# [For Customers] Users' Manual of

# **Maritime Cyber Security Awareness Training**

# for Administrators

## **1st Edition**

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Creation Date	March 3 <sup>rd</sup> , 2020
Last Updated	June 28th, 2021

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## Introduction

#### **About This Manual**

This manual describes how to use and precautions for the Maritime Cyber Security Awareness Training.

#### Subject of This Manual

This manual is designed for administrators in the Maritime Cyber Security Awareness Training.

#### FAQ

You can find a link to the FAQ on the sidebar.

Search	× Construction of the second	💄 demo_admir
Menu	A My Page	
ClassNK		
Consulting Service	Learnings C Members Grades	
✔ Learn 1 >	Learn Member Management Grade Management	
🕍 Check Your Grade 7 >	• Notification	
🕻 Karte Function	^	
Image Member Manag ··· 1 → 1 → 1 → 1		
⑦ FAQ		
€→ Logout		
	© powered by learningBOX 2.10.2 [e-learning system]	

#### **Contact Information**

If you have received an inquiry from participants and it is not resolved by referring to this manual and FAQ, please send the inquiry to the following email address.

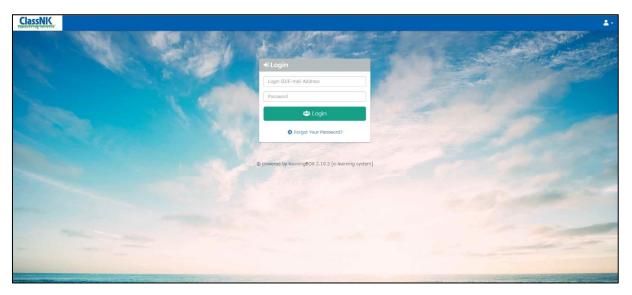
#### consulting@classnkcs.co.jp

We are open 24 hours a day, 365 days a year, but our response time and date is  $10:00 \sim 17:00$  on a business day set by us. We will inform the administrator of the answers, so please contact the participants.

## Login Screen

When you access the following URL from your browser, the login screen of the Maritime Cyber Security Awareness Training is displayed.

Here is the URL of the Maritime Cyber Security Awareness Training login screen.  $\underline{https://e-learning.classnkcs.co.jp/index.php?action=login$ 



For the LOGIN ID and password for the Maritime Cyber Security Awareness Training, please refer to the section "Notification of ID and password".

#### **Notification of ID and Password**

After receiving the application, we will send the login ID and initial password to the administrator.

If you cannot receive mail from us, please check if the mail is in the spam folder. If you have not received any mail in the spam folder, please set up to receive <u>kddi-dsec.com</u> domain.

An administrator refers to the person listed in the "Person in charge" column of the application form.

We will send all participants' login IDs and initial passwords to the email address provided in the "Contact Email Address" field. After receiving the email from us, the administrator will need to provide each participants with their login ID and initial password.

Please check the image of the application form on the next page.

ClassNK Consulting Servi	Applic	ation for Consulting Serv	ices			
To: ClassNK Consulting Service Co., Ltd. (E-mail: consulting@classnkcs.co.jp)						
	Application Date:					
1. Confirmation of app					1	
Before submitting this	application, please	e confirm and agree to the following:		V	Agree to the following	
made on the basis tha	at we accept the pri	e consulting service below and the atta ior explanation and the provisions of " NK Consulting Service Co., Ltd. (www	Terms & O	Conditions		
the service if there is	a problem.	rms of use for your product. Please not			be able to start	
<ul> <li>Handling of personal I (Remarks)</li> </ul>	Information]:(https://	www.classnkcs.co.jp/cyber_security/terms_	and_condit	lions.ntmi)		
1. We will send the invoice to system upon receipt of your		ceive the application and we will inform you of yo	our ID and F	assword fo	<u>r logging in to the</u>	
2.You can apply for this servi	ce from ¥30,000 only for	the first time.				
		address on the system.Please note that you cannot al package, please register different email addresses		ole education	al packages with the	
		ges or if undecided items have been determined, pl		immediately		
		order to perform our consulting services and the re				
		on to third parties without Applicant's prior written				
2. Applicant						
Company's Name			Tel			
Address			Fax			
Signature and/or Official Stamp of Applicant						
Person in charge*						
Contact Email Adress						
*:Role of a Person in o	-	including handling their applications, upda			ing 16 it has also and	
Supporting trainees' use o and managing inquiries fro		including handling their applications, upda	ating traine	e informati	ion ir it has changed,	
	Shire					
B. Maritime C						
Eor (	administrator re umn of the applic	efers to the person listed in the "P cation form.	erson in	charge"	nd	
	-	ticipants' login IDs and initial pa the "Contact Email Address" field		to the e	mail <sub>mation</sub>	
		Basic – for Crews and Officers".				
Technical Course (Attack M Officers in	lethod) for Responsible I Land	Technical Course (Altack Method) for Responsible Officers in Land			(Attack Method) for Officers in Land	
Maritime Cyber Security- I	for CSMS development	Maritime Cyber Security- for CSMS development	Marit		Security– for CSMS	
Maritime Cyber Security or	nboard Advanced - for	Maritime Cyber Security onboard Advanced –	Maritime (		ity onboard Advanced –	
responsible		for responsible officers			sible officers	
Maritime Cyber Security on and offic		Maritime Cyber Security onboard Basic – for crews and officers	Maritime		ity onboard Basic – for nd officers	
Unit Price						
¥10,000 ¥15,000 ¥30,000				,000		
Quantity						
0		0 Total Amount			0	
		Total Amount ¥0				
		+0				
4. Billing Contact						
(*Please complete the following in cases where the billing contact and the above applicant are different.)						
Company's Name			Tel			
Address			Fax			
Signature and/or Official Stamp of Applicant						
Contact Email Adress						

