



DC3 Cyber
Training
Academy

WELCOME

The mission of DC3 Cyber Training Academy is to provide cyber training to individuals and Department of Defense (DOD) elements that must ensure Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities.

We look forward to your participation in our training program, and we want to do everything we can to make it a rewarding learning experience. Please contact us at 443-733-1990 if you have any questions about this student information package.

Sincerely,

A handwritten signature in black ink, appearing to read "CS", with a stylized flourish at the end.

Casimer Szyper, Director
casimer.szyper@dc3.mil

INSTRUCTOR-LED VIRTUAL COURSES WHAT TO EXPECT

Welcome to Instructor-led Virtual (ILV) learning at DC3 Cyber Training Academy.

Instructor-led virtual (ILV) classes provide students with the benefits of synchronous, instructor-led learning and the convenience of online delivery. They are delivered using Microsoft (MS) Teams channels for instructor/student interaction, and the Academy's cyber learning management environment (CLME), Ginkgo+, for coursework. Students log in to class each day, and instructors present course materials and exercises, communicate with students, and answer questions in real time.

Academy courses in all delivery methods are challenging. Students should expect and plan for rigorous study. Here are details to help you prepare for success in your ILV course.

BEFORE THE COURSE

COURSE ACCESS AND TESTING INFORMATION

Because ILV classes use multiple platforms for course delivery, students must confirm they can access both platforms, in addition to meeting the basic hardware and internet requirements. We strongly encourage using two monitors to optimize the ILV experience. Below are the requirements and/or tests you must confirm and perform prior to the first day of class.

TECHNICAL REQUIREMENTS

Supported Operating Systems

- Windows 10
- Windows 8.1
- macOS 10.12 or higher

Supported Browsers

- Microsoft Edge (latest)
- Google Chrome (68 or higher)

Users should meet, at minimum, the following:

- DC3 CTA CLME Ginkgo+ Account: Students must have an active CLME account to take Academy classes. Even if you had an account in our previous platform, you must create a new account in the CLME. Please visit <https://learn.dcita.edu> and click "Create a New Account."
- Bandwidth: at least 25Mbps
- Memory: at least 2GB of RAM
- Processor: dual-core CPU
- JavaScript must be enabled
- Pop-ups must be allowed
- Cookies must be enabled
- Only real machines are supported – we do not test the use of virtual machines or remote desktops for accessing courses
- Screen Resolution: at least 1024x768 or higher with 32-bit color
- Sound: your computer must have a sound card with connected speakers or headphones
- PDF Viewer: Adobe Acrobat Reader
- Smart Card Reader: a smart card/CAC reader is required

BROWSER ISSUES

Internet Explorer (IE) is NOT compatible with DC3 CTA platforms.

Mozilla Firefox (65 & higher) requires extra steps to work with smart cards (i.e., CAC). We recommend reviewing the requirements on the MilitaryCAC website (<https://militarycac.com/firefox.htm>) for successful CAC/Firefox use.

LINKS

Students will access their course through two methods: an MS Teams channel and the CLME. You must be connected to both platforms to successfully participate in and complete this course.

For the CLME, students will log in at <https://learn.dcita.edu>.

For MS Teams, students will use this link: <https://bit.ly/340fwmE>. Before clicking this link, read the following MS Teams Connection Instructions to confirm your access.

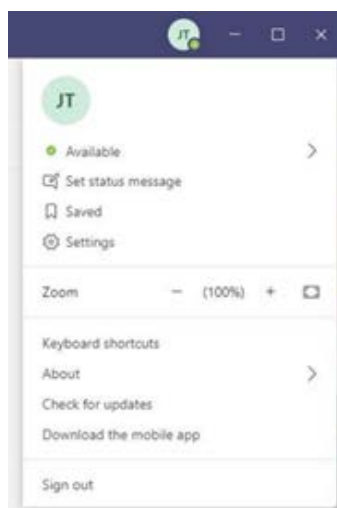
MS TEAMS CONNECTION INSTRUCTIONS

Because the DC3 CTA MS Teams platform may be incompatible with certain email domains, it is critical that all students test their access prior to the class start.

FOR CURRENT MS TEAMS USERS*

Check to see which email address is associated with your MS Teams account.

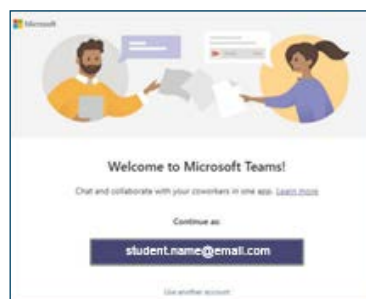
***NOTE:** A new policy prevents users with .mil email accounts from accessing our DC3 CTA MS Teams channels. If you are using MS Teams with a .mil email account, (or receive the error message "your account has been locked" when clicking a link in your registration email), you will need to create a personal MS Teams account. See the "NON-MS TEAMS USERS" section below.



Step 1

STEP 1: When you are logged in to MS Teams, click your account icon in the upper-right corner and then click "Sign out" at the bottom of the pull-down menu.

STEP 2: The "Sign out" screen should appear like this:



Step 2

STEP 3: Check the email address in the "Continue as" box. Is it the same email that you received your DC3 CTA registration notification?

YES – No further action is needed. This means your email can be used to add you to the DC3 CTA MS Teams channel, and you will receive a notification in your MS Teams activity feed when it's complete.

