internet Options screen will reappear.
7. Click OK.

Enable Java:

1. From the top menu bar, select Tools > Internet Options. The Internet Options window will appear.
2. Click the Security tab.
3. Select the Internet web content zone.
4. Under the Security level for this zone option, click the Custom Level button. The Security Settings window will appear.
5. Scroll down to the Scripting of Java applets option and select Enable.
6. Click OK. The Internet Options screen will reappear.
7. Click OK.

Check Pop-up Blocker (for Internet Explorer version 6.0)

1. From the top menu bar, select Tools > Internet Options. The Internet Options window will appear.
2. Click the Privacy tab.
3. Under the Pop-up Blocker option, select the Block pop-ups check box. The Settings button that was previously grayed out will now be available.
4. Click the Settings button. The Pop-up Blocker Settings window will appear.
5. In the Address of Web site to allow field, add “www.learnatf.gov.”
6. Click the Add button.
7. Click the Close button at the bottom of the window. The Internet Options window will reappear.
8. Click OK. In some cases Apply may need to be selected. If necessary, click Apply.

9. Shut down your Internet browser.
10. Reopen Internet Explorer. Follow the instructions to launch the online course.

Launching the Online Course

To assist users, the Information Security Awareness course has been preloaded into their individual Learning Plans. The steps that follow detail how to login to learnATF and launch the course.

1. Open your web browser and go to www.learnatf.gov. The learnATF login screen will appear.

The screenshot shows the learnATF login interface. On the left, a 'Welcome' section includes a red heading 'Welcome to learnATF' and a disclaimer: 'This is the official training site of the Bureau of Alcohol, Tobacco, Firearms and Explosives. Use of this site is for ATF's employees only. Information on this site is considered FOR OFFICIAL USE ONLY.' Below this are sections for 'ATF Employees, Contractors and Task Force Officers' and 'ATF External Partners'. The right side features a 'LOGIN' box with 'USER NAME' and 'PASSWORD' input fields, a 'FORGOT YOUR PASSWORD' link, and a red 'Submit' button. A 'Help' button is in the top right corner. At the bottom right, a 'ATF Privacy Policy' section contains a warning: 'You have entered an Official United States Government System, which may be used only for authorized purposes. The government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on this web site is strictly prohibited and subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.'

2. Enter your username in the User Name field. Your User Name is typically your first initial followed by your last name.
3. Enter your default password in the Password field. Your default password is Password?_ _ _ _ The blanks are the last four digits of your Social Security Number. Click on the Submit button.
4. A system use agreement warning will appear. Click “Yes” to accept the agreement.
5. You will be prompted to reset your password. Enter the default password in the field designated for old password. Enter a new password that conforms to password complexity rules for automated information systems in both fields designated for your new password. Remember, passwords are case-sensitive. Click Apply Changes.

Change Password Screen

Note: Password can not be more than 40 characters long.

Note: Your new password cannot contain the same string of four characters in a row if that same four-character string was part of your old password. Password must be at least 8 characters long and must contain characters from all six of the following classes:

- English uppercase and lowercase letters
- Arabic numerals (0,1,2,...9)
- Non alphanumeric special characters (!,@,#,-)
- Cannot contain Student ID or Full Name
- Single Characters cannot be repeated more than twice in a row
- Cannot be one of the previous 6 passwords.

Change Your Password

Enter your old password:

Enter your new password:

Verify your new password:

Apply Changes
Reset

6. From the home page, click on the Go To Learning Plan link located at the bottom-right of the Learning Plan section. Your individual Learning Plan will appear.

4/10/2006

SIMPLE SEARCH Go

[→ Browse Catalog](#)

Alerts

You have no alerts at this time.

Introduction

ATF's ability to prevent terrorism, reduce violent crime and protect the public is supported by its commitment to promote strong external partnerships and develop a diverse, innovative, flexible and well-trained work force. LearnATF supports this commitment by providing access to a comprehensive catalog of ATF learning opportunities and self-service registration for classroom training. *LearnATF is where learning comes to you!*

Personal
Review your profile to change your password.

Learning

Learning Plan shows requested and assigned learning. From here you can register for in-person training or launch on-line content.

Learning Plan

Title	Required By
Computer Systems Certification and Accreditation Training	4/30/2006
Information Security Awareness	12/13/2006

[→ Go To Learning Plan](#)

Curriculum

There are no curriculum items available for this learner.

Select Go To Learning Plan

[→ Go to Curriculum Status](#)

7. Choose the online training you want to launch by selecting Launch content from the Action drop-down and clicking the Go button. The Online Content Structure screen will appear.

