National Aeronautics and Space Administration



Annual IT Security and Privacy Awareness Training Instructions

Feb 1, 2014

NASA Advanced Supercomputing Division

Starting

- Exception to this specific IT security training:
  - JPL employees are required to take an alternate course for IT security training which can be found on the http://ebis.jpl.nasa.gov/ website.
    - This website is only accessible from within the JPL network.
    - Contact the NAS Control Room if you have any questions or issues or if you are a JPL employee with no access to the JPL network.
      - support@nas.nasa.gov
      - (800)331-8737

Getting started

- Go to the URL satern.nasa.gov



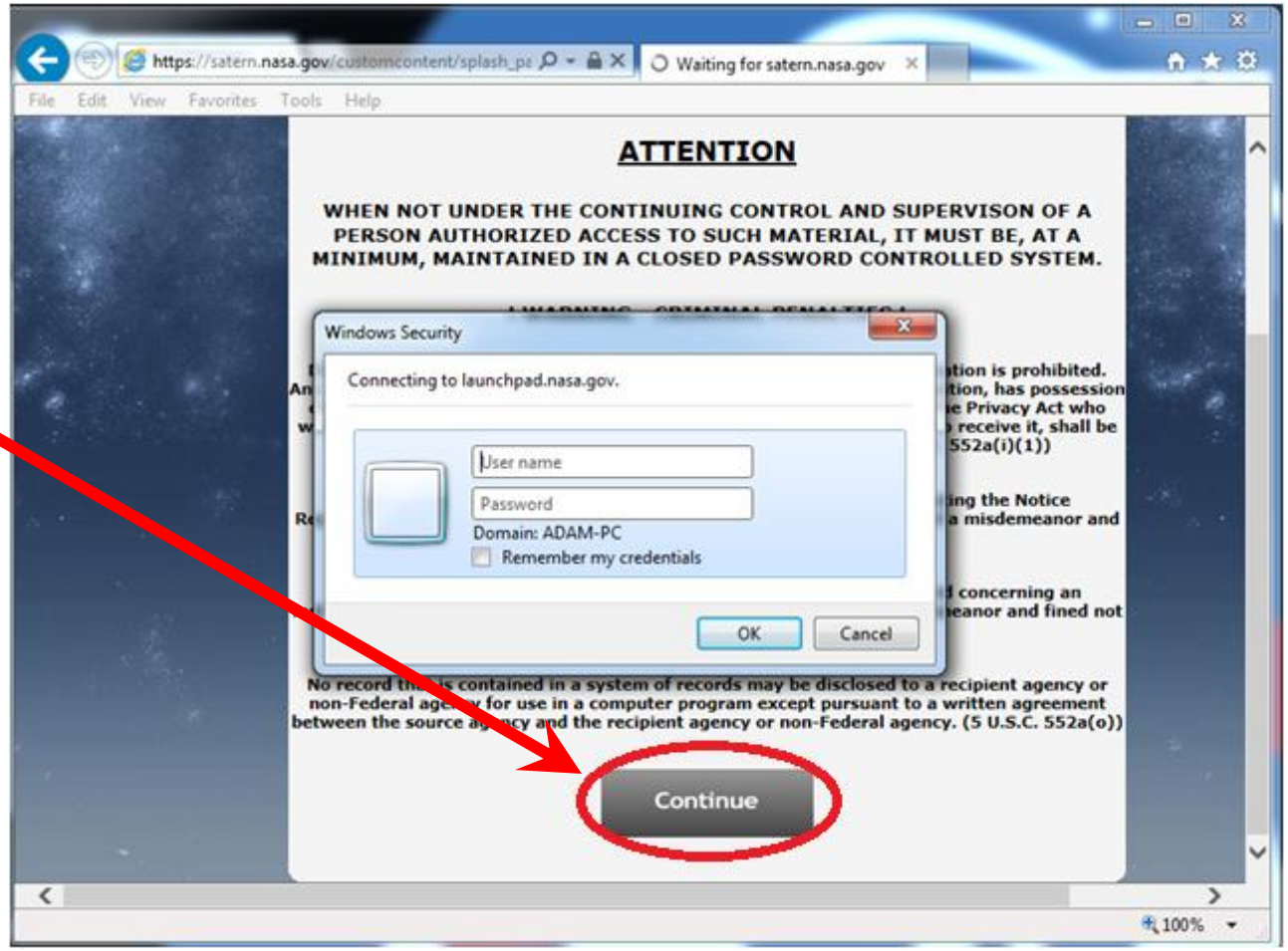
Logging into SATERN

- Click on the red button marked "**Log into SATERN**" on the right of the screen.



Logging into SATERN Cont.

- Click the “**Continue**” button on the bottom of the page.
- A pop-up window may appear. You can ignore it by clicking the “**Cancel**” button.



Logging into SATERN

- On this screen enter your username and your launchpad password.
- Your username is the same as what you use to get into the NAS systems.



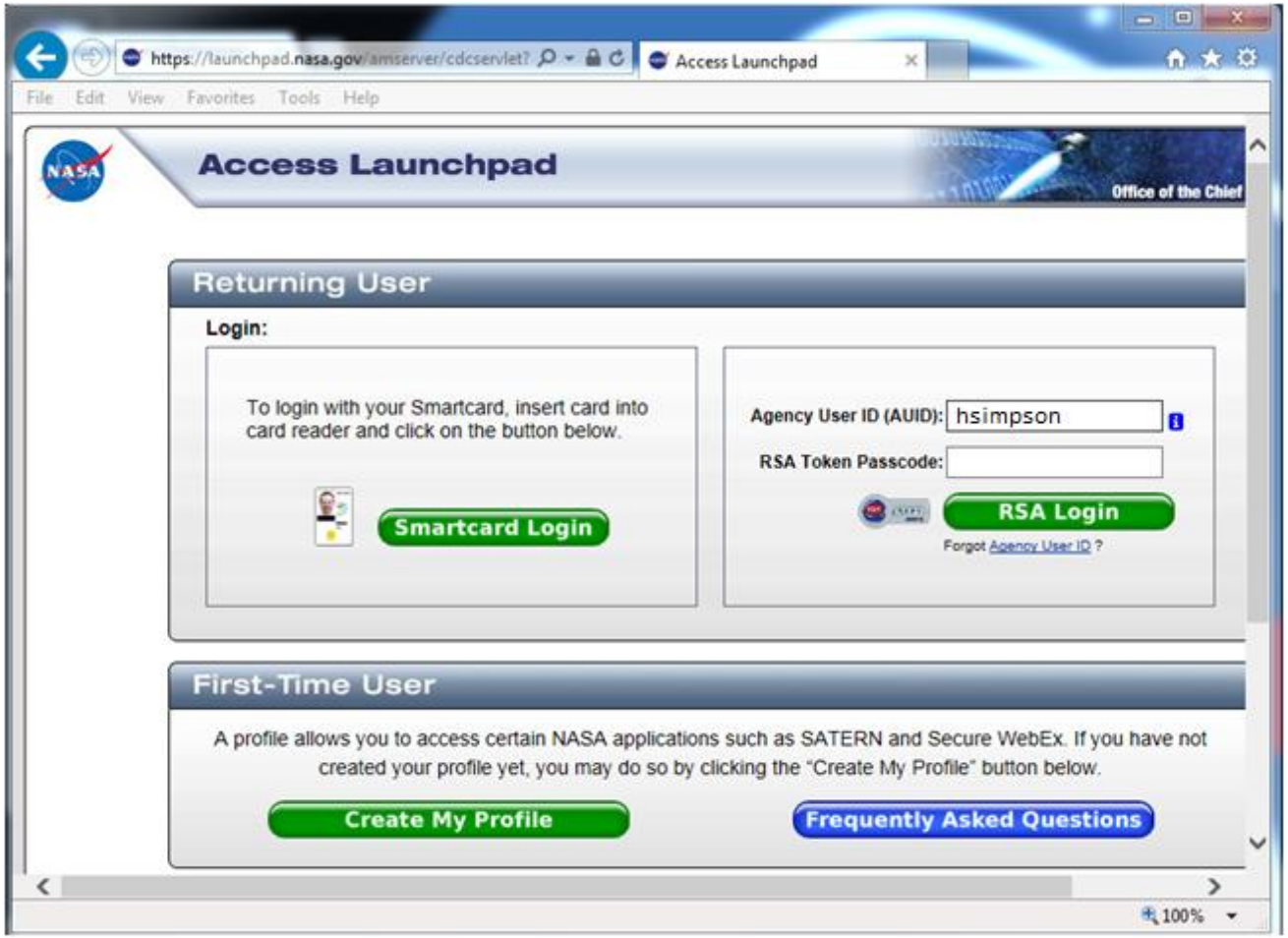
Logging into SATERN Cont.

