

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

1st Edition

A u t h o r	ClassNK Consulting Service Co., Ltd.
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Introduction

About This Manual

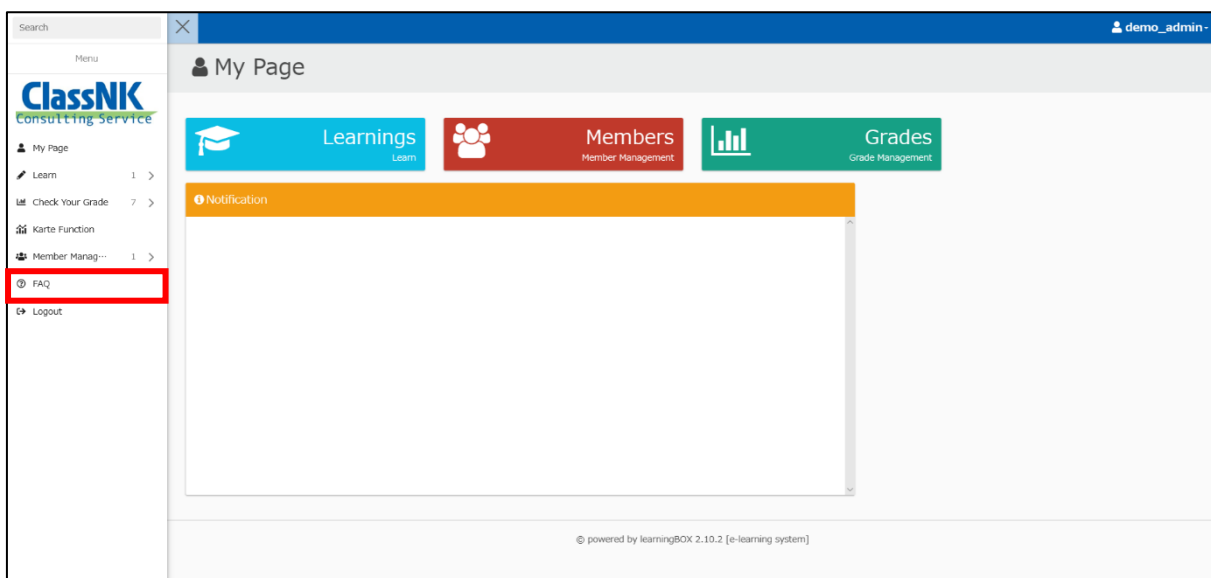
This manual describes how to use and precautions for the Maritime Cyber Security Awareness Training.

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.



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@classnks.co.jp

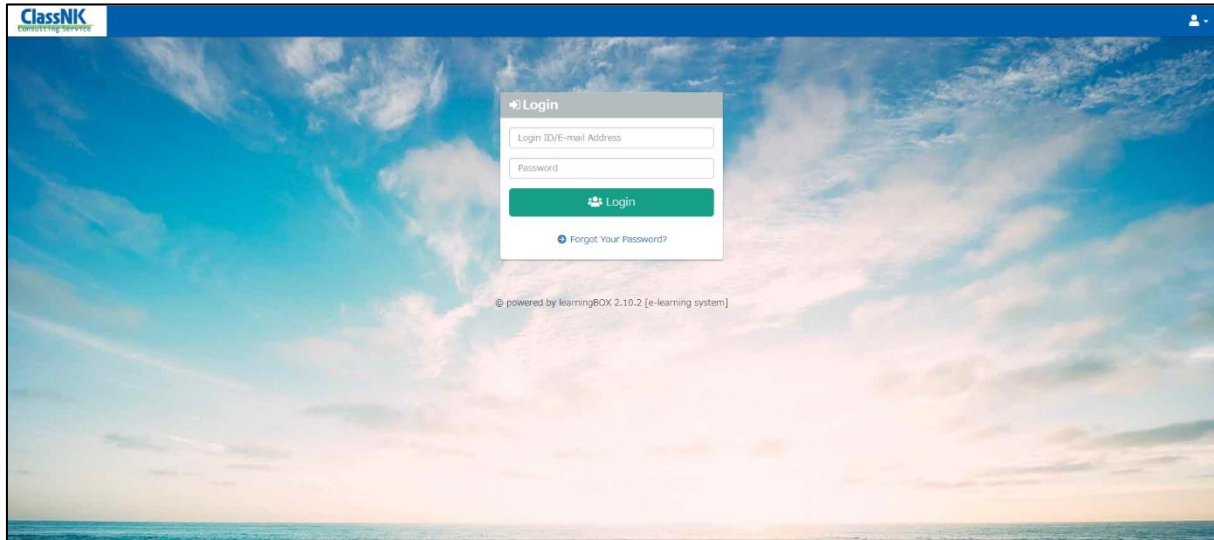
We are open 24 hours a day, 365 days a year, but our response time and date is 10: 00 ~ 17: 00 on a business day set by us. We will inform the administrator of the answers, so please contact the participants.

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.

<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 kddi-dsec.com 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.

