



Data Labeling Associate Orientation

ONBOARDING TRAINING



Key Players

Responsibilities

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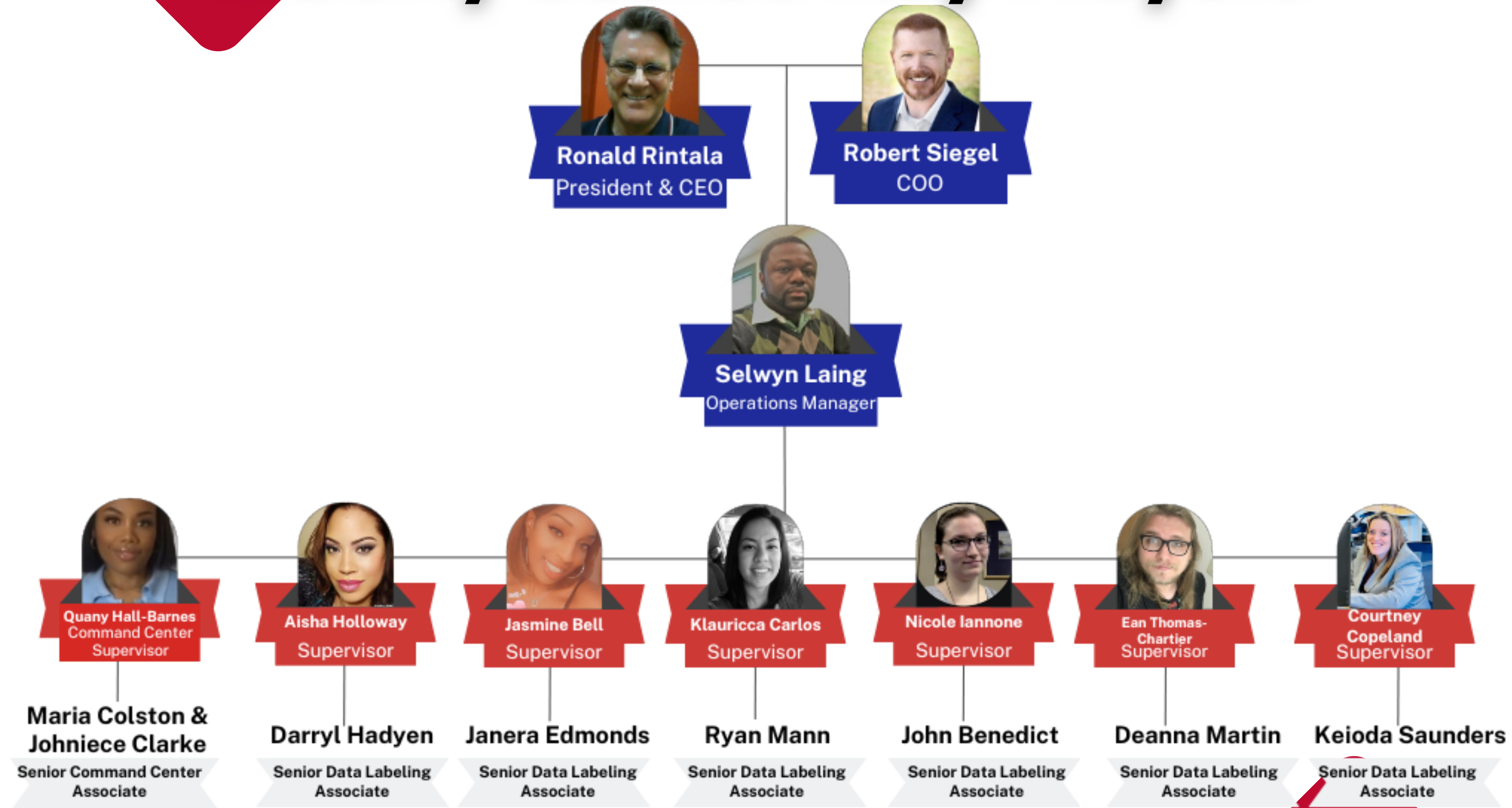
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Liberty Source Key Players



Responsibilities

Data Labeling Associate

-  Labeling and annotating data in a timely manner.
-  Parse documents, reports, emails, and other data sources to extract relevant information.
-  Interpret data for its content and usefulness.
-  Audit output information for content and accuracy.

What is data annotation?

Data annotation is simply the process of labeling information so that machines can use it. It is especially useful for supervised machine learning (ML), where the system relies on labeled datasets to process, understand, and learn from input patterns to arrive at desired outputs.



How We Communicate

TEAMS



Reminders or notices from HR, internal or external meeting invites, company or account wide communications

OUTLOOK



Questions for your leaders or co-workers, real time coordination of project work, informal updates, internal meeting invites

okta

 Yubikey



Okta | Yubikey



Register for Okta

You will receive an email from Okta.

Click the link in the email to complete your registration.

extvendor-twosigma - Welcome to Okta!

Hi Robin,

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: <https://www.okta.com/intro-to-okta/>

Your system administrator has created an Okta user account for you.
Click the following link to activate your Okta account:

Activate Okta Account

This link expires in 7 days.