- If you don't know your password you can use your RSA to log in
- In order to do this you will first have to click on the "**RSA Login**" button.



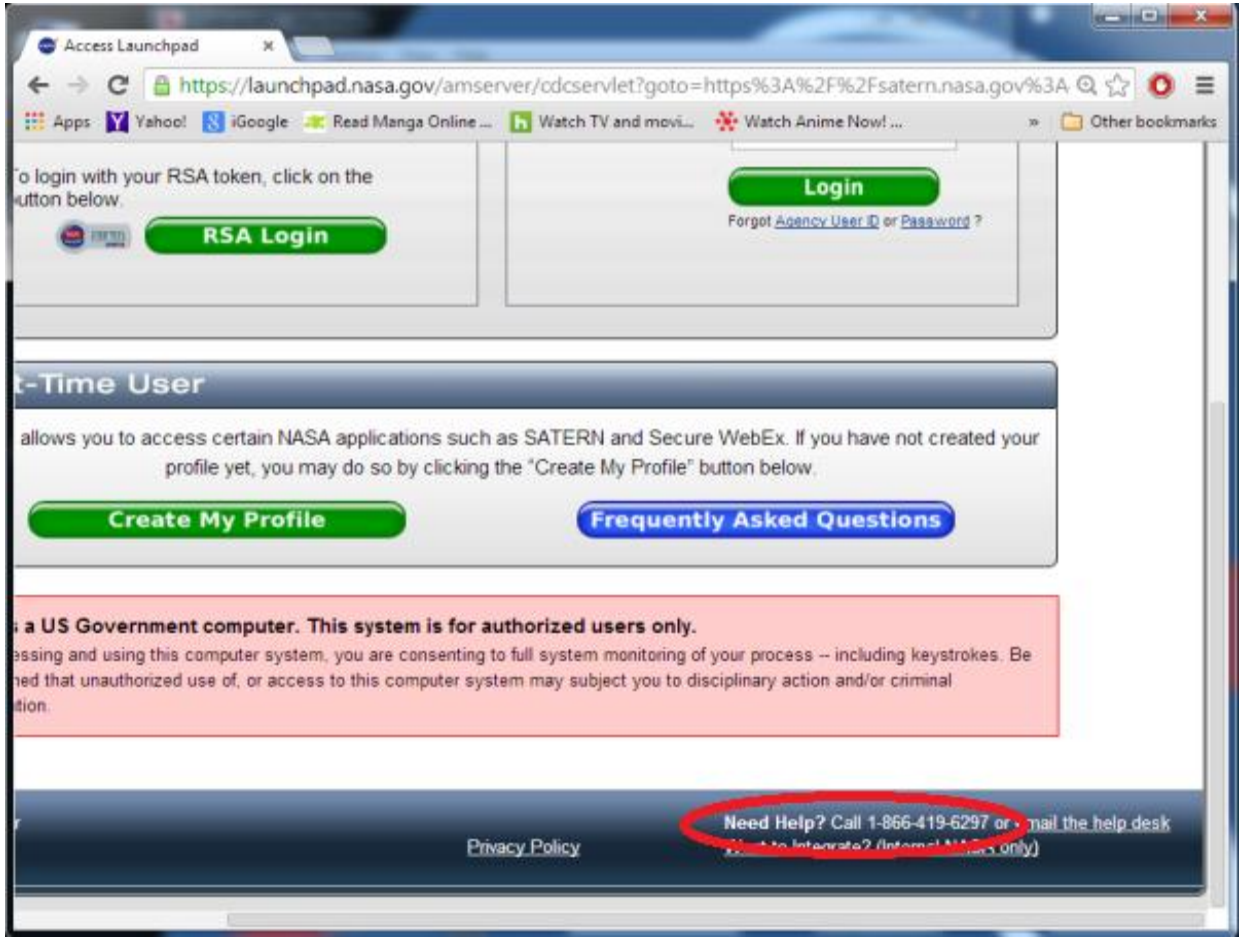
Logging into SATERN Cont.

- From here you will want to enter your username and token.
- Passcode (8 character pin and the 6 characters that show up on your token)