NO – Take a screenshot of the pop-up screen and email to 01fe7b01.jacobs.com@amer.teams.ms with the following information:

- Your full name and contact information
- The email address where you received your MS Teams link
- The name of the class you're registered for

You will receive a notification in your MS Teams activity feed when you've been added to the DC3-CTA-CLASSROOM-1 team.

Go to [STEPS 4 & 5](#) below.

FOR NON-MS TEAMS USERS

STEP 1: If you do not currently use MS Teams, you will need to sign up for a free MS Teams account using a private email account (such as gmail). Microsoft has a step-by-step guide here: <https://bit.ly/2FNtyPS>

STEP 2: Once you have created that account, make sure you can log into that account from your current computer, either via the browser or through the downloaded application.

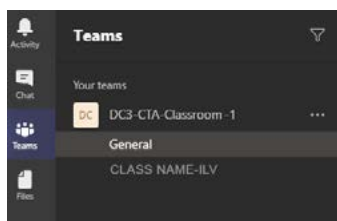
STEP 3: After you confirm your log in, send an email to 01fe7b01.jacobs.com@amer.teams.ms with the following information:

- The email you used to create your MS Teams account
- Your full name and contact information
- The email address where you received your MS Teams link
- The name of the class you're registered for

The Academy Help Desk will use this email to add you to the DC3-CTA-CLASSROOM-1 team, and you will receive a notification in your MS Teams activity feed when it's complete.

STEP 4: After you receive a notification that you've been added to the DC3-CTA-CLASSROOM-1 team, you should see a General channel and your classroom channel.

STEP 5: When you click on your classroom channel, if you see the following screen, you have successfully accessed the DC3 CTA MS Teams platform.



Step 4



Step 5

COURSE MATERIALS

Materials produced by the Academy will be available when you have access to your course.

DURING THE COURSE

CLASS TIMES AND ATTENDANCE

Courses run from 0800 to 1630 ET, Monday through Friday unless a different time zone is noted in your enrollment and access emails. Students should log in when MS Teams opens at 0730 on the first day of class. You must be actively logged in by 0800 each day of class.

LOGGING IN

Starting at 0730 on the first day of class:

- Log in to MS Teams using the link provided under the "[Before the Course](#)" section of this document, or from a DC3 CTA registration/reminder email. Find your course and click the channel to enter.

- Log in to the CLME (<https://learn.dcita.edu>) and visit your virtual classroom, where you will find DC3 Cyber Training Academy policies, the course syllabus, and your course materials.
 - **Academy policies:** You are required to read and acknowledge the Computer User Agreement, the Academic Integrity Policy, and the Academy's Course Policies prior to advancing to the course material. By acknowledging the above stated documents, you are confirming you have thoroughly read and understand your responsibilities as an Academy student.
 - **Syllabus:** The syllabus includes a course description, learning objectives, information about graded assignments or exams, and grading criteria.
 - **Course Resources:** You will find resources such as a Student Guide and/or Lab Manual, course videos (if applicable), and any other documents you need.

If you experience technical issues accessing your MS Teams channel or the CLME, contact the Academy help desk (help@dcita.edu) and copy the Registrar (CTA.Registrar@dcita.edu) immediately.

WORKLOAD EXPECTATIONS

Generally, the average student can expect to devote eight hours a day toward completing the coursework. Study after hours is not required but is recommended.

COMMUNICATION POLICIES

Your instructor is the first point of contact for course-related questions. You will have the ability to ask your instructor questions during class as you would in an in-residence setting. However, if you have a question outside of the standard classroom hours, please send an email to the instructor with the course acronym and number in the subject line, along with a short summary of the problem (Example: INCH 1234_Question on command line exercise).

TECHNICAL ISSUES

If you experience technical difficulties with MS Teams and/or the CLME, please contact the Academy Help Desk at help@dcita.edu or 1-443-733-1910.

You may use your personal email account to request assistance; however, you must include your .mil email address in the body of the message as the help desk will respond only to your .mil account. Include the course acronym and number in the subject line and a few words to describe the problem (Example: INCH 1702_Problem with VM access). In the body of the email, describe your technology problem as best you can and list any actions you have already taken to fix the issue. If you have received an error message, please either include a screenshot or type the exact message.

COMPLETING THE COURSE

FINAL ACCESS

Students will have access to the MS Teams channel and CLME classroom until 1630 ET on the last official day of class.

YOUR FEEDBACK

Please complete the Course Survey, which includes questions on all facets of your online learning experience. We value your responses; they will help us to keep improving our course materials, processes, and delivery.

COURSE-COMPLETION CERTIFICATES

You can print your own certificate upon successful completion of the course and survey. Follow these steps:

1. Log in to <https://learn.dcita.edu>
2. Click on the Dashboard
3. Under "My Learning History" is a list of your classes
4. Click view under the header Certificate to download your certificate

TRAVEL ORDERS

After completing your course, you must send your travel orders via encrypted email from .mil accounts to Angela.Jenkins@dc3.mil and copy Cindy.Sating@dc3.mil for signature. Orders sent before the end of the course, unencrypted, or from other domains will not be accepted.

REPEATING THE COURSE

If you are unable to complete the course, we ask that you inform both the instructor and the Registrar immediately. Students who do not successfully complete the course must wait 90 days before retaking it.

Again, welcome to DC3 Cyber Training Academy.

DC3 CTA Registrar
CTA.Registrar@dcita.edu
1-443-733-1990