## Learning

This page is for taking e-learning materials.

#### How to Take the Materials

When taking a material, press the "Learnings" button on the screen below to go to the learning screen.

Search	×	💄 demo_admin-
Menu	A My Page	
ClassNK		
Consulting Service	Learnings Members Grades	
My Page Learn 1	Learn Member Management Grade Management	
Check Your Grade 7 >	O Notification	
省 Karte Function		
♣ Member Manag… 1 >		
⑦ FAQ		
C+ Logout		
	powered by learningBOX 2.10.2 (e-learning system)	

On the learning screen, select the materials you purchased.

Search	×	demo_admin+
Menu Consulting Service My Page Learn 1 5 Check Your Grade 7 5 Karte Function Member Manag-1 5 () FAQ C+ Logout	<pre>C Learn C ► F\$±\$\$ </pre>	
	© powered by learningBOX 2.10.2 [e-learning system]	

Once you have selected the material you purchased, select the language of the material (Japanese or English).

Search	× .	demo_admin-
Menu	➢ Learn	
ClassNK Consulting Service	Q ▶ドキュメント → ▶ Advanced – for responsible officers	
L My Page	Incomplete Incomplete	
🖌 Learn 1 >	■ 日本語 ■ English	
L≝ Check Your Grade 7 >		
😭 Karte Function		
Member Manag··· 1 >		
⑦ FAQ		
€→ Logout		
	© powered by learning8DX 2.10.2 [e-learning system]	

After selecting the language for the material, proceed in order from Module 1.

Search	X demo_admin-			
Menu	tearn			
ClassNK Consulting Service	Q ►ドキュメント → ► Advanced – for responsible officers → ► English			
💄 My Page	Bot Learnt			
🖋 Learn 1 >	Module1_English			
Letter Check Your Grade 7				
☆ Karte Function ♦ Member Manag… 1 >				
FAQ				
€ Logout	You can proceed to the next step by successfully passing all the questions until here			
	$\checkmark$			
	Module2_English			
	- Unable to Access -			
	You can proceed to the next step by successfully passing all the questions until here.			

#### **Composition of Materials**

The material is divided into two elements: slides and "Notes". The slide screen is shown below.



"Notes" is additional text that is also read as a narration. The red border of the above image is "Notes".

#### **Notes When Taking Materials**

We expect the participants to learn from the first module in order. Therefore, we set the restriction so that they cannot skip the middle module.

For example, in the case of the image below, you will not be able to proceed until you have completed the material "Module1\_English".

Search	X demo_admin-
Menu	<b>≈</b> Learn
ClassNK Consulting Service	Q ► ドキュメント → ► Advanced – for responsible officers → ► English
Learn 1 >	Rd Loamt
네 Check Your Grade 7 >	Module1_English
箱 Karte Function	
Member Manag··· 1 >	
FAQ	
€⇒ Logout	You can proceed to the next step by successfully passing all the questions until here
	Module2_English
	You can proceed to the next step by successfully passing all the questions until here

Once the status of the material in the upper left corner (area enclosed by a red frame) become "Completed", the restrictions are lifted. Then, you can learn the second half of the module or view your Certificate of Completion.

Search	X demo_admin-
Menu	tearn
ClassNK Consulting Service	Q ► ドキュメント → ► Advanced – for responsible officers → ► English
▲ My Page ✓ Learn 1 >	
L≝ Check Your Grade 7 >	Module1_English
☆ Karte Function ★ Member Manag… 1 >	
<ul> <li>Themself Handg</li> <li>FAQ</li> </ul>	
€ Logout	You can proceed to the next step by successfully passing all the questions until here
	$\sim$
	Module2_English
	You can proceed to the next step by successfully passing all the questions until here

Upon completion of the tests included in the materials, the restrictions are lifted, and you can proceed to the next module.

### **Certificate of Completion**

After completing the material, you will be able to see the Certificate of Completion on the e-learning system. Specifically, the Certificate of Completion can be viewed after all modules have a status of "Completed". You can see the Certificate of Completion by learning screen, grade management screen, and certificate list screen.