Your username is robin.hood@twosigma-libertysource.com

Your organization's sign-in page is <https://extvendor-twosigma.okta.com>

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://extvendor-twosigma.okta.com/help/login>


Okta | Yubikey



Create Your Account

You will need to follow the prompts to create your account, to include your password, forgot password question and security image.


Welcome to extvendor-twosigma, Robin!
Create your extvendor-twosigma account



Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.

Repeat new password



Choose a forgot password question


Create your own security question

Custom question

What is the street address of our friends in VA?







Answer

355 Fenwick Rd.



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



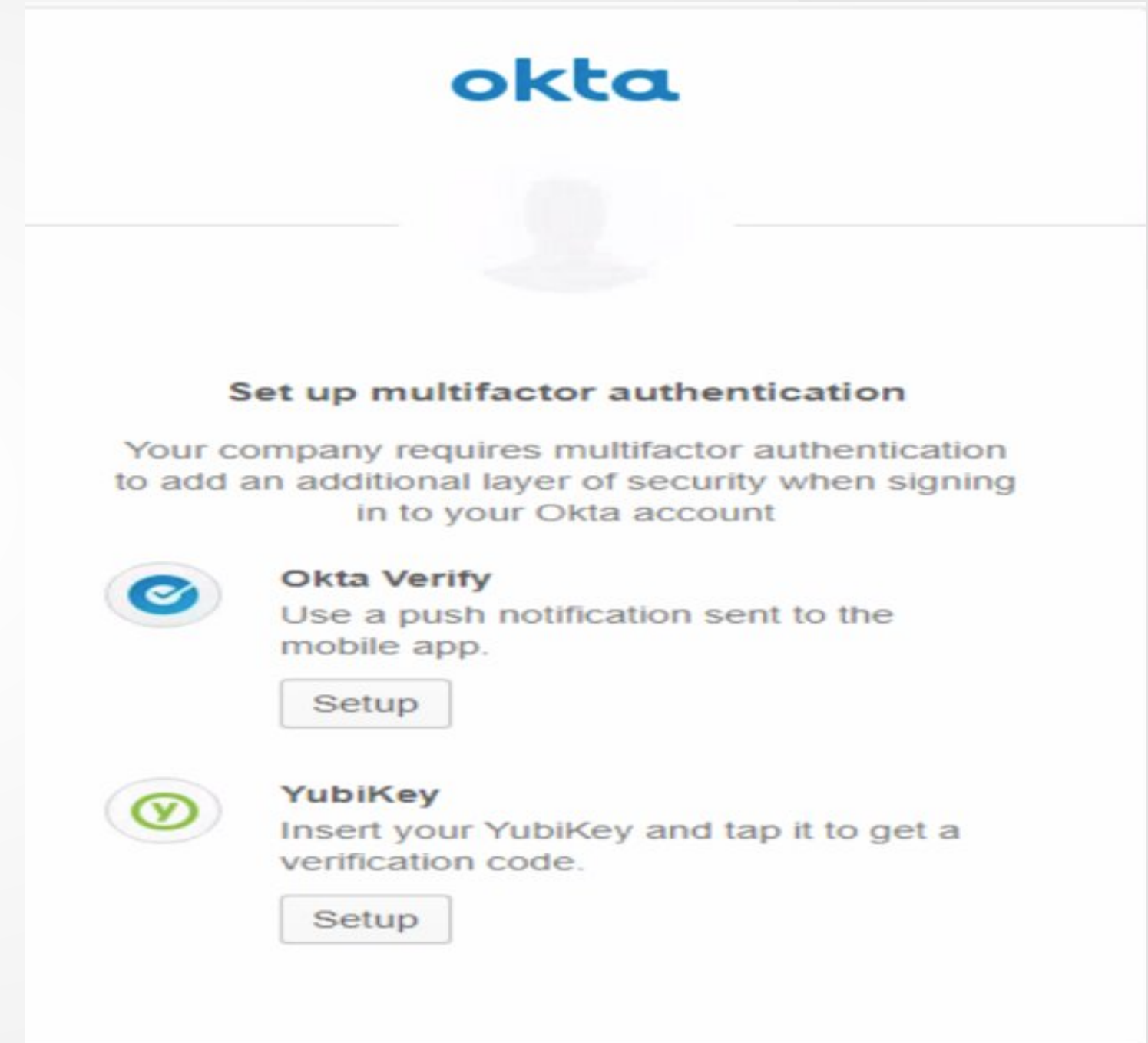
Okta | Yubikey



Set Up Your Yubikey

Next, you will be prompted to enroll in multi factor authentication (MFA).

Click on the setup button for Yubikey. You will then be prompted to setup your Yubikey.



Okta | Yubikey



Physical Set Up

Place your Yubikey into the USB port on your computer, with the gold circle facing up.

Tap the gold circle on the Yubikey device with your finger to activate. A string of black dots will appear in the text box when the Yubikey activates.

Click on the verify button.