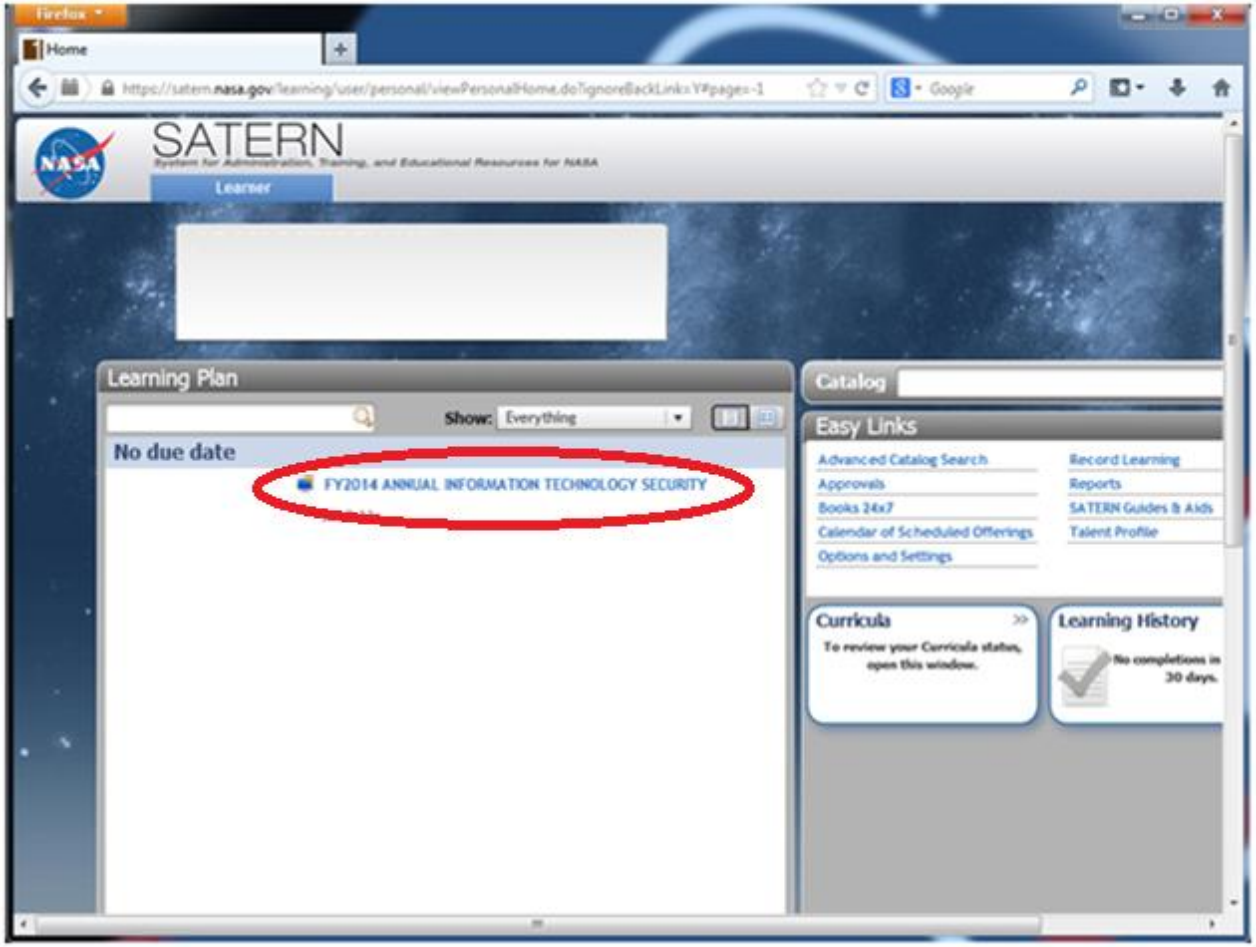
Logging into SATERN Cont.

- If you are unable to log in using your password or RSA token, then you can contact the launchpad helpdesk at (866) 419-6297 access your account.



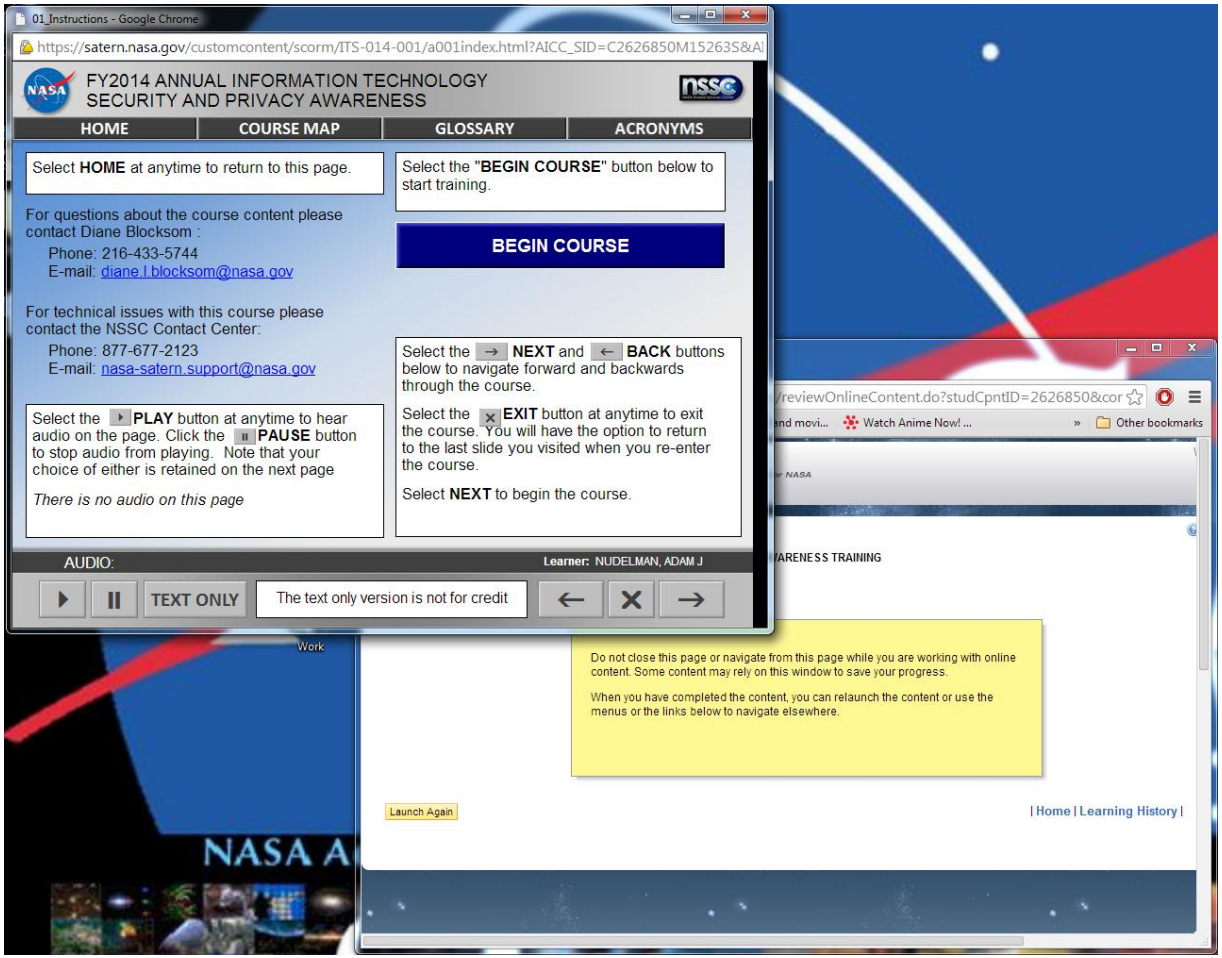
Finding the training

- Look at the learning plan, which is in the middle of the screen and select the "**FY 2014 Annual Information technology security**" course



Internet Explore Pop-up Problems

- The course should launch automatically.
- If this doesn't happen then please see the next few slides.