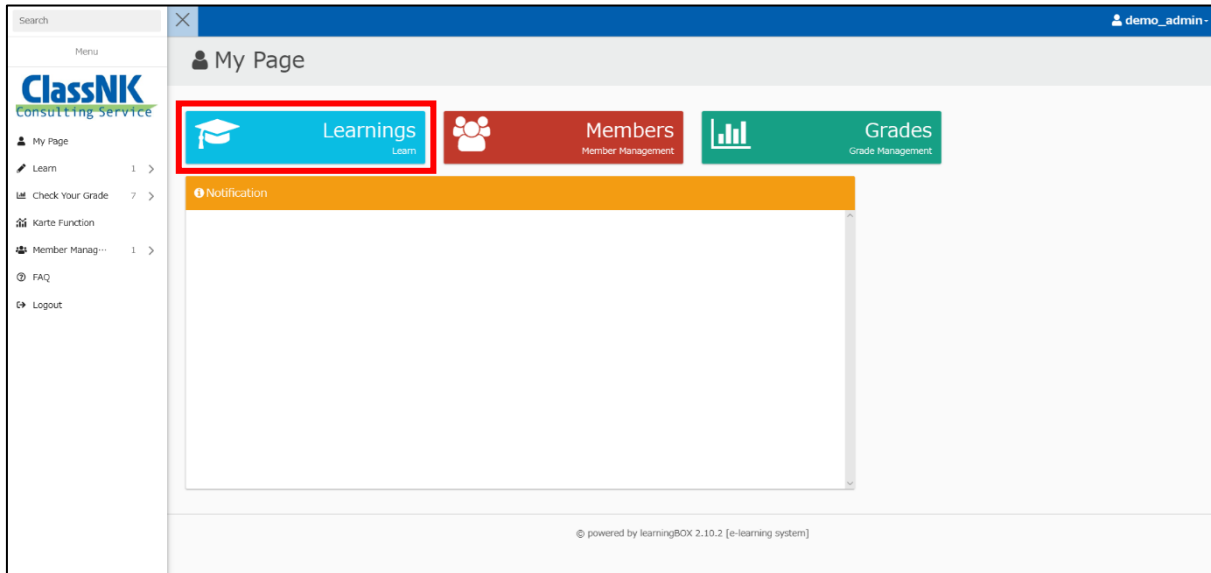
ClassNK Consulting Service		Application for Consulting Services	
To: ClassNK Consulting Service Co., Ltd. (E-mail: consulting@classnkcs.co.jp)			
			Application Date: <input type="text"/>
1. Confirmation of application			
Before submitting this application, please confirm and agree to the following:			<input checked="" type="checkbox"/> Agree to the following
We hereby request that you carry out the consulting service below and the attached documents. This request is made on the basis that we accept the prior explanation and the provisions of "Terms & Conditions on Consulting Services" posted on the web site of ClassNK Consulting Service Co., Ltd. (www.classnkcs.co.jp).			
Please check and fill out the following terms of use for your product. Please note that we may not be able to start the service if there is a problem.			
● [Handling of personal information]: (https://www.classnkcs.co.jp/cyber_security/terms_and_conditions.html)			
(Remarks)			
1. We will send the invoice to you as soon as we receive the application and we will inform you of your ID and Password for logging in to the system upon receipt of your payment.			
2. You can apply for this service from ¥30,000 only for the first time.			
3. When using e-learning, you must register your email address on the system. Please note that you cannot study multiple educational packages with the same email address. To learn more than one educational package, please register different email addresses.			
4. If any of the information provided in this form changes or if undecided items have been determined, please inform immediately.			
5. We may use the Applicant's personal information in order to perform our consulting services and the relevant activities only. In addition, we shall not disclose any such information to third parties without Applicant's prior written consent.			
2. Applicant			
Company's Name		Tel	
Address		Fax	
Signature and/or Official Stamp of Applicant			
Person in charge*			
Contact Email Address			
*: Role of a Person in charge: Supporting trainees' use of the e-learning system, including handling their applications, updating trainee information if it has changed, and managing inquiries from trainees.			
3. Maritime Cyber Security Awareness Training			
For C	An administrator refers to the person listed in the "Person in charge" column of the application form.		nd
Training program for crews and officers on ocean-going vessels	We will send all participants' login IDs and initial passwords to the email address provided in the "Contact Email Address" field.		mation
basic - for Crews and Officers .			
Technical Course (Attack Method) for Responsible Officers in Land	Technical Course (Attack Method) for Responsible Officers in Land	Technical Course (Attack Method) for Responsible Officers in Land	
Maritime Cyber Security- for CSMS development	Maritime Cyber Security- for CSMS development	Maritime Cyber Security- for CSMS development	
Maritime Cyber Security onboard Advanced - for responsible officers	Maritime Cyber Security onboard Advanced - for responsible officers	Maritime Cyber Security onboard Advanced - for responsible officers	
Maritime Cyber Security onboard Basic - for crews and officers	Maritime Cyber Security onboard Basic - for crews and officers	Maritime Cyber Security onboard Basic - for crews and officers	
Unit Price			
¥10,000	¥15,000	¥30,000	
Quantity			
0	0	0	
Total Amount			
¥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 Address			

Learning

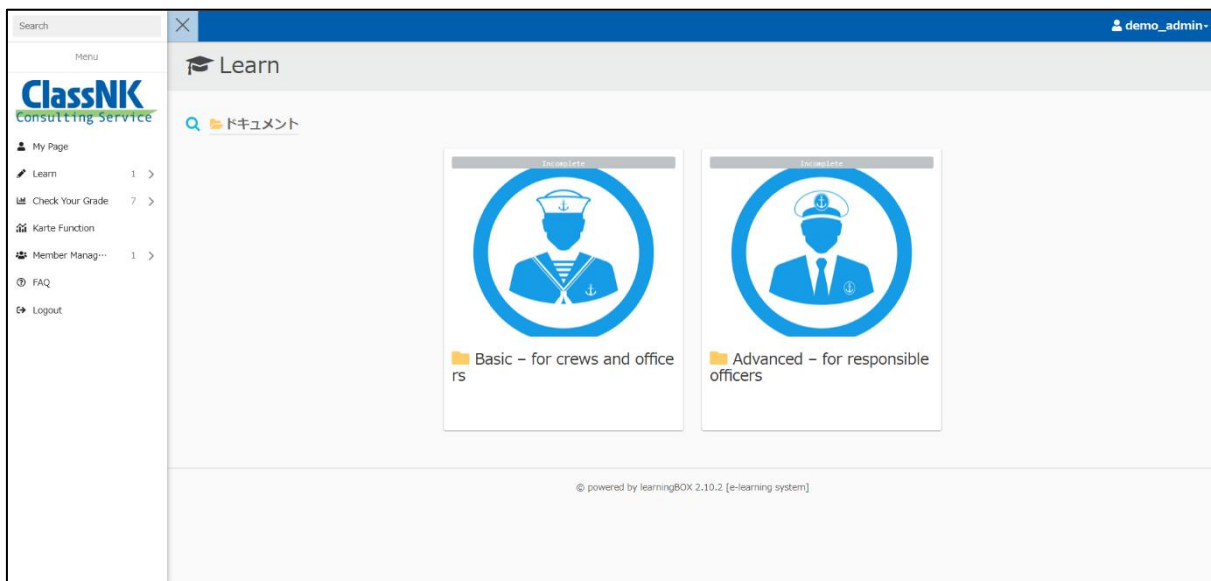
This page is for taking e-learning materials.

How to Take the Materials

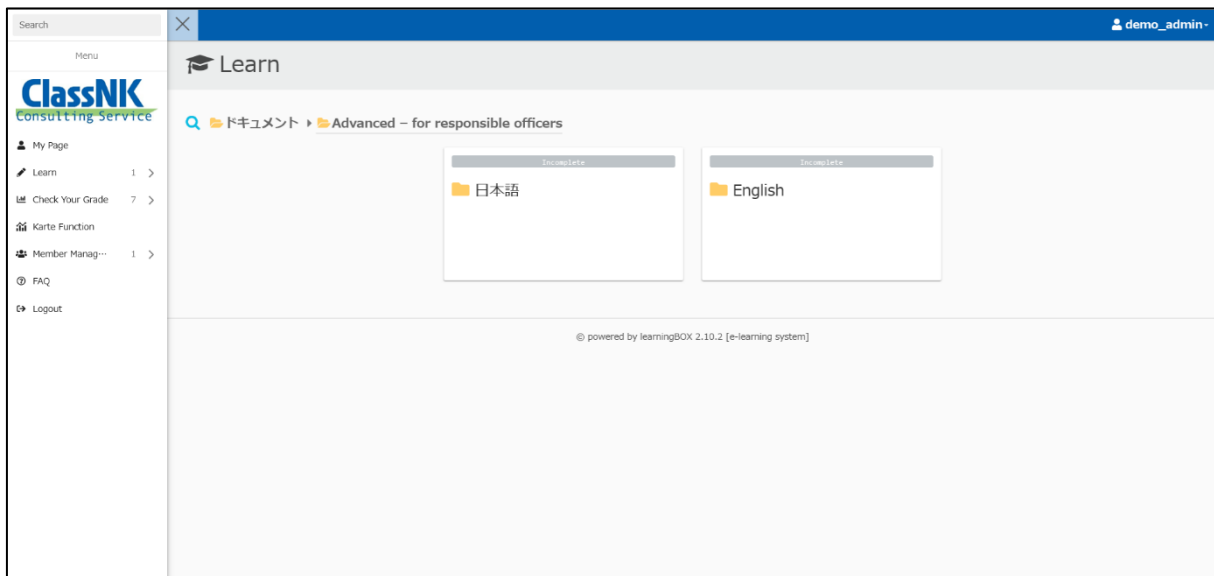
When taking a material, press the "Learnings" button on the screen below to go to the learning screen.