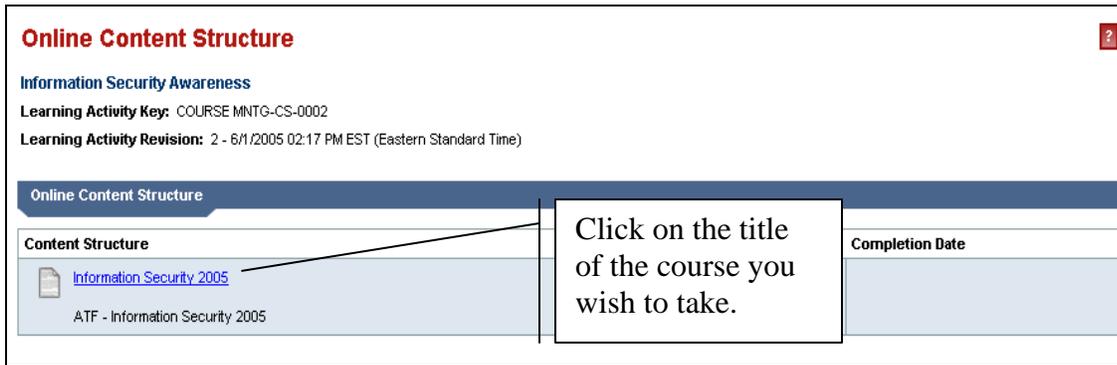
Learning Plan

Title ↑	Required By	Status	Action
Computer Systems Certification and Accreditation Training	4/30/2006	Must be registered	--Select An Action-- Go
Information Security Awareness	12/13/2006	Available	--Select An Action-- Launch content Go

Select Launch content.

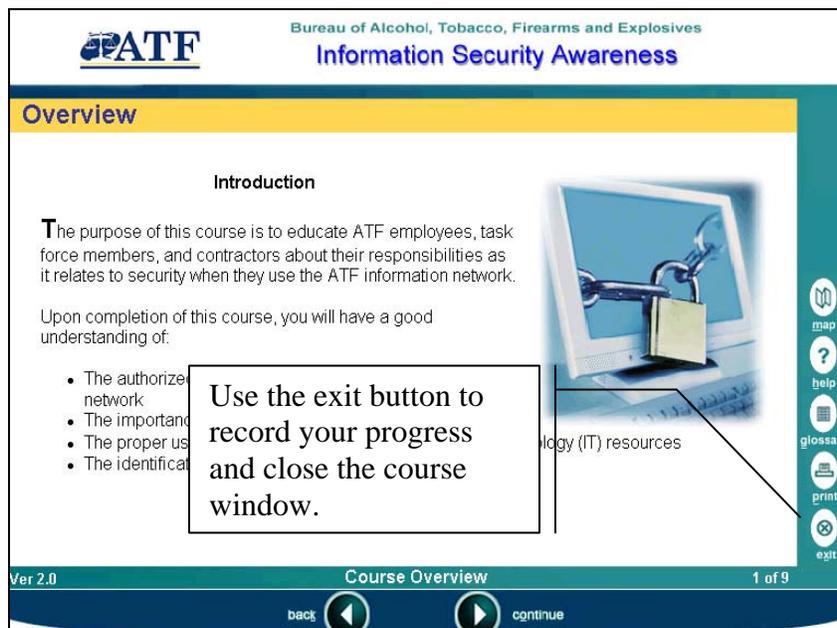
Click Go.

8. Click on the title of the desired lesson to launch it.



9. A security warning may appear indicating that the launched page contains both secure and nonsecure items. Click yes to display the nonsecure items.

10. The course will launch in a new browser window. When this happens, do **not** close the window from which you launched the course or your progress through the course will not be recorded. Use the continue button to move through the course. When you have reached the end, use the exit button within the course window. **Do not exit by closing the browser window or your progress will be lost.** If at any time you need to stop your progress through the course for more than 20 minutes, use the exit button to leave it and record your progress. The next time you launch the course, it will launch at the screen where you left off. If you do not exit the course properly and the system times out, the progress you have made will be lost.



11. If you have completed the course and exited properly, a record of completion will appear in your Learning History. The course will remain on your Learning Plan due to its recurring annual requirement, but the **Required By** date on the Learning Plan also will change to reflect a new due date of one year from your completion.

Assistance

In the event of difficulties, inquiries should be directed to the ATF Help Desk. The Help Desk offers 24-hour support. Contact information is as follows:

Email: Helpdesk-OSTCS@atf.gov
Phone: 1-877-875-3723