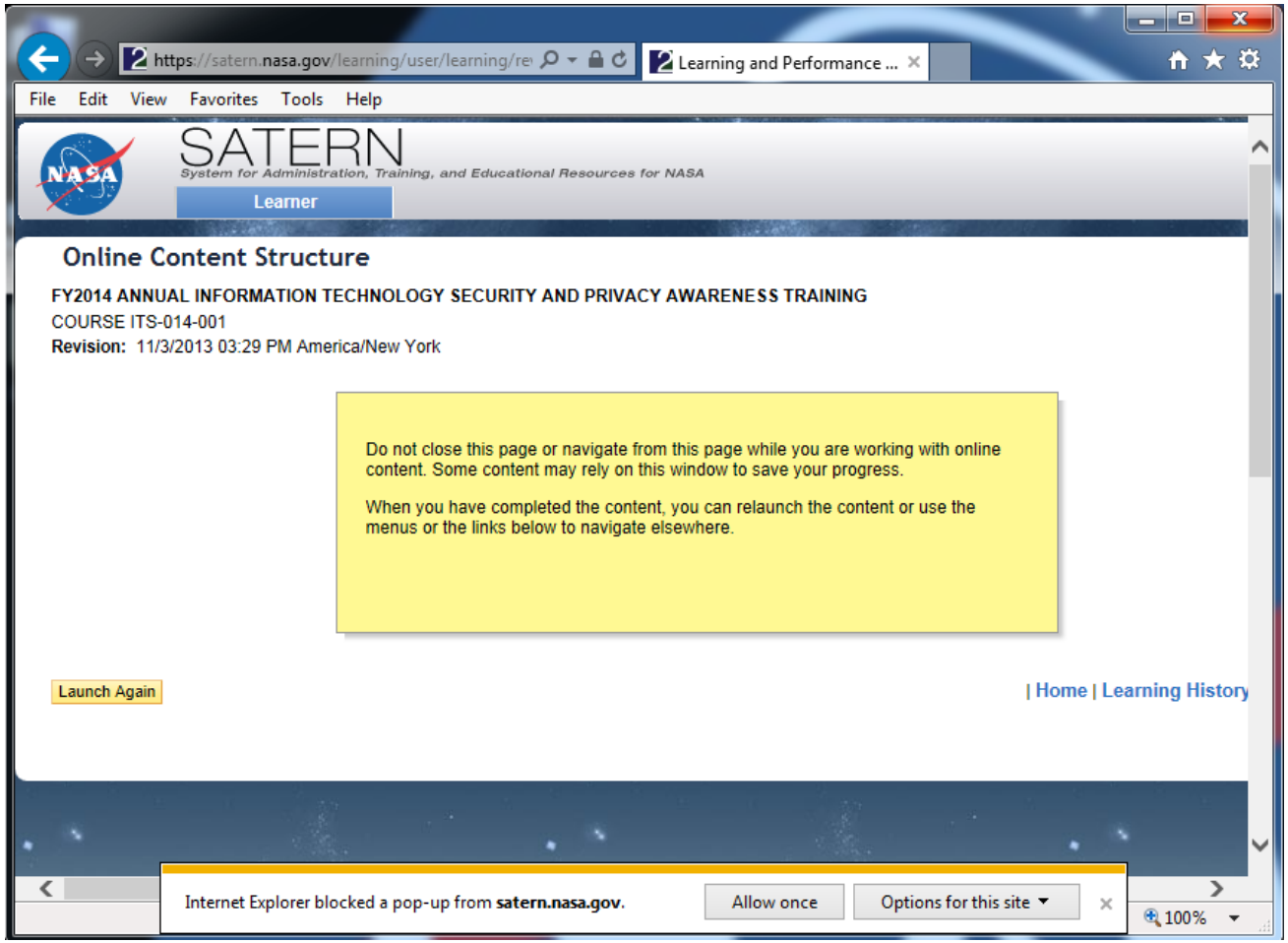


Problems

- If the instructions in the next section do not assist you with launching the course please contact the SATERN help desk at (877)677-2123
- If the SATERN helpdesk is unable to resolve the problem then please contact the NAS Control Room at support@nas.nasa.gov or (800) 331-8737 stating so.

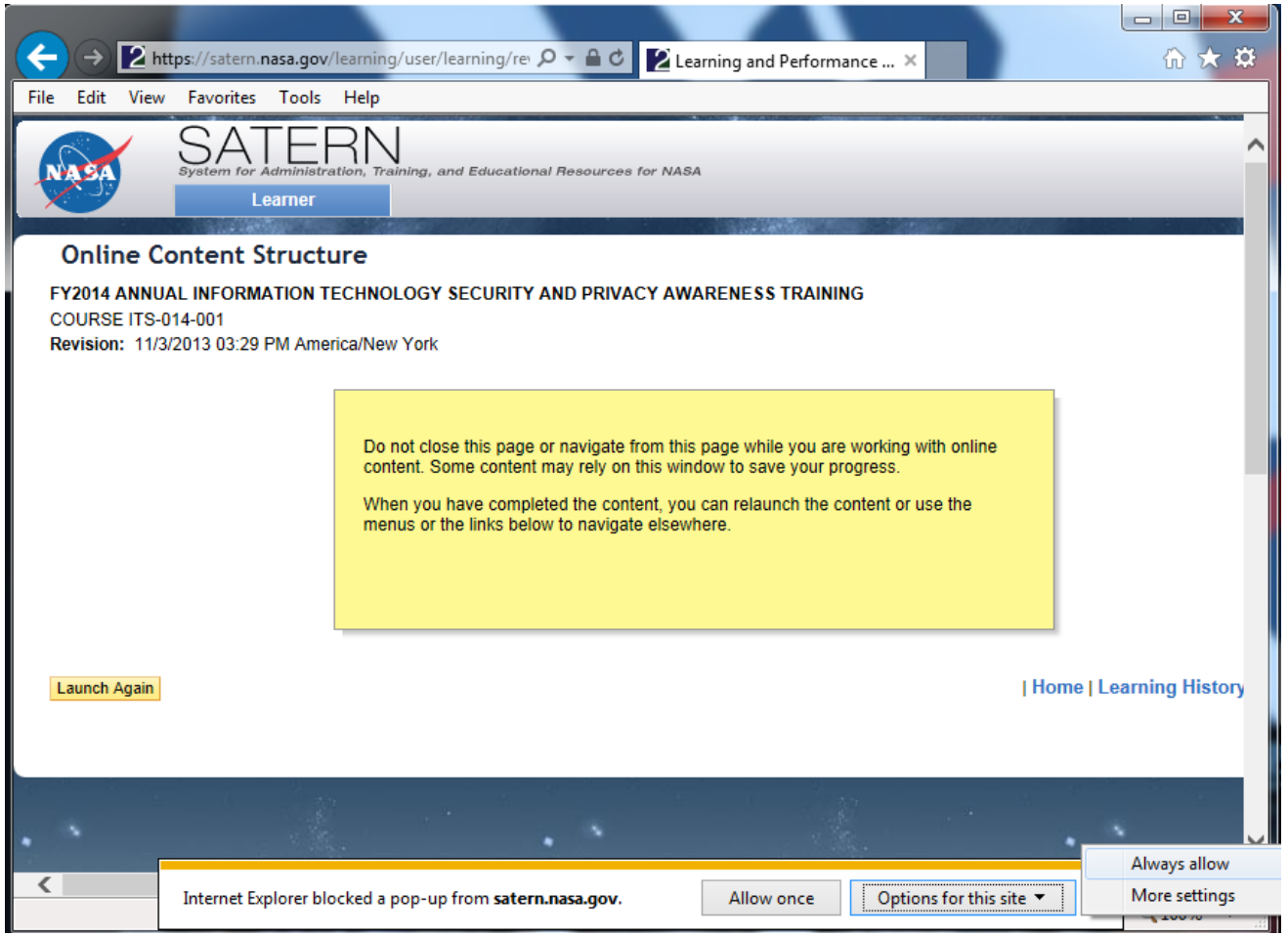
Internet Explorer Pop-up Problems

- For Internet Explorer you will notice a pop-up request at the bottom of the page.
- You can click on the "**Allow Once**" option or "**Always allow**" option