#### **Checking from Learning screen**

Click on "Certificate of Completion" (red frame of the following image) on the learning screen and be sure to confirm the content of Certificate of Completion.

Search Menu			
ClassNK Consulting Service	You can proceed to the next step by successfully passing all the questions until here		
Learn 1 >     Methods Your Grade 7 >     Mark Karte Function     Member Manag… 1 >     Ø FAQ	Centered Module4_English		
€ Logout	You can proceed to the next step by successfully passing all the questions until here		
	Certificate of Completion		
	© powered by learningBOX 2.10.2 [e-learning system]		

The following is the display screen of Certificate of Completion.

$\checkmark$		(*)	
	Certificate No :20-00012		_
	Certificate of Completion		
	This is to certify that		
	demo_user01		
	Date of Birth: 1980-Api-01		
	has satisfactorily completed the training course for		
	Maritime Cyber Security onboard Advanced – for responsible officers on 12 May 2020		
	This course has been certified by ClassNK and fulfills the requirements outlined in Claster 5.3 "Phycocheal protection measures" of the Giddleins on Cyber Security Journal diagoversion3 produced and supported by BIMGO, CLA ICS, NETREKANGO, INTERLANGO, INTERLANGO, INALI, OCENT and WORDD SUPPONCOMPACT, DISTRICT, AND		
	WORLD SHIPPING COUNCIL		
	Date of Issuance : 12 May 2020 Cemffcate validity : 11 May 2021 Citizen Revealent Class Nk. Consoling Service Co., Let.		
	ClassNK KOOD Digital		
	Issuing Office : ClassINK Consulting Service Co., Ltd., 2-9 Gobancho, Chiyoda-ku, Tokyo, 102-0076, JAPAN The program is developed in cooperation with KDD/ Digital Security Inc. and KDDR CORPORATION		~

#### **Checking from Grade Management Screen**

 $Please \ press + button \ on \ the \ right \ side \ of \ the \ result \ data \ of \ the \ Certificate \ of \ Completion.$ 

Search	×						💄 demo_use
Menu	LIII Grade Ma	anageme	ent				
ClassNK Consulting Service	Your Grades Per Group		lividual Karte				
My Page							
🖋 Learn 1 >	Group Grade List						
☑ Check Your Grade 5 >				Group		IIA (	
Karte Function	~			All Members V	~	O Highest S	
Sember Manag… 2 >	By Quiz Types	*		O Display Period All Duration Last 1	Week	O Not Atter	mpted Under Gradin
⑦ FAQ	All Selected	·		5/6/2020	~ yyyy/mm/dd	g	
				O Study Status All Selected			
Logout							
	Showing 20 v case	s			E-mail No	otification Function <del>-</del>	Create CSV
	Group	Name 11	Folder Name	Content Name	Score/Answer Rate	Pass/Fail	Open/Close
	Maritime_CyberSe	demo_user01	English	Certifitcate of Completion		Pass	+
	Maritime_CyberSe	demo_user01	English	Module4_English	100 points	Completed	+
	Maritime CyberSe	demo user01	English	Module3 English	100 points	Completed	+

After pressing + button, you can see the information about your grade of Certificate of Completion. Press the "Details" button to display the certificate.

Search	X	
Menu	Your Grades Per Group Per Quiz Individual Karte	
ClassNK Consulting Service	Group Grade List	
My Page	✓Content     ✓	All Highest Scores
	Ø Dy Quiz Types         Ø Display Period         All Duration         Lest: 1 Week           All Selected         *         5/6/2020         ~         yyyy/mm/dd	<ul> <li>Not Attempted</li> <li>Reports Under Gradin</li> <li>g</li> </ul>
■ Check Your Grade 5 > ☆ Karte Function	©Study Status All Selected *	
Amerikan Manag···· 2 >		
⑦ FAQ	E-mail Note	ification Function - Create CSV
⑦ FAQ	E-mail Not	ification Function - Create CSV
⑦ FAQ	Showing 20 v cases	ffication Function - Create CSV Pass/Fail [] Open/Close
⑦ FAQ	Showing 20 v cases	
⑦ FAQ	Showing 20 v cases	Pass/Fail
⑦ FAQ	Showing       20       cases         Group       Name       Folder Name       Content Name       Score/Answer Rate       II         Maritime_CyberSe       demo_user01       English       Certificate of Completion	Pass/Fail
⑦ FAQ	Showing       20       cases         Group       Name       If       Folder Name       If       Content Name       If       Score/Answer Rate       If         Maritime_CyberSe       demo_user01       English       Certificate of Completion        Learning Start Date/Time       2020-05-13 09:45:58	Pass/Fail
<ul> <li>Member Manag… 2 &gt;</li> <li>FAQ</li> <li>C9 Logout</li> </ul>	Showing 20 v cases       Cases         Group       Name       If       Folder Name       If       Score/Answer Rate       If         Maritime_CyberSe       demo_user01       English       Cartificate of Completion           Learning Start Date/Time       2020-05-13 09:45:58       Time       00:00:05           Other       Coulis	Pass/Fail

The following is the display screen of Certificate of Completion.