A screenshot of the Okta 'Setup YubiKey' web interface. At the top is the 'okta' logo in blue. Below it is a large green circle containing a white 'Y'. The title 'Setup YubiKey' is centered. Below the title is the instruction: 'Insert your YubiKey into a USB port and tap it to generate a verification code'. This is followed by an illustration of a YubiKey device with a yellow circle on its top surface, positioned over a portion of a computer keyboard. Below the illustration is a white text input field. Underneath the field is a red error message: 'This field cannot be left blank'. At the bottom of the form is a large blue button with the word 'Verify' in white. Below the button is a link that says 'Back to factor list'.

Okta | Yubikey



When your Yubikey is registered successfully you should see a green check next to “Enrolled factors.”



Getting Started With AWS



Getting Started With AWS

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

WALKTHROUGH

Locate the Amazon Workspaces app on your desktop, double click to launch.

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

WALKTHROUGH

Getting Started With AWS

Copy and paste the following registration code: **SLiad+9JVQHG** into the text box when prompted.

Click “Register.”

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

WALKTHROUGH

Getting Started With AWS

Enter your Amazon WorkSpaces credentials including MFA code by inserting your Yubikey and tap the gold sensor (Same as Okta).

This will trigger the “Sign In” button and open Amazon Workspaces.

[Note]: Do not click out of the field and enter another application **until the Yubikey has finished populating and the access is being initiated.**

Clicking out of that last field before MFA is completed will interrupt the process, resulting in an “Authentication Failed” error.

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

WALKTHROUGH

Getting Started With AWS

While AWS initiates, you may see the Workspace status, typically “Resuming” – this may take a few minutes, do not click “Cancel.”

Resetting Your AMP Password



STEP ONE

STEP TWO

STEP THREE

STEP FOUR

Receive an AMP Password Reset email from Two Sigma in your Liberty Source Outlook account.

Password Reset Email:

AMP Password Reset

Hello,

A password reset has been requested for your account.

If this was you, please click the link below to reset your password. The link expires at 08/17/2022 21:15:23 UTC

RESET YOUR PASSWORD

If it wasn't, you can safely ignore this email.

<https://workbenchprod.dab.cf.twosigma.com/change-password?email=EAN.CHARTIER%40LIBERTY-SOURCE.COM&key=78eecc11539f451ba9fd7b338a3decbc>



STEP ONE

STEP TWO

STEP THREE

STEP FOUR

Open Amazon WorkSpaces (AWS).

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

After signed in, launch Google Chrome browser within the AWS platform.

STEP ONE

STEP TWO

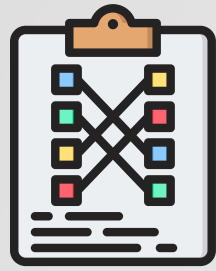
STEP THREE

STEP FOUR

Paste the URL (password reset link) in the Chrome browser.

<https://workbench.prod.dab.cf.twosigma.com/change-password?email=EAN.CHARTIER%40LIBERTY-SOURCE.COM&key=78eecc11539f451ba9fd7b338a3decbc>

AMP/WorkBench	The secured environment where tasks are given and completed.
AWS	Amazon WorkSpace: Secured work environment that stores confidential information.
Queue	List of work items that need to be completed.
SLA	The Service Level Agreement (SLA) is the due date of the client requirements.
Task	Individual sets of work that contribute to the overall workflow dataset.
Instance	An individual unit of work.
Iteration	A set of answers submitted for an instance. There are generally at least two (2) iterations for each instance. This means that at least 2 people will see and complete the same instance so the answers can be programmatically compared and ensure the final output is correct.
YubiKey	Device used to ensure secure account access.



Matching Game

1. Yubikey

2. Iteration

3. Task

4. AMP/WorkBench

5. Instance

6. AWS

7. Queue

8. SLA

- a.** The secured environment where tasks are given and completed.
- b.** Device used to ensure secure account access.
- c.** Amazon WorkSpace: Secured work environment that stores confidential information.
- d.** An individual unit of work.
- e.** A set of answers submitted for an instance. There are generally at least two (2) iterations for each instance. This means at least 2 people will see and complete the same instance so the answers can be programmatically compared and ensure the final output is correct.
- f.** The Service Level Agreement is the due date of the client requirements.
- g.** Individual sets of work that contribute to the overall workflow dataset.
- h.** List of work items that need to be completed.



Matching Game Answer Key

1. Yubikey

2. Iteration

3. Task

4. AMP/WorkBench

5. Instance

6. AWS

7. Queue

8. SLA

a. The secured environment where tasks are given and completed.

b. Device used to ensure secure account access.

c. Amazon WorkSpace: Secured work environment that stores confidential information.

d. An individual unit of work.

e. A set of answers submitted for an instance. There are generally at least two (2) iterations for each instance. This means at least 2 people will see and complete the same instance so the answers can be programmatically compared and ensure the final output is correct.

f. The Service Level Agreement is the due date of the client requirements.

g. Individual sets of work that contribute to the overall workflow dataset.

h. List of work items that need to be completed.