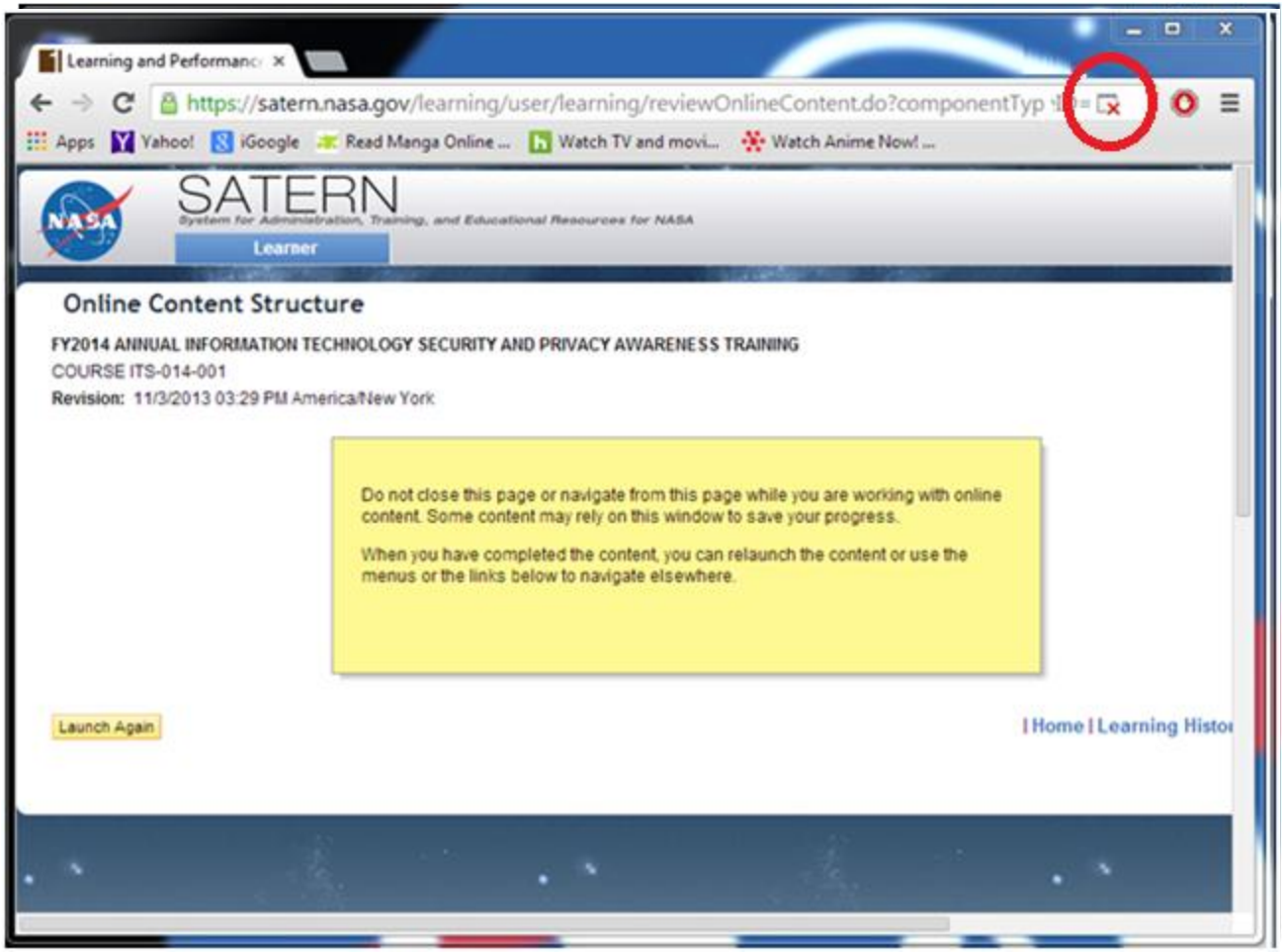
Internet Explorer Pop-up Problems Cont.

- The "**Always allow**" option can be found by clicking on the "**Options for this site**" button.
- Now click on the "**Launch Again**" button to launch the course



