



Mandatory Training for Security Clearance Holders

Step-by-Step

Two Security Courses are provided by the Defence Security and Vetting Services (DS&VS) to accredited Defence Industry Security Program (DISP) companies and we also provide access to a Cybersecurity Awareness Course, compliments of our client Amazon Web Services. The Defence Industry Security Office (DISO) has advised that these courses are Mandatory Training for Security Clearance holders and are to be completed on an Annual basis. ADCG has acquired an online Learning Management System (LMS) licence from moodleCloud that will allow ADCG Security Clearance holders to undertake these three mandatory courses.

ACCESSING THE SITE

1. Click the link below
2. Click on 'Create new account'
3. Read through the 'Privacy Notice', scroll to the bottom and click 'Next'
4. Read through the 'Cookies Policy', scroll to the bottom and click 'Next'
5. Agree to both policies and click next

[CLICK HERE TO ACCESS THE TRAINING SITE](#)

ADCG Online Security Training

Before continuing you need to acknowledge all these policies. x

Consent
Please agree to the following policies

MoodleCloud policy
Please refer to the full MoodleCloud policy if you would like to review the text.
 I agree to the MoodleCloud policy

MoodleCloud cookies policy
Please refer to the full MoodleCloud cookies policy if you would like to review the text.
 I agree to the MoodleCloud cookies policy

Required

CREATE AN ACCOUNT

1. Fill in required details marked with a red !
2. Click 'Create my new account'

Username !

Password !

Email address !

Email (again) !

First name !

Last name !

City/town

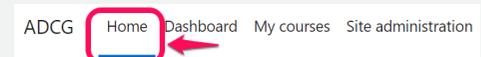
Country
Australia

FINDING YOUR COURSES

You will be required to complete 3 online courses:

- *Cybersecurity Awareness Course*
- *Annual Security Awareness*
- *Assessing and Protecting Official Information*

1. Locate the 'home' tab (not 'My courses')



2. Click on the 3 course highlighted below with the red arrows.

Note: You will not be able to access the Amazon Course by clicking where the red cross is.



ENROLLMENT PROCESS

1. Select 'Self Enrollment' (student), enter the enrollment key, 'enroll me' then 'End tour'. **The enrollment key is: ADCG**
2. You will receive a further email asking you to edit your profile page. **This is NOT required**
3. *Note: You will have 2 weeks to complete your courses. After this time your profile will be deleted.*

HELPFUL TIPS

1. Check Mode is Normal, click 'Enter'. Close the Navigation panel
2. Adjust your screen resolution so that you can see all the navigation tools
3. Successful completion requires a minimum **80% correct answers**.
4. Ensure you save your Course Certificates. Go to 'File' / 'Print' / 'Print to PDF' / 'Save As'. Once saved, don't forget to send your certificated to **forms@adcg.com.au**