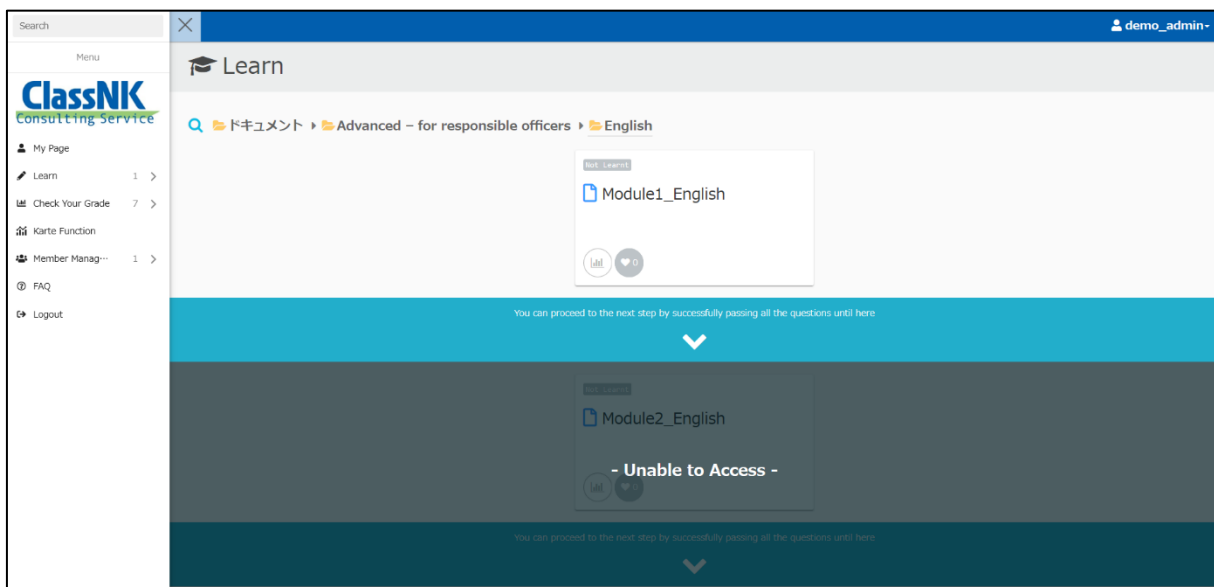
On the learning screen, select the materials you purchased.



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

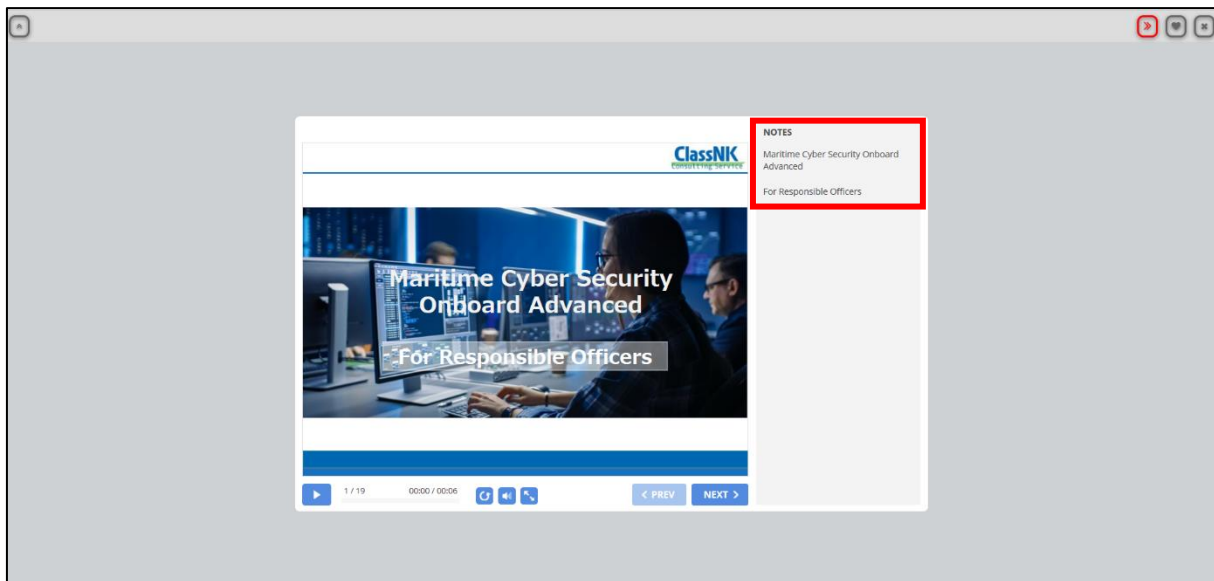


After selecting the language for the material, proceed in order from Module 1.



Composition of Materials

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

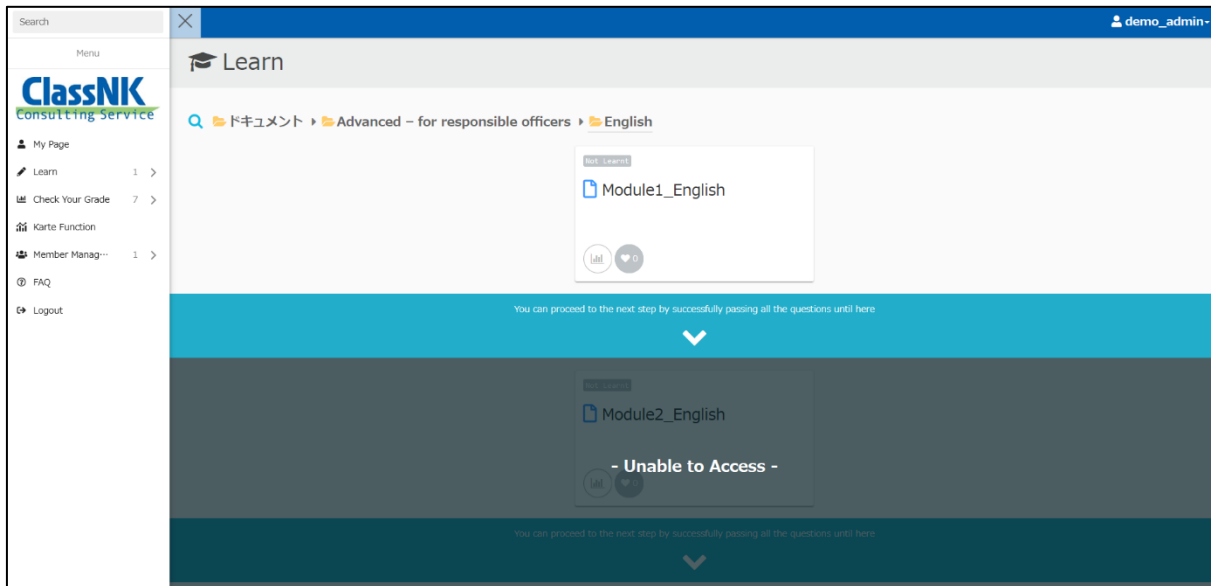


"Notes" is additional text that is also read as a narration.
The red border of the above image is "Notes".