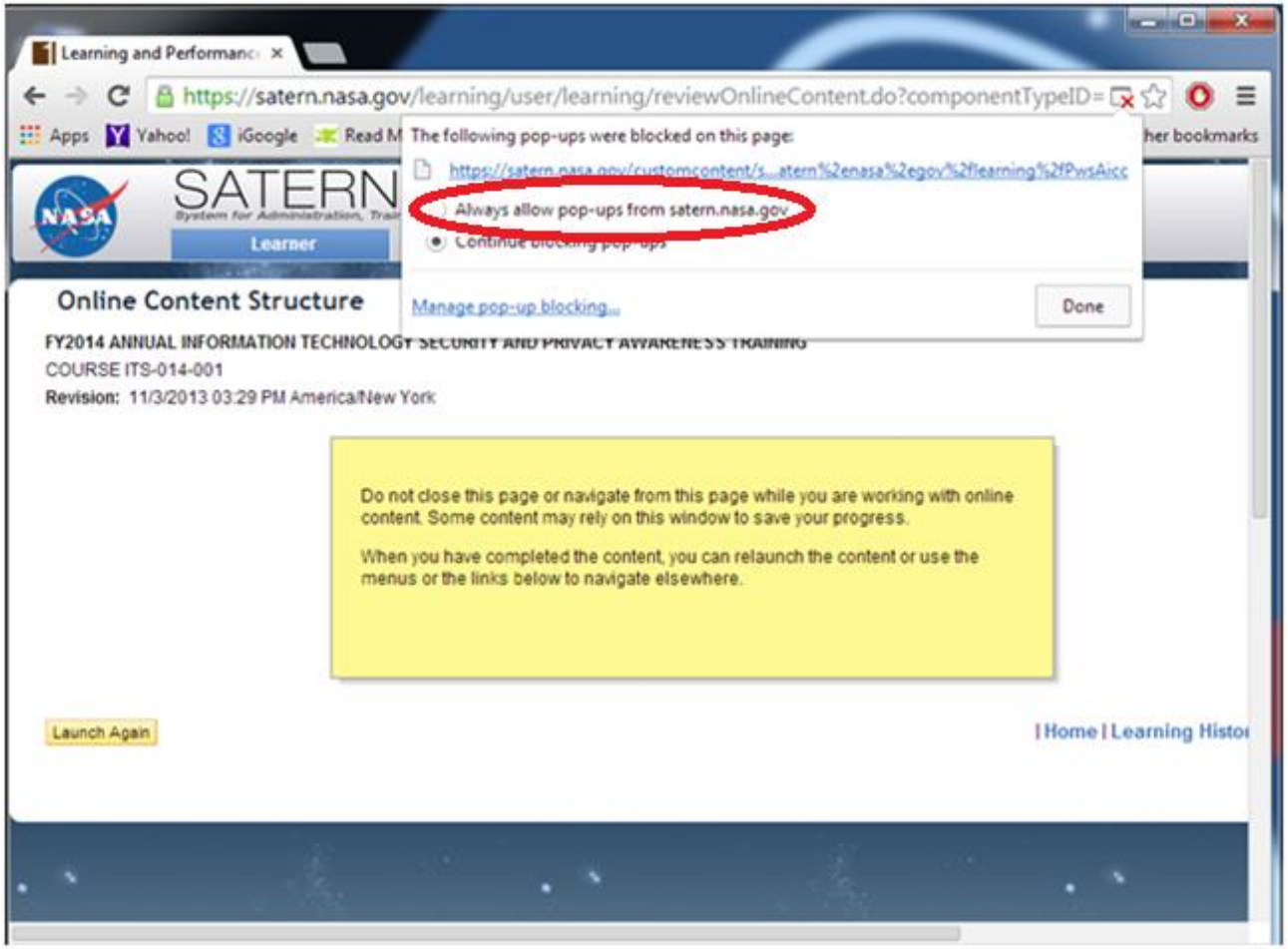
Chrome Pop-up Problems

- For Chrome you will notice a little “X” to the right of the URL at the top of the page.
- Click on this icon.



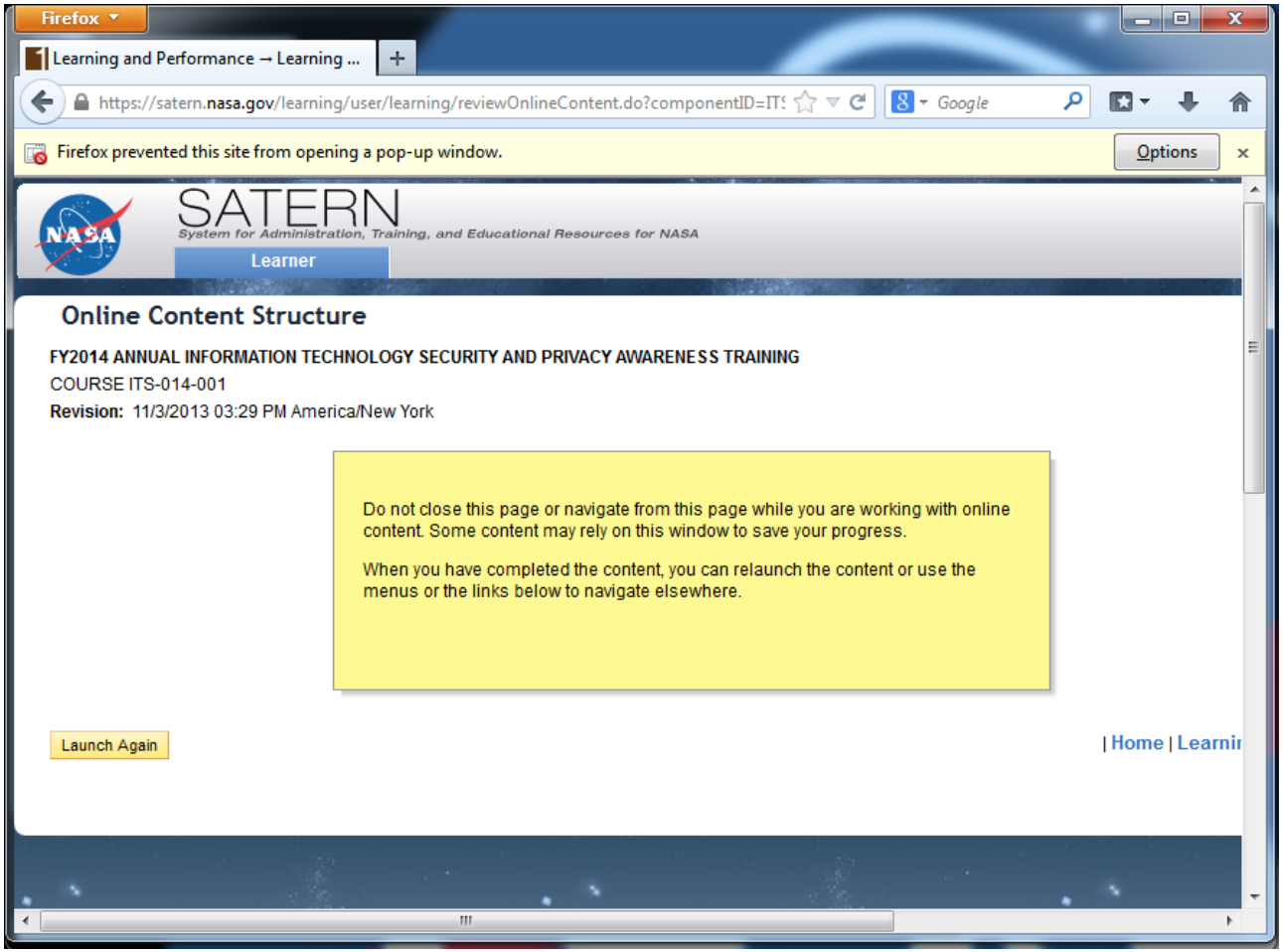
Chrome Pop-up Problems Cont.

- Check "**Always allow pop-ups from Satern.nasa.gov**" then click "**Done**"
- Now click on the "**Launch Again**" button to launch the course