Search	×			💄 demo_user01 -
Menu	Grade List / Answer List Per Qu	iz Certifitcate of Completion		
ClassNK Consulting Service	<b>2</b> Certifitcate	of Completion		<b>≜</b> demo_user01
🖌 Learn 1 >	Pass/Fail Pass	Achievement Rates/Scores	Answering 2020-05-13 09:45:58 Date/Time	
🖿 Check Your Grade 5 🖒		Name	demo_user01	
Karte Function		Serial Number	20-00013	
Member Manag… 2 >		Issue Date	2020-05-13	
⑦ FAQ		Expiry Date	2021-05-12	
C> Logout				
		I has wait Maritime Oyber 5 This cour the requirements out of the Guidelines on Cyber BIMCO, CLA, ICS, ICE, ICE BIMCO, CLA, ICS, ICE Date of Issuance: 13 Ma Centificate validity: 12 Ma CENERCIES		
		< Back		🛍 Delete

## Checking from Certificate List Screen

Click the "Check Your Grade" arrow on the sidebar.

#### Select "Certificate List".

Search	×	💄 demo_user01~
Check Your Grade	🛔 My Page	
M Your Grades		
🕼 Grade List	Crades	
Per Quiz	Learnings Learn Members Grades	
<ul> <li>Certificate List</li> <li>Individual Karte</li> </ul>		
Individual Karte	• Notification	
	×	

From the "Per Group" tab, you can view the Certificate of Completion of the participants for the group you are managing.

Search	×						<b>±</b>	demo_user01
Menu	Certificate List							
ClassNK consulting Service My Page Learn 1 > Learn 2 >	Your Certificate Per Group		Group V All M	lembers	~			~
<ul> <li>₩ Karte Function</li> <li>▲ Member Manag… 2 &gt;</li> </ul>	Showing 10 v cases							
⑦ FAQ	Group Maritime_CyberSec_Demo, 管理者グループ	Content Name Certifitcate of Completion	Name demo_user01	E-mail Address	Certificate No.	Issue Date 2020-05-13	Expiry Date	Operation
€→ Logout	Maritime_CyberSec_Demo, 管理者グループ	Certificate of Completion		demo_user01@com	20-00012		2021-05-11	
	Maritime_CyberSec_Demo, 管理者グループ	Certificate of Completion	demo_user01	demo_user01@com	20-00011	2020-05-12	2021-05-11	<b>E</b>
	Maritime_CyberSec_Demo, 管理者グループ	Certificate of Completion	demo_user01	demo_user01@com	20-00008	2020-05-07	2021-05-06	<b>E</b>
	Showing 1~4 cases (out of 4 cases)						<< <	1 > >>
		© powered	by learningBOX 2.11.4 [	e-learning system]				

Pressing the graph button () to the right of the data of the Certificate of Completion of the participants will take you to the display screen of Certificate of Completion.

Do not delete the data of the Certificate of Completion of the participants. If you delete the data of the Certificate of Completion of the participants by mistake, we apologize for the inconvenience but ask the participants to request for taking the material again.

#### How to View Certificate of Completion

Please see the image below.



- 4 Name of the contents
- **(5) (6)** The date of issuance
- ⑦ Expiration date (One year from the date of issuance)

#### How to Save the Data of the Certificate of Completion

The procedure is the same whether you view from the learning screen or from the grade management screen.

#### Saving as a PNG File Format

Press the "Save as Image" button at the bottom of the display screen of Certificate of Completion.

•	Certificate of Completion	<ul> <li>• •</li> </ul>
	This is to certify that	
	demo_user01	
	Date of Birth: 1980-Api-01	
	has satisfactorily completed the training course for Maritime Cyber Security onboard Advanced – for responsible officers	
	Mantime Cyter Security onboard Advanced – for responsible officers on 13 May 2020	
	This course has been certified by ClassNK and fulfills the requirements outlined in Chapter 5.3 "Procedural protection measures"	
	of the Guidelines on Cyber Security onboard ships (version3) produced and supported by BMGO, CLA, ICS, INTERCARGO, INTERMANAGER, INTERTANKO, IUM, OCIDF and	
	BIMOD, CLAA, ICS, INTERCARGO, INTERNANAGER, INTERTAINO, ICMI, OCIMP and WORLD SHIPPING COUNCIL	
	Date of Issuance: 13 May 2020 Dalkichi Nomura Cemticate validity: 12 May 2021 CDI sa Devicer Cas NK Genuiting Service Ca. Lat.	
	ClassNK KOOT Digital	
	Issuing Office : ClassRK Consulting Service Co., Ltd., 2-9 Gobancho, Chiyoda-ku, Tokyo, 192-0076, JAPAN The program is developed in cooperation with HDDI Digital Security Inc. and KDDI CORFORATION	
		-
	Print Save as Image Save as PDF	

The following menu will appear. Select "Save as" from the "Save" button, set the desired file name, and save.