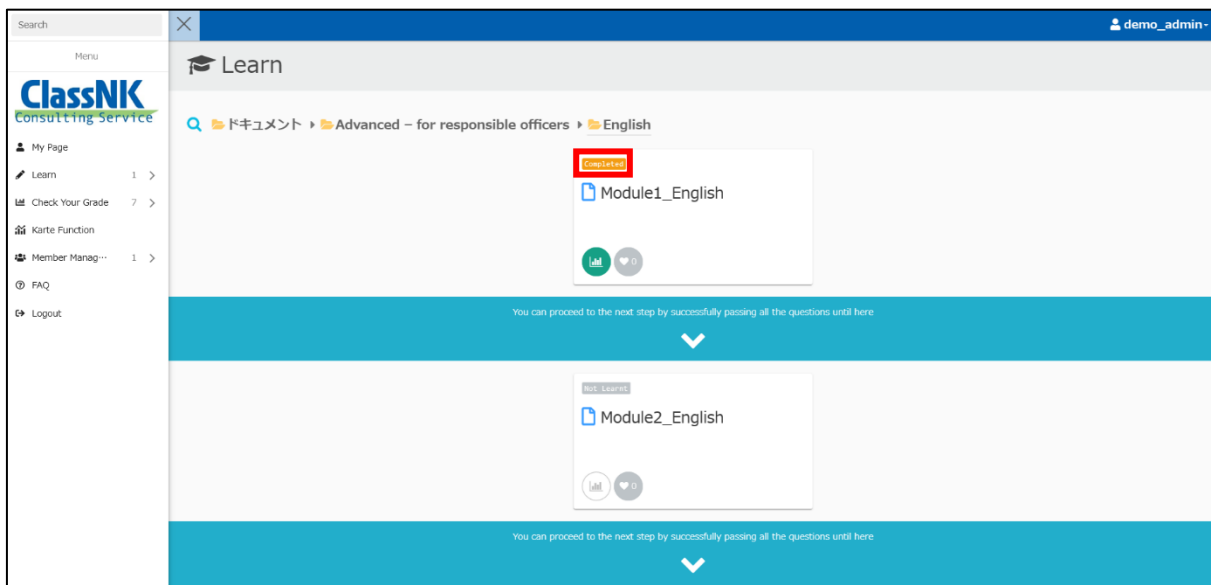
Notes When Taking Materials

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".



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.



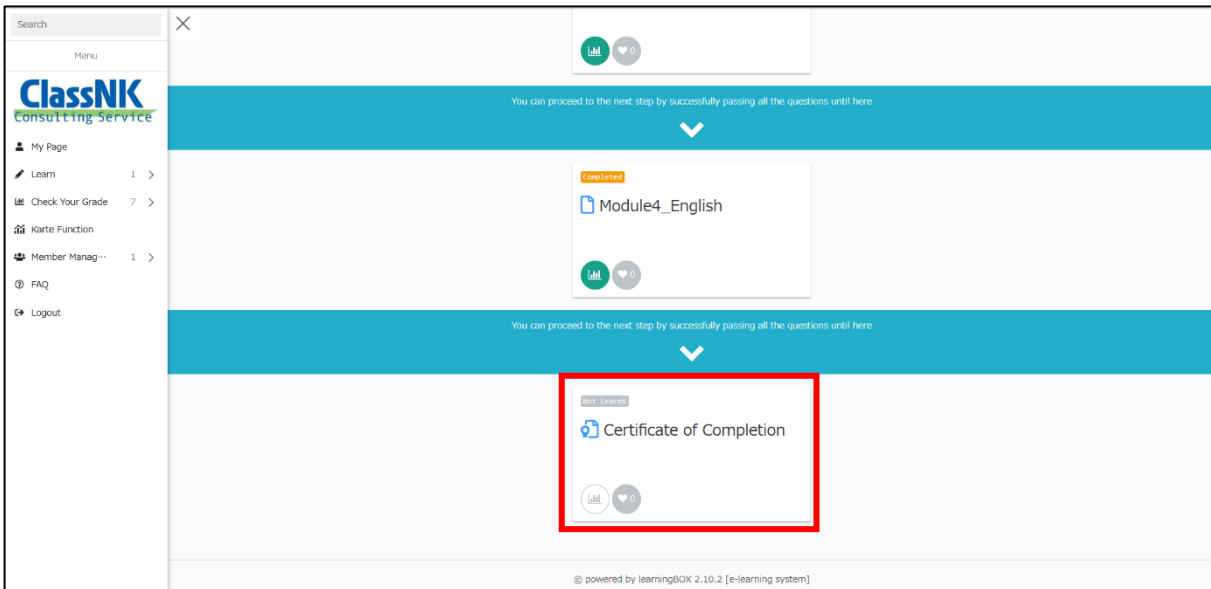
Upon completion of the tests included in the materials, the restrictions are lifted, and you can proceed to the next module.

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.



The following is the display screen of Certificate of Completion.



Checking from Grade Management Screen

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

The screenshot shows the 'Grade Management' interface. On the left is a sidebar with the 'ClassNK Consulting Service' logo and a menu including 'My Page', 'Learn', 'Check Your Grade', 'Karte Function', 'Member Manag...', 'FAQ', and 'Logout'. The main area has tabs for 'Your Grades', 'Per Group', 'Per Quiz', and 'Individual Karte'. Below these is a 'Group Grade List' section with filters for Content, Group, Display Period, and Study Status. A table lists grades with columns: Group, Name, Folder Name, Content Name, Score/Answer Rate, Pass/Fail, and Open/Close. The first row, 'Certificate of Completion', has a red box around a '+' button in the 'Open/Close' column.

Group	Name	Folder Name	Content Name	Score/Answer Rate	Pass/Fail	Open/Close
Maritime_CyberSe...	demo_user01	English	Certificate 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.

This screenshot shows the details view for the 'Certificate of Completion' grade. The table now includes additional information: 'Learning Start Date/Time' (2020-05-13 09:45:58), 'Time' (00:00:05), and an 'Other' section with a 'Details' button highlighted by a red box. The 'Open/Close' column now shows a '-' button instead of a '+'.

Group	Name	Folder Name	Content Name	Score/Answer Rate	Pass/Fail	Open/Close
Maritime_CyberSe...	demo_user01	English	Certificate of Completion	---	Pass	-
Learning Start Date/Time 2020-05-13 09:45:58 Time 00:00:05 Other Details						
Maritime_CyberSe...	demo_user01	English	Module4_English	100 points	Completed	+
Maritime_CyberSe...	demo_user01	English	Module3_English	100 points	Completed	+

The following is the display screen of Certificate of Completion.

Search

Menu

My Page

Learn 1 >

Check Your Grade 5 >

Karte Function

Member Manag... 2 >

FAQ

Logout

demo_user01

Grade List / Answer List Per Quiz Certificate of Completion

Certifitcate of Completion

demo_user01

Pass / Fail	Pass	Achievement Rates / Scores	---	Answering Date / Time	2020-05-13 09:45:58
-------------	------	----------------------------	-----	-----------------------	---------------------

Name	demo_user01
Serial Number	20-00013
Issue Date	2020-05-13
Expiry Date	2021-05-12