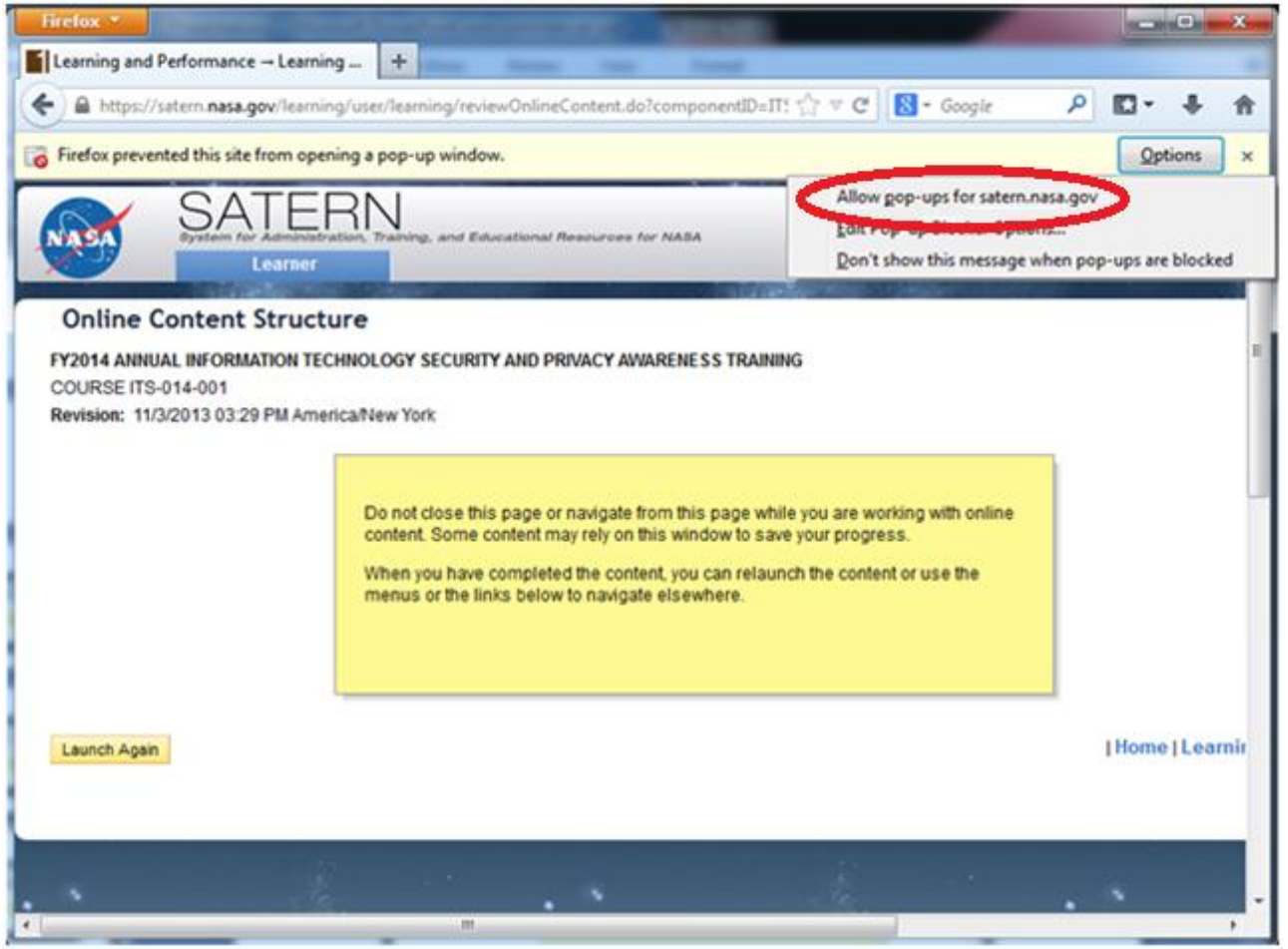
Firefox Pop-up Problems

- For Firefox you will notice a pop-up request at the top of the page.
- Click on the "**Option**" button.



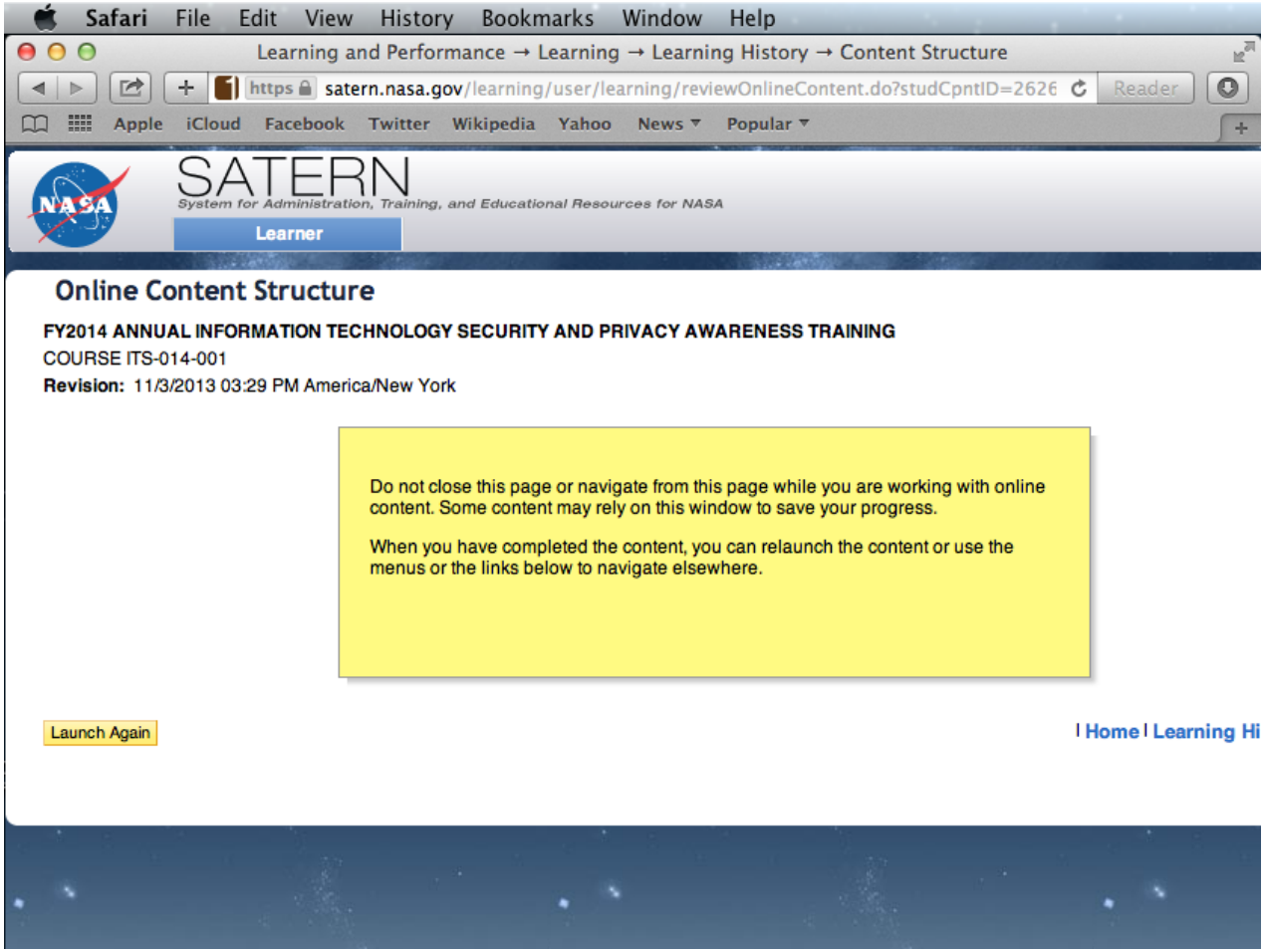
Firefox Pop-up Problems Cont.

- Click on the "**Allow pop-ups for satern.nasa.gov**" option
- Now click on "**Launch Again**" to launch the course