v		Certificate of Completion			«	• *
		This is to certify that demo_user01				- 1
		Date of Birth: 1980-Ap1-01 has satisfactorily completed the training course for Maritime Cyber Security obsoard Advanced – for responsible officers				
		on 13 May 2020 This course has been certified by ClassNK and falfills the requirements outlined in Chapter 5.3 "Procedural protection measures"				
		of the Galdelines on Cyber Security unband ships version3 produced and supported by BIMOO, CLIA, ICS, INTERCARCO, DITERLANKOR, INTERCARCO, RIMI, OCRAF and WORLD SHIPPING CORNEL.				
		Date of Issuance : 13 May 2020 Datisch Nomura Cernificate wildly : 12 May 2021 CD as a Provider Class NK Consulting Service Co. Ltd.				
		Internet And Andrewski (Constraint)				
	What do you want to do with Certifitca From: e-learning.classnkcs.co.jp	te of Completion png?	ive as Save	Cancel X		*

#### Saving as a PDF File Format

$\overline{}$	Certifi	cate of Comp	bletion	«	•
		This is to certify that demo_user01			- 1
		Date of Birth: 1980-Api-01			- 1
		isfactorily completed the training cou Security onboard Advanced – for res on 13 May 2020			
	the requirements or of the Guidelines on Cybe	rse has been certified by ClassNK an tilined in Chapter 5.3 "Procedural pr r Security onboard ships (version3) p RCARGO, INTERMANAGER, INTERTA WORLD SHIPPING COUNCIL	rotection measures" roduced and supported by		
	Date of issuance : 13 M Certificate validity : 12 M	av 2021 CEO and Presi			
	ClassNK	KODI	Digital Security		
		sulting Service Co., Ltd., 2-9 Gobancho, Chiyoda-k ed in cooperation with KDDI Digital Security Inc. ar			
	Print	Save as Image	Save as PDF		

Press the "Save as PDF" button at the bottom of the display screen of Certificate of Completion.

The following steps are identical to saving to the PNG file format.

The images above are from Microsoft Edge or Internet Explorer. If you are using Google Chrome, the screen for saving a file looks like this:

In Google Chrome, when you press "Save as Image" or "Save as PDF" button, the file is automatically saved as shown below. The saved file is displayed in the lower left of the screen.

$\odot$	Certificate of Completion	
	This is to certify that demo_user01	
	Date of Birth: 1960-Ap1-01 has subdictorily coupleted the training course for Muting Order Society coupled Advanced – for responsible officers	
	on 13 May 2020 This course has been certified by ClassNK and fallifis the requirements outlined in Gaaper 3.3 "Proceedinal protection measures" of the Goldines on Cycler Society should have priorially produced and responsed by	
	BBM-03, CLIA, KA, NYTHEOMOO, NYTHEOMOO, BANK, HAN, OCDH and NORHH MHYRIN COXYALL	
	Date of Issuese : 13 Boy 2020 DataCh Norman Centricate validity : 12 Key 2021 CTO as Informer Co. Lat. Coa NR Constitute Street Co. Lat.	
	Construction     C	
	Print Save as Image Save as PDF	
Certifitcate of Copng		Show all

#### How to Print the Data of the Certificate of Completion

Press the "Print" button at the bottom of the display screen of Certificate of Completion.



The print menu screen that appears after you press the Print button varies depending on your browser. Please refer to the following.

■Microsoft Edge

PDF File - Print	×
Printer	
	$\leftarrow$ 1 / 1 $\rightarrow$ 🗔
Let the app change my printing preferences	
Let the app change my printing preferences	
On On	Certificate No:20-00013
Orientation	Certificate of Completion
Orientation	This is to certify that
Portrait 🗸	demo userOl
	Date of Birth: 1980-Api-01
Copies	has satisfactorily completed the training course for
	Maritime Cyber Security onboard Advanced - for responsible officers
	on 13 May 2020
	This course has been certified by ClassNK and fulfills
Color mode	the requirements outlined in Chapter 5.3 "Procedural protection measures"
	of the Guidelines on Cyber Security onboard ships (version3) produced and supported by BIMCO, CLIA, ICS, INTERCARGO, INTERMANAGER, INTERTANKO, IUMI, OCIMF and
Color 🗸	WORLD SHIPPING COUNCIL
Pages	Date of Issuance : 13 May 2020 Daikichi Nomura
	Certificate validity: 12 May 2021 CEO and President
All	Class NK Consulting Service Co.,Ltd.
Scale	ClassNK KOOT Digital
Fit to name	Issuing Office : ClassHK Consulting Service Co., Ltd., 2-9 Gobancho, Chiyoda-ku, Tokyo, 102 0076, JAPAN The program is developed in cooperation with KDDI Digital Security inc. and KDDI CORPORATION
Print Cancel	