Certificate No: 20-00013

Print

Save Image

Save PDF

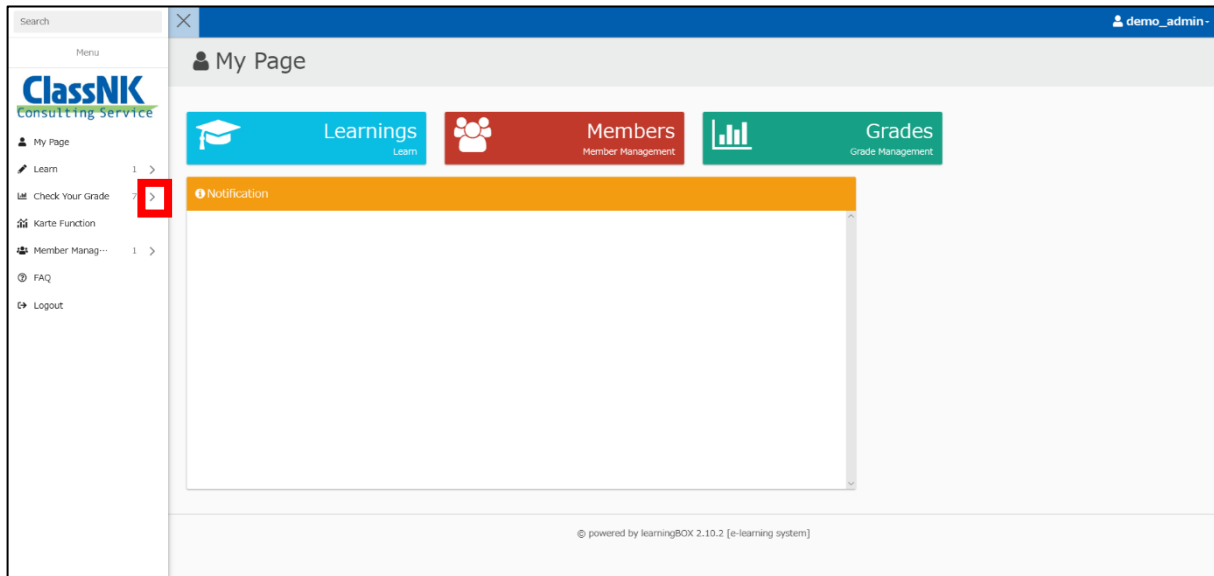
Back

Delete

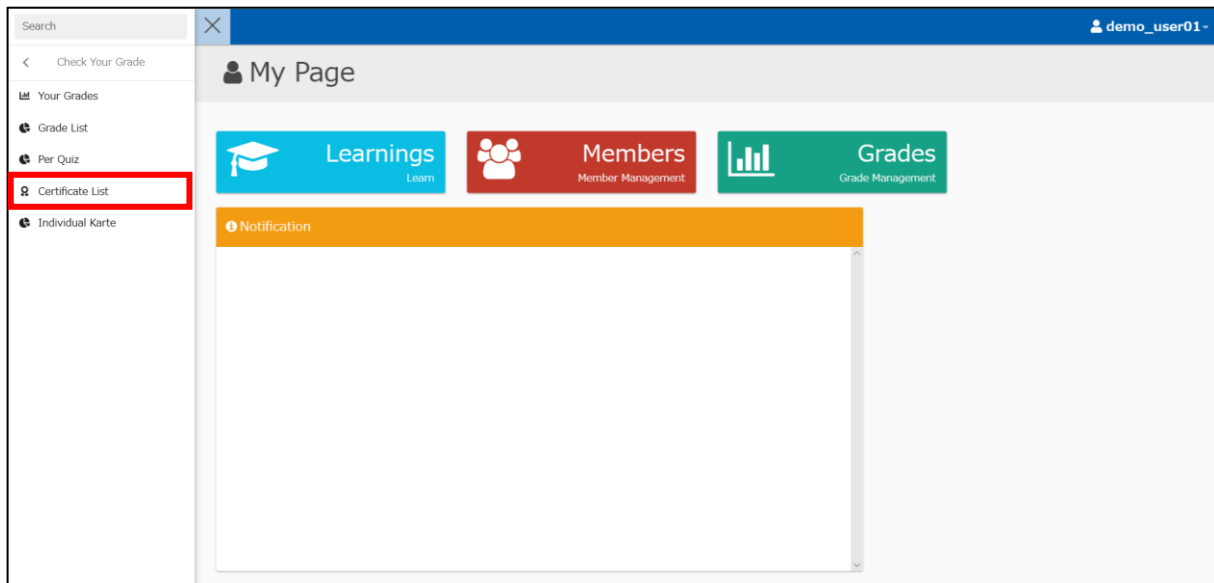
13 / 32

Checking from Certificate List Screen

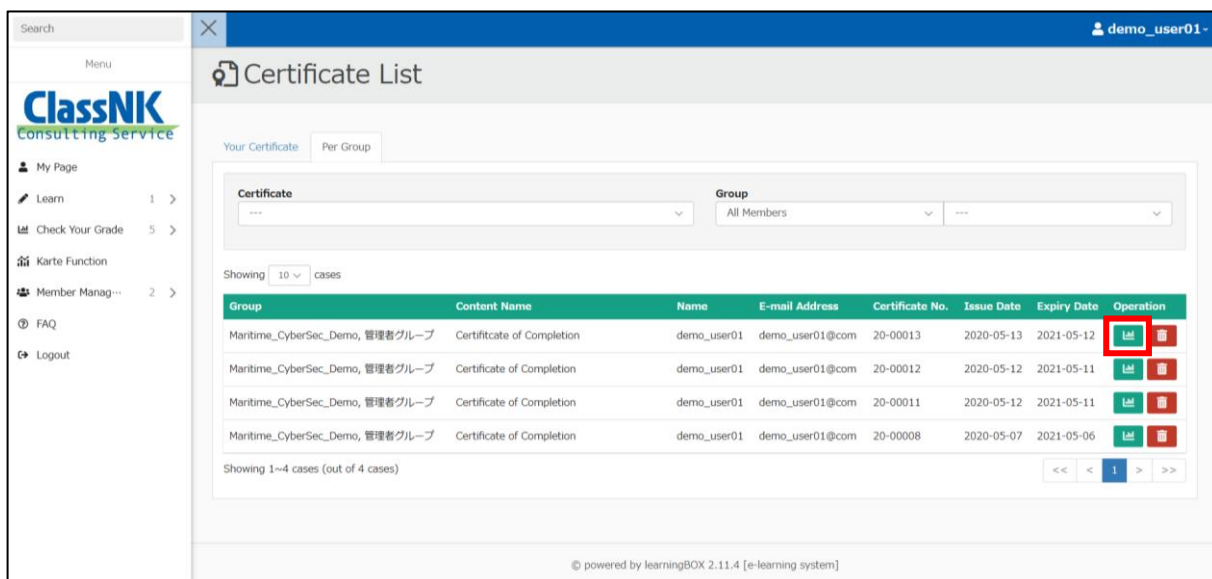
Click the "Check Your Grade" arrow on the sidebar.











Select "Certificate List".



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



The screenshot shows the 'Certificate List' page. On the left is a sidebar with the 'ClassNK Consulting Service' logo and a menu including 'My Page', 'Learn', 'Check Your Grade', 'Karte Function', 'Member Manag...', 'FAQ', and 'Logout'. The main area has tabs for 'Your Certificate' and 'Per Group'. Below the tabs are filters for 'Certificate' and 'Group' (set to 'All Members'). A table displays the following data:

Group	Content Name	Name	E-mail Address	Certificate No.	Issue Date	Expiry Date	Operation
Maritime_CyberSec_Demo, 管理者グループ	Certificate of Completion	demo_user01	demo_user01@com	20-00013	2020-05-13	2021-05-12	 
Maritime_CyberSec_Demo, 管理者グループ	Certificate of Completion	demo_user01	demo_user01@com	20-00012	2020-05-12	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	 
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	 

At the bottom of the table, it says 'Showing 1~4 cases (out of 4 cases)' and there are pagination controls.

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.



The details of ① through ⑦ are as follows.

- ① Serial number (Last 2 digits of the year - 5 digits of the number)
- ② Name of participants
- ③ Date of Birth of participants
- 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.



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



Saving as a PDF File Format

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.