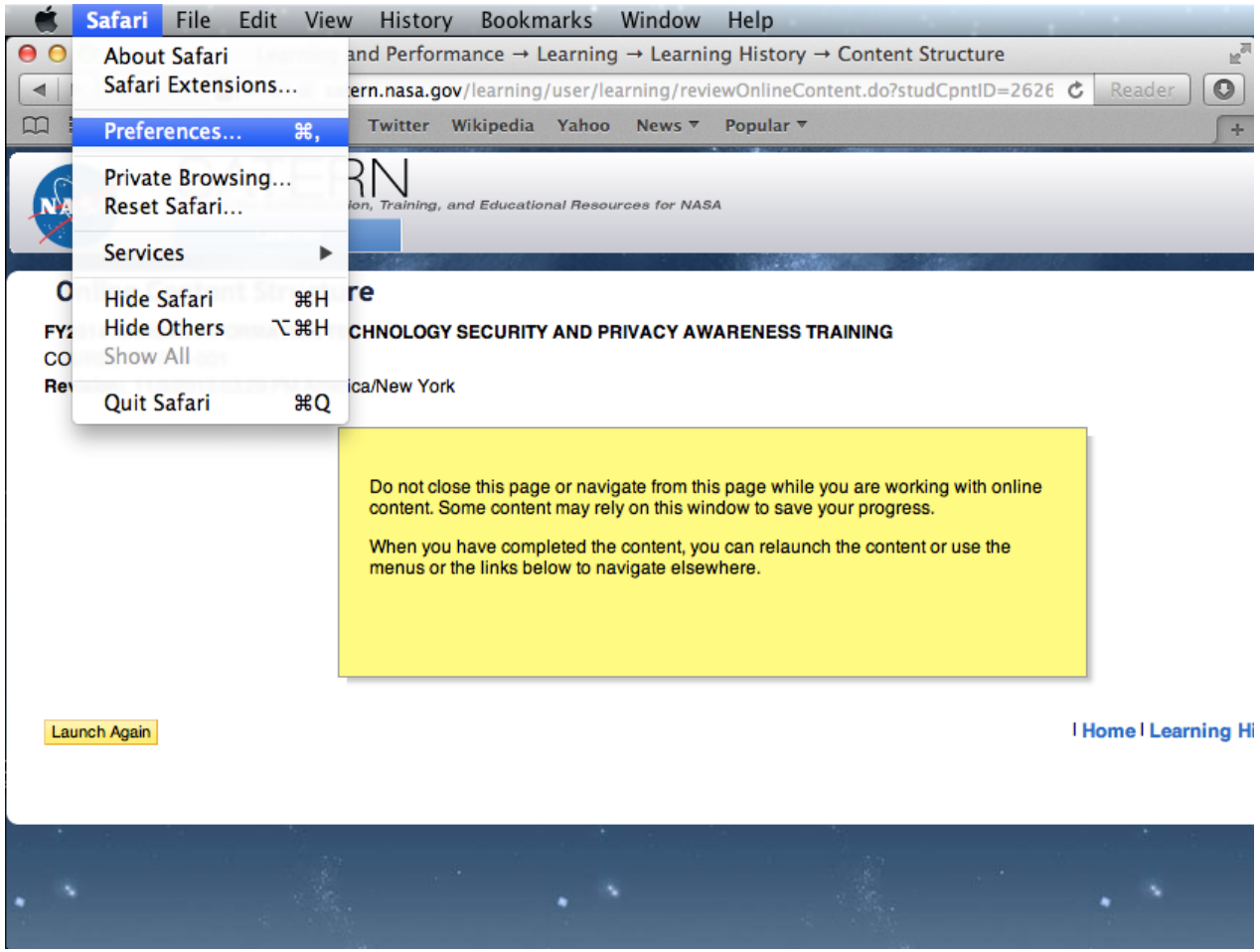
Safari Pop-up Problems

- For Safari you will notice a pop-up request at the top of the page.
- Click on the "**Option**" button.



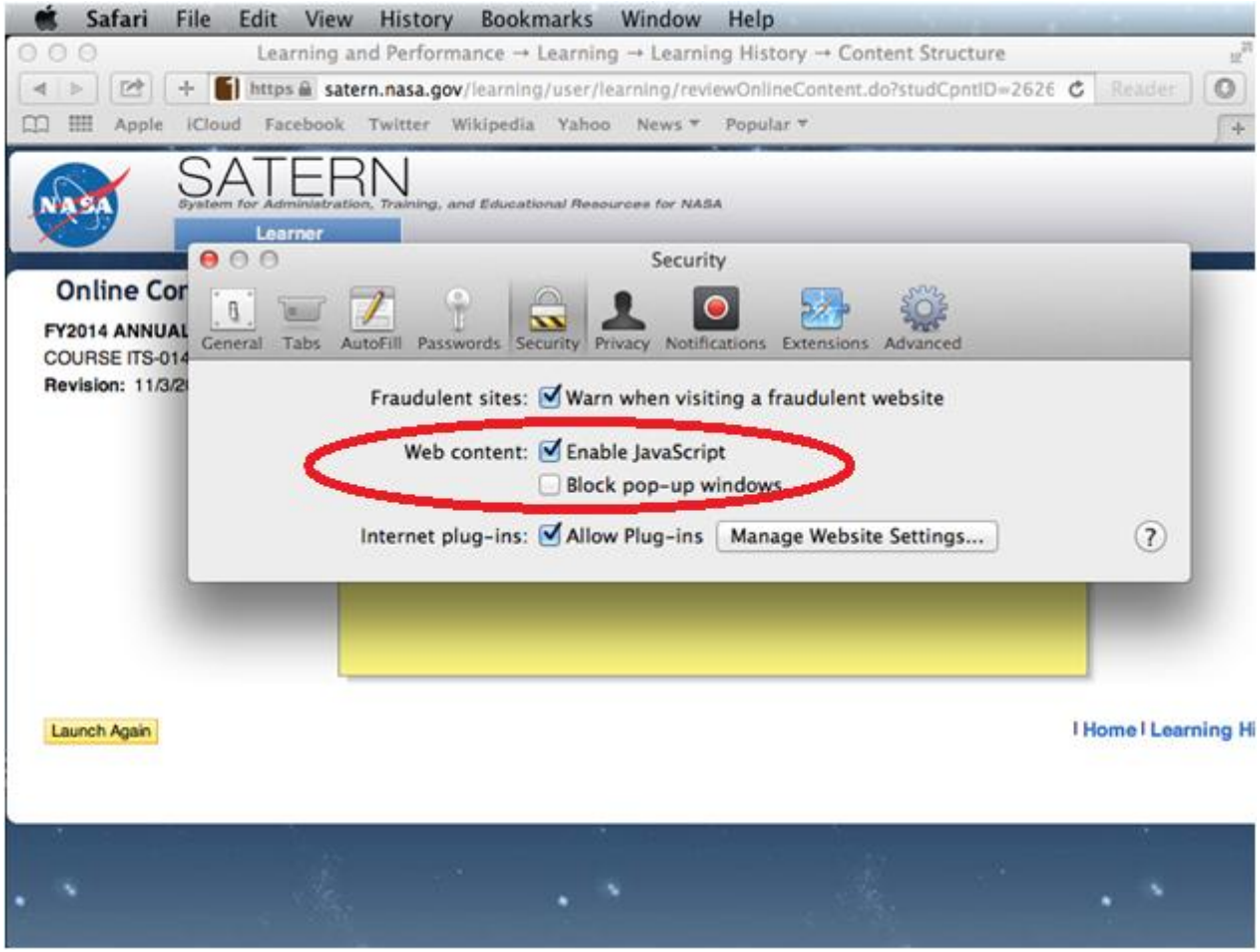
Safari Pop-up Problems Cont.

- For Safari open **Preferences**, which is located in the Safari menu.



Safari Pop-up Problems Cont.

- Uncheck the "**Block pop-up windows**" checkbox and check the "**Enable JavaScript**" checkbox then close the window.
- Now click on the "**Launch Again**" button to launch the course



Final Notes

- Please contact the NAS Control Room at support@nas.nasa.gov or (800) 331-8737 for help if you have any difficulty with any of the steps.
- If all other methods fail please contact the Control Room to arrange an alternate method to take the training.