■Internet Explorer

🥪 Print	×
General Options	
Select Printer	]參 Microsoft XPS Docume I S OneNote
<	>
Status: Ready Location: Comment:	Print to file Preferences
Page Range Page Range Selection Pages: 1 Enter either a single page number or a single page range. For example, 5-12	Number of <u>c</u> opies: 1 -
	Print Cancel Apply

■Google Chrome:

Certificate No:20-00013	Print	1	sheet of paper
Certificate of Completion	Destination	ē	•
This is to certify that	Pages	All	*
demo_user01 Date of Birth: 1980-Api-01	Copies	1	
has satisfactorily completed the training course for Maritime Cyber Security onboard Advanced – for responsible officers on 13 May 2020	Color	Color	•
This course has been certilied by ClassNK and fulfills the requirements outlined in Chapter 5.3 "Procedural protection measures" of the Guidelines on Cyber Security onboard ships (version3) produced and supported by BIMCO, CLIA, ICS, INTERCARGO, INTERMANAGER, INTERTANKO, IUMI, OCIMF and WORLD SHIPPING COUNCIL	More settings		~
Date of Issuance : 13 May 2020 Certificate validity : 12 May 2021 Class NK Comulting Service Co., Ltd.			
ClassNK KODA Digital Security			
Inuing Offer (Cantil Constituting Service Co., Ld., 2-9 Galaxisha, Chyode Jua, Talya, 103 6078, JMAN The program is developed in cooperation with XDX Digital Security Inc. and KDX CORPORATION		Print	Cancel

#### Member

This page allows you to manage participants' accounts.

If a participant's registration information changes, the administrator can update the registration information on the system. \*Participants may update their registration information by themselves. Therefore, this does not necessarily mean that administrators must update participants' registration information.

## Update Participant Registration Information

Click the "Members" button on the screen below to go to the member management screen.

Search	× ·	💄 demo_admin-
Menu	A My Page	
ClassNK		
Consulting Service	Learnings Members	
My Page Learn 1 >	Learn Menber Management Grade Management	
Let Check Your Grade 7 >	Notification	
省 Karte Function	*	
Member Manag··· 1 >		
<ul> <li>FAQ</li> <li>Logout</li> </ul>		
	M N	
	© powered by learningBCX 2.10.2 (e-learning system)	

The following is the top page of the member management screen.

Press the gear button on the right to go to the edit member profile screen.

Search	X demo_admin-
Menu	Member Management
Consulting Service	Top > Maritime_CyberSec_Demo S Record Invitation E-mal
🕍 Check Your Grade 7 >	the set of the s
翁 Karte Function	Level LoginID Name E-mail Date of birth Status Date first logged in Expiry Date Operation
Image Member Manag ··· 1 →	🖸 💄 Demo_udmin demo_udmin demo_udmin@test.com 01-April-1980 On 2020-02-03
⑦ FAQ	□ ▲ demo_user01 demo_user01 @com 1980-Api-01 On 2020-03-18 💽 0
C+ Logout	Showing 1~2 cases (out of 2 cases)
	powered by kearningBOX 2.10.2 [e-kearning system]

When you press the gear button, the edit member profile form appears. Update the changed information and press the Save button.

#### [For Customers] Users' Manual of Maritime Cyber Security Awareness Training for Administrators

🚰 Edit Member Profile	×	
LoginID demo_user01 Name	Belongs to □管理者グループ ☑Maritime_CyberSec_Demo □Maritime_CyberSec_Demo » Basic	
demo_user01	Maritime_CyberSec_Demo » Advanced	
E-mail* Password  Change Date of birth*	Invitation E-mail Settings Invitation Mail Edit ?	
	Resend Invitation E-mail	
Status* On  v		
Save	Cancel	]

Please do not perform the following operations on the member management screen.

 $\boldsymbol{\cdot}$  Change the status of the account

 $\boldsymbol{\cdot}\mathbf{Set}$  the account expiration date

 $\boldsymbol{\cdot} \text{Remove the participant's belonging to the group}$ 

#### **Download Participant Information in Bulk**

Using a CSV file, you can download the information of the participants all at once.

As shown in the image below, click the + button at the upper left of the member management screen, and then click "Bulk Operations (CSV)". You can download participants information or group information in a CSV file.

Search	X ≜ demo_admin-
Menu	Member Management
ClassNK consulting service My Page Learn 1 > Mi Check Your Grade 7 >	Top > Maritime_CyberSec_Demo ()       Recend Institution Exp         If All Members       Bulk Operation (CSV)       Download Members         If Maritime_CyberSec_Demo (2)       Bulk Operation (CSV)       Download Groups         Showing 20 v cases       Search Filter:       Deploy Settings         It were togintD       Name       E-mail       Date of birth       Status       Deploy Interfield Operation
☆ Karte Function	Level Loginito name criani otrecto nun status parentin segura ni cupar pare operation     L     Demo_admin demo_admin demo_admin@test.com 01-April-1980 On 2020-02-03 0
Member Manag… 1 >	demo_user01 demo_user01 demo_user01@com 1980-Api-01 On 2020-03-18 O 🕯
<ul> <li>⑦ FAQ</li> <li>G→ Logout</li> </ul>	Showing 1~2 cases (out of 2 cases)
	(b powered by learningBOX 2.10.2 [e-learning system]

#### Changing the Password from the Member Management Screen

Please check the box next to "Password" on the edit member profile screen. You will be prompted to enter the new password. After entering the new password, click the Save button.