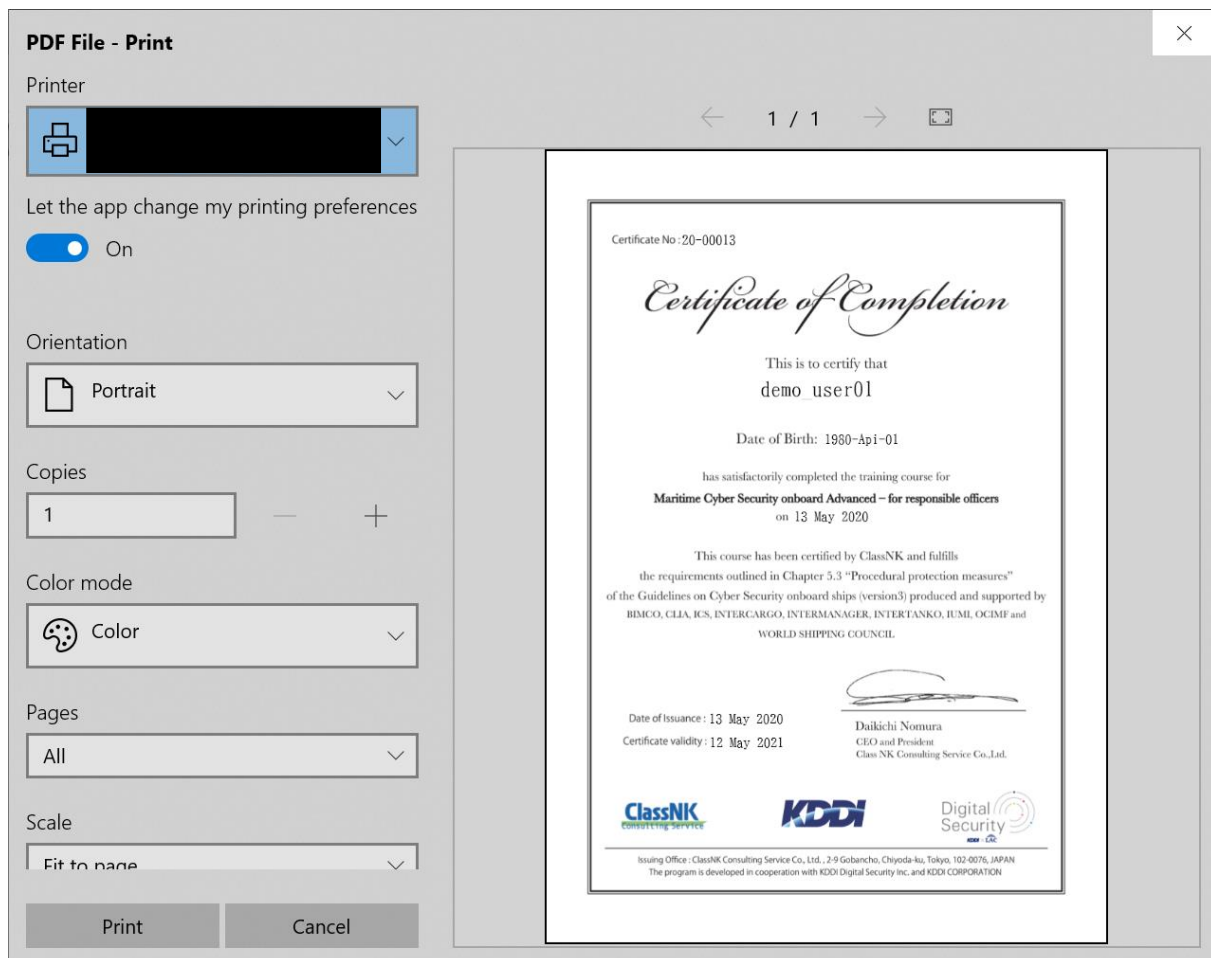
How to Print the Data of the Certificate of Completion

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

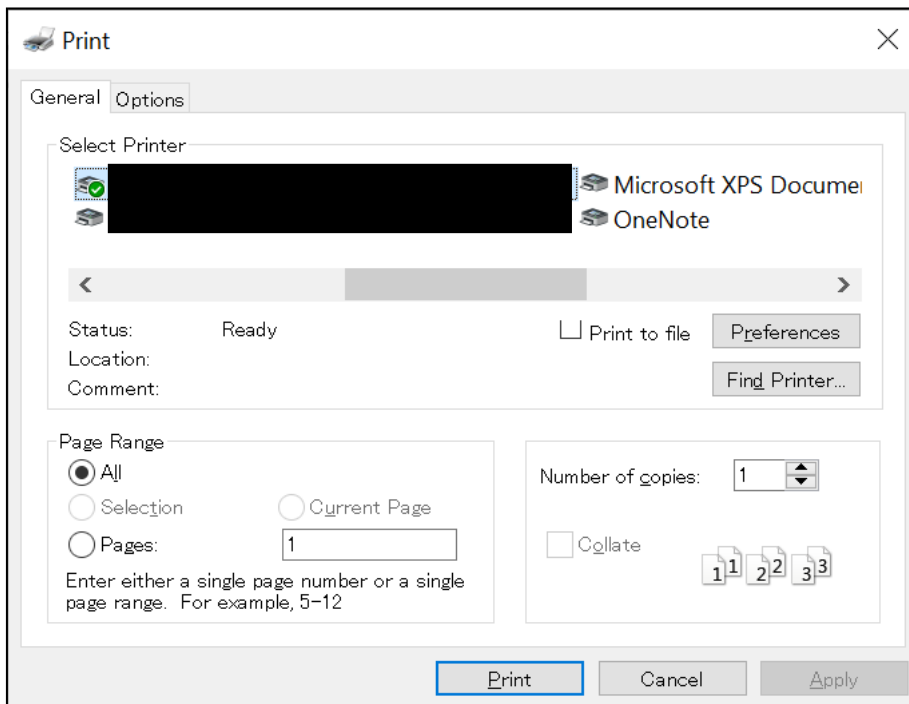


The print menu screen that appears after you press the Print button varies depending on your browser. Please refer to the following.

■ Microsoft Edge



■Internet Explorer



■Google Chrome:



Member

This page allows you to manage participants' accounts.

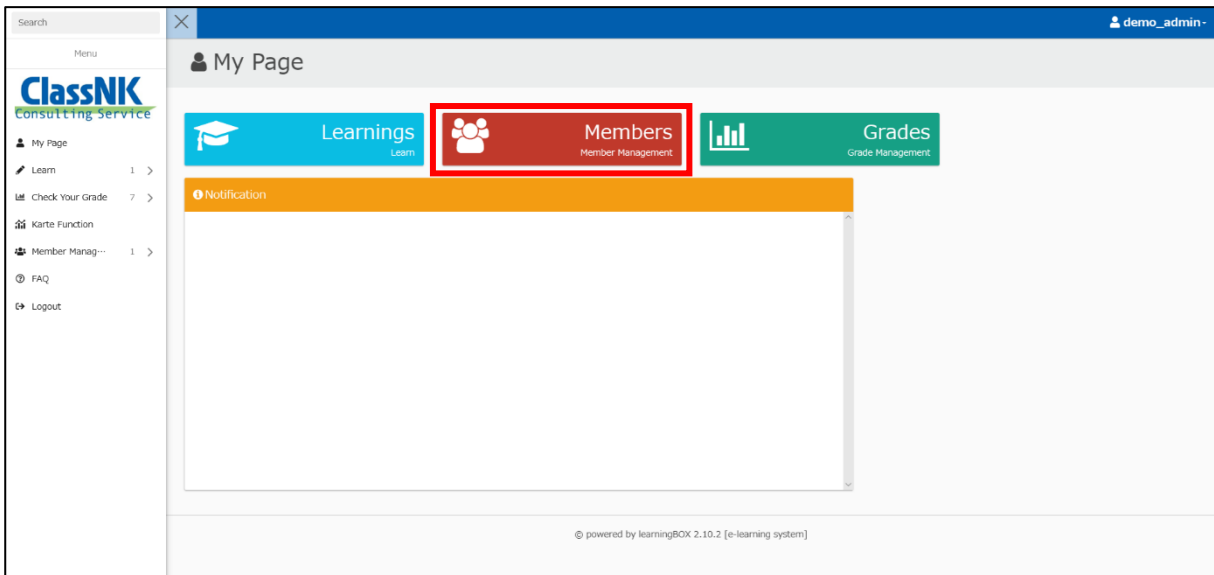
If a participant's registration information changes, the administrator can update the registration information on the system.