🚰 Edit Member Profile	×
LoginID demo_user01 Name demo_user01 E-mail*	Belongs to 「管理者グループ 「Maritime_CyberSec_Demo Maritime_CyberSec_Demo » Basic Maritime_CyberSec_Demo » Advanced
	Invitation E-mail Settings
Password ☑ Change Please enter between 8 and 30 characters. ! " # \$ % & ' ( ) * + , / : ; < = > ? [ ¥ ] ^ _` single- byte characters, numbers and special characters can be used. Password must contain at least one single-byte character and one number. Date of birth*	Invitation Mail Edit ? Resend Invitation E-mail
Status*	
On v	
Save	Cancel

## Grades

This is the page to manage the participant's grades.

#### How to Manage the Grades of Participants

Click the "Grades" button on the screen below to go to the result management screen.

Search	×	demo_admin-
Menu	🛔 My Page	
ClassNK		
Consulting Service	Crades	
Learn 1 >	Learn Member Management Grade Management	
Learn 1      Learn 1	0 Notification	
盆 Karte Function	<u>^</u>	
▲ Member Manag… 1 >		
⑦ FAQ		
€ Logout		
	© powered by learningBOX 2.10.2 [e-learning system]	

The following is the top page of the grade management screen. You can perform detailed grade management by selecting the tab in the red box.

Search	×		💄 demo_admin-
Menu	LIII Grade Management		
ClassNK Consulting Service	Your Grades Per Group Per Question Individual Karte		
🖌 Learn 1 >	Your Grades		
🖬 Check Your Grade 7 🖒	Content	O Display Period All Duration Last 1 Week     3/17/2020 ~ vvvv/mm/dd	All     Highest Scores
☆ Karte Function	☑ By Question Types	© Study Status	Not Attempted     Reports Under Grading
Member Manag… 1 >	All Selected *	All Selected *	<ul> <li>Reports onder Grading</li> </ul>
⑦ FAQ			
C+ Logout	Showing 20 v cases		CSV
	Content Name Score/Answer Rate	Pass/Fail II Learning Start Date/Time	11 Time 11 Other
		No data	
	Showing 0 $\sim$ 0 cases out of 0 cases		< >
		powered by learningBOX 2.10.2 [e-learning system]	

You can check the grades of all students in the "Per Group" tab. It is also possible to narrow down by materials and period.

If you want to output the result list as CSV data, press the button at the bottom right.

Search	X ≜ demo_adm	in-
Menu	lılı Grade Management	
My Page         My Page         Learn       1         Md Check Your Grade       7         Mark Karte Function         Member Manager       1         Member Manager       1         FAQ	Your Grades       Per Question       Individual Karte             Croup Crade List	
64 Logout	Showing 20 v cases     Group     Name     Folder Name     Content Name     Score/Answer Rate     Pass/Fail     Learning Start Date/Time     Time     Other       Showing 0 ~ 0 cases out of 0 cases     <     <     <     >	

#### How to Check the Results for Each Material

On the "Per Question" tab, you can check the grades of each material.

#### **Karte Function**

This function enables participants to check how much they are learning and how far they are progressing every day. You can check it from the "Individual Karte" tab of the grade management screen.

#### Notes

Do not delete the grades because the Certificate of Completion is issued based on the record of the score on the system. If the score data is deleted, the Certificate of Completion cannot be issued.

If you delete the data of the grade by mistake, please ask the participants to take the materials again.

### Maintenance of e-Learning System

We regularly perform maintenance on the e-learning system in order to ensure the stable operation of the e-learning system and to expand its functions.

Once the maintenance schedule is fixed, we will notify you in the "Notification" column of My Page. The orange frame on the screen below is the "Notification" column.

Search	×	demo_admin-
Menu	🛔 My Page	
ClassNK		
Consulting Service	Learnings Members Grades	
My Page Learn 1	Learn Member Management Grade Management	
L≝ Check Your Grade 7 >	Notification	
篇 Karte Function		
🔹 Member Manag… 1 >		
<ul> <li>FAQ</li> <li>Logout</li> </ul>		
Logoul		
	powered by learningBOX 2.10.2 [e-learning system]	

You will not be able to log into the e-learning system and use the e-learning service during maintenance. If you attempt to log in to the e-learning system during maintenance, the following screen appears.



If an unexpected event occurs such as maintenance not being completed within the scheduled time, we will contact the administrator. In this case, the administrator will contact the participants.

## When Changing Registered Email Address

If you have changed registered email address, please follow the steps below to update the information on your system. Click the username in the upper right corner of the screen and select "Edit Profile".