*Participants may update their registration information by themselves.

Therefore, this does not necessarily mean that administrators must update participants' registration information.

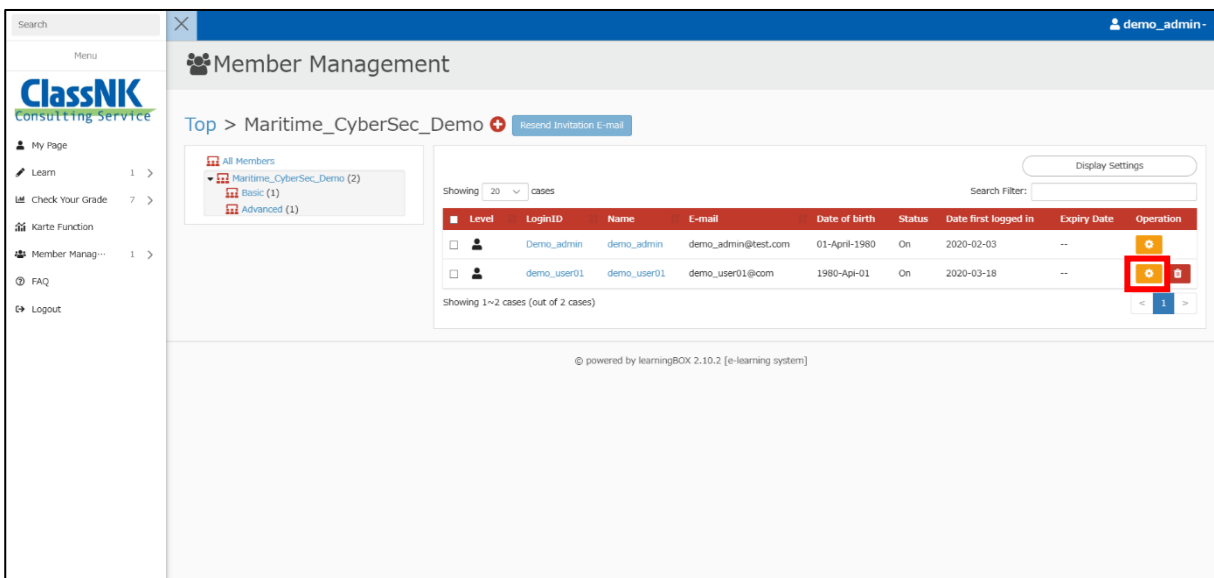
Update Participant Registration Information

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




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.



When you press the gear button, the edit member profile form appears.

Update the changed information and press the Save button.



Edit Member Profile

×

LoginID

Name

E-mail*

Password ☐ Change

Date of birth*

Status*

Belongs to
☐ 管理者グループ
☒ Maritime_CyberSec_Demo
☐ Maritime_CyberSec_Demo » Basic
☐ Maritime_CyberSec_Demo » Advanced

Invitation E-mail Settings

▼

Edit ?

Resend Invitation E-mail

Save

Cancel

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

- Change the status of the account
- Set the account expiration date
- 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.



The screenshot displays the ClassNK Member Management interface. On the left is a sidebar with the ClassNK logo and a menu. The main area is titled 'Member Management' and shows a breadcrumb 'Top > Maritime_CyberSec_Demo'. Below this, there's a section for 'All Members' with a tree view showing 'Maritime_CyberSec_Demo (2)' containing 'Basic (1)' and 'Advanced (1)'. To the right of this tree, a red box highlights a '+' button and a dropdown menu with 'Bulk Operation (CSV)' selected. Below the tree, there's a table of members with columns: Level, LoginID, Name, E-mail, Date of birth, Status, Date first logged in, Expiry Date, and Operation. The table shows two members: 'demo_admin' and 'demo_user01'. At the bottom, it says 'Showing 1~2 cases (out of 2 cases)'.

Level	LoginID	Name	E-mail	Date of birth	Status	Date first logged in	Expiry Date	Operation
	demo_admin	demo_admin	demo_admin@test.com	01-April-1980	On	2020-02-03	--	
	demo_user01	demo_user01	demo_user01@com	1980-April-01	On	2020-03-18	--	

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*

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*

Status*

On

Belongs to

☐ 管理者グループ

☒ Maritime_CyberSec_Demo

☐ Maritime_CyberSec_Demo » Basic

☐ Maritime_CyberSec_Demo » Advanced

Invitation E-mail Settings

Invitation Mail

Edit ?