Search	×	💄 demo_admin+
Menu	A My Page	Ledit Profile
ClassNK		C Logout
Consulting Service	🞓 Learnings 🚧 Members 📊 Grades	
🛓 My Page	Learnings Learn Member Management Grades Grade Management	
✓ Learn 1 >	Notification	
Heck Your Grade 7 >     A Karte Function		
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	© powered by learningBOX 2.10.2 [e-learning system]	

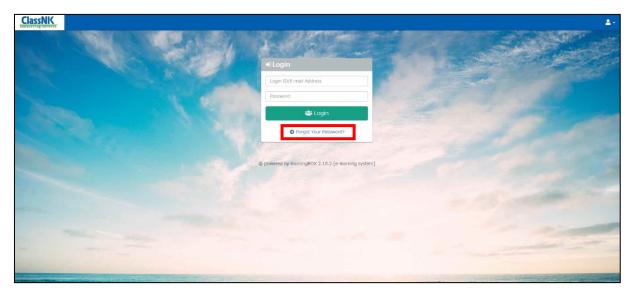
Edit the "E-mail" item on the Edit Profile screen and click the Save button.

Search	X demo_admin-
Menu	
ClassNK Consulting Service	Le Edit Profile
My Page	LoginID Demo, admin
🖌 Learn 1 🗦	Name
Left Check Your Grade 7 >	demo_admin E-mail Required
篇 Karte Function	E-mail Required
Member Manag··· 1 >	Change the Password
⑦ FAQ	Date of birth Required
C+ Logout	
	Sive
	© powered by learningBOX 2.10.2 [e-learning system]

Please do not modify any other items.

## If You Forget Your Password

From the login page, click the "Forgot Your Password?" link.

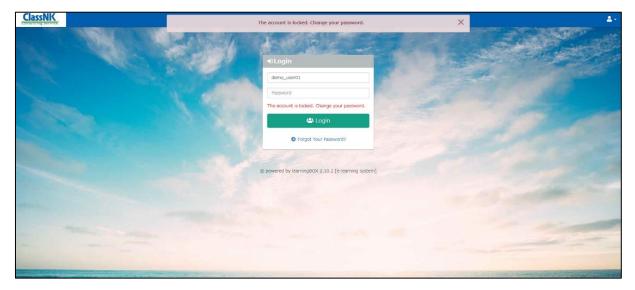


Then, go to the following form. You can perform the password reset procedure by entering your email address in the form on the screen below.

Search	×		Login ID/E-mail Address	Password	Login 💄 -
Menu ClassNKC Consulting Service @ FAQ		Password Reset Process Registered E-mail Address youremail@example.com Send the e-mail			
		powered by learningBOX 2.10.2 (e-le powered by learningBOX 2.10.2 (e-le	arning system]		

### **Account Lock**

If the login fails a certain number of times (five times), the account will be locked, and you will not be able to log in. If the account is locked, a screen to the following appears.



To unlock your account, you must either wait a certain time (15 minutes) or change your password from the login screen. For instructions on changing your password, refer to the section "If You Forget Your Password".

## **Other Notes**

#### Language Settings

This service is multilingual, but you cannot change the language setting on the e-learning system. If you wish to change the language setting, please change the setting of OS or browser. Available languages are Japanese and English.

#### Security

There is a risk of eavesdropping, so please avoid taking a material in a free Wi-Fi environment. If you take a material in a Free Wi-Fi environment for unavoidable reasons, take measures such as using a VPN server to encrypt communication.

#### **Usage from Smartphones**

The participant management function is basically intended to be used from a PC, so please use it from a PC rather than a smartphone/tablet as much as possible.

#### **Recommended Environment**

Please refer to the [Table 1 Recommended Environment] page. Use the recommended OS or browser.

	Recommended OS	Supported OS	Recommended Browsers	Supported Browsers	Unsupported Browsers
Windows	Windows 10	-	The latest version of Chrome The latest version of Edge The latest version of Firefox	IE 11 (Only on Windows 10)	IE 10 Opera Other
Mac	macOS 10.15 Catalina	macOS 10.13 High Sierra or later	The latest version of Chrome The latest version of Safari The latest version of Firefox	-	Opera Other
iPhone	iOS 13~	iOS 10~	The latest version of Safari	The latest version of Chrome	Opera Firefox Edge Other
iPad	iPad OS 13~	iOS 10~	The latest version of Safari	-	Opera Firefox Edge Chrome Other
Android	Android 8.0~	Android 5.0~	The latest version of Chrome	-	Firefox Edge Other

### [Table 1 Recommended Environment]

"Recommended OS" and "Recommended Browsers" refers to the OS and browsers that are mainly used for the operation verification by the e-learning system vendor when releasing. It can also be used from a supported OS or browser.

"The latest version of Edge" listed in the table below refers to the Chromium-based Edge. (The original Microsoft Edge will be scrapped and replaced with the Chromium-based Edge.)

Basically, versions prior to generation 2 are deprecated for iOS and iPad OS.