Resend Invitation E-mail

Save

Cancel

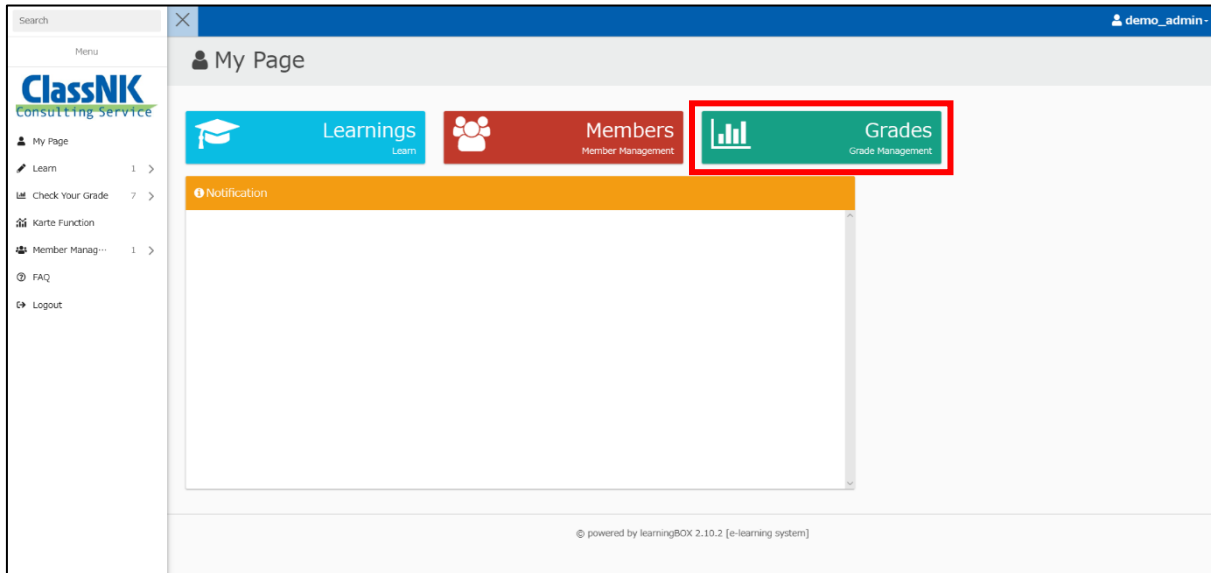
24 /32

Grades

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

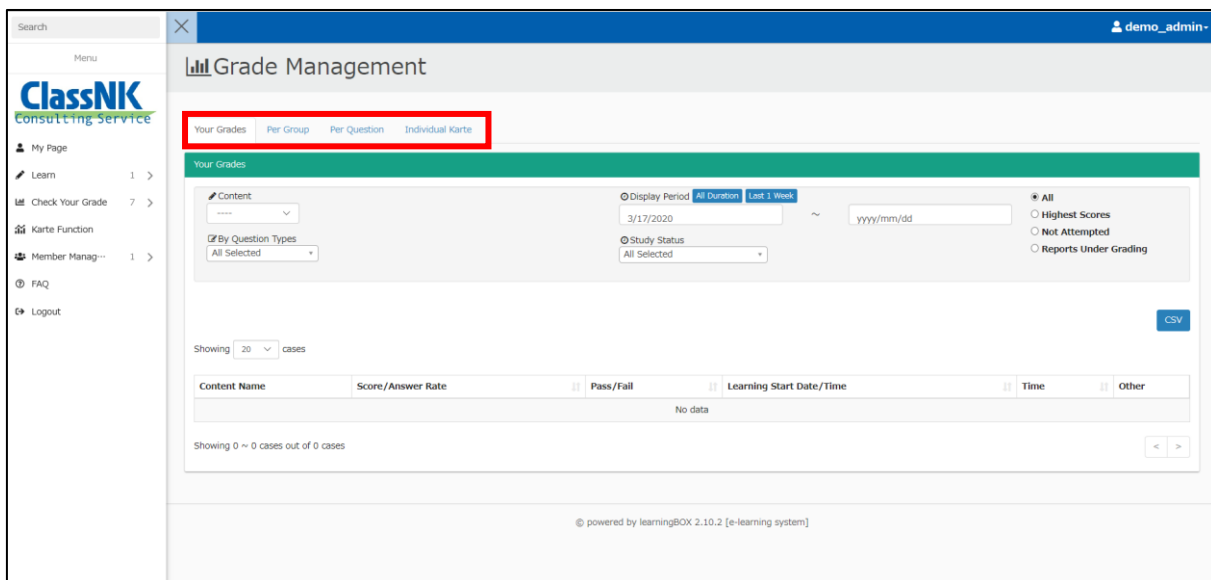
How to Manage the Grades of Participants

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



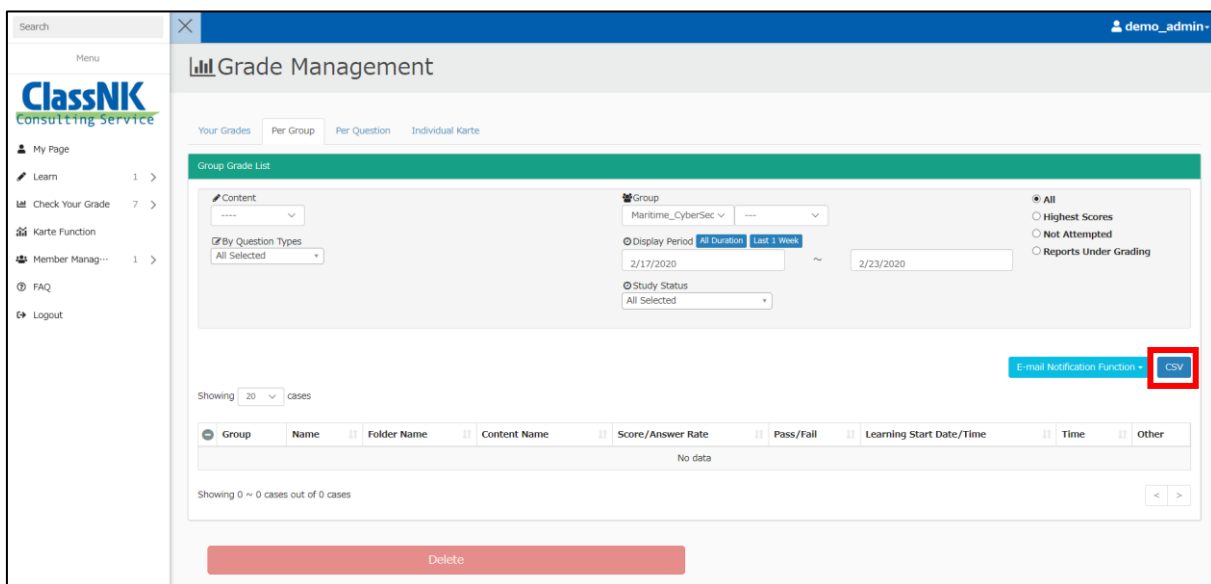
The following is the top page of the grade management screen.

You can perform detailed grade management by selecting the tab in the red box.



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.



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.

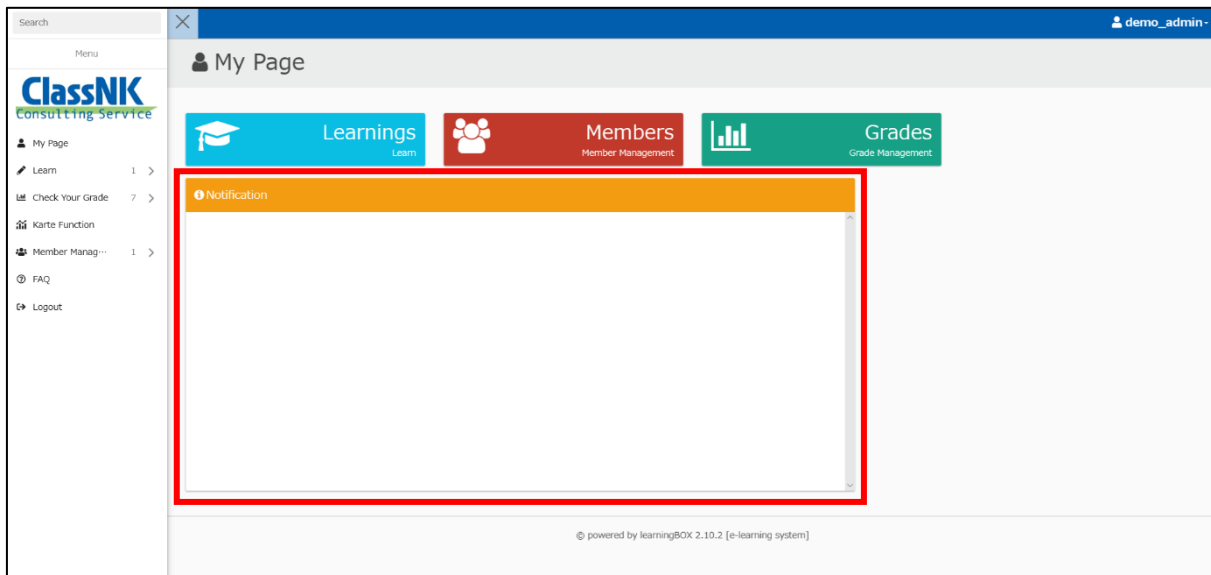
If you delete the data of the grade by mistake, please ask the participants to take the materials again.

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.



You will not be able to log into the e-learning system and use the e-learning service during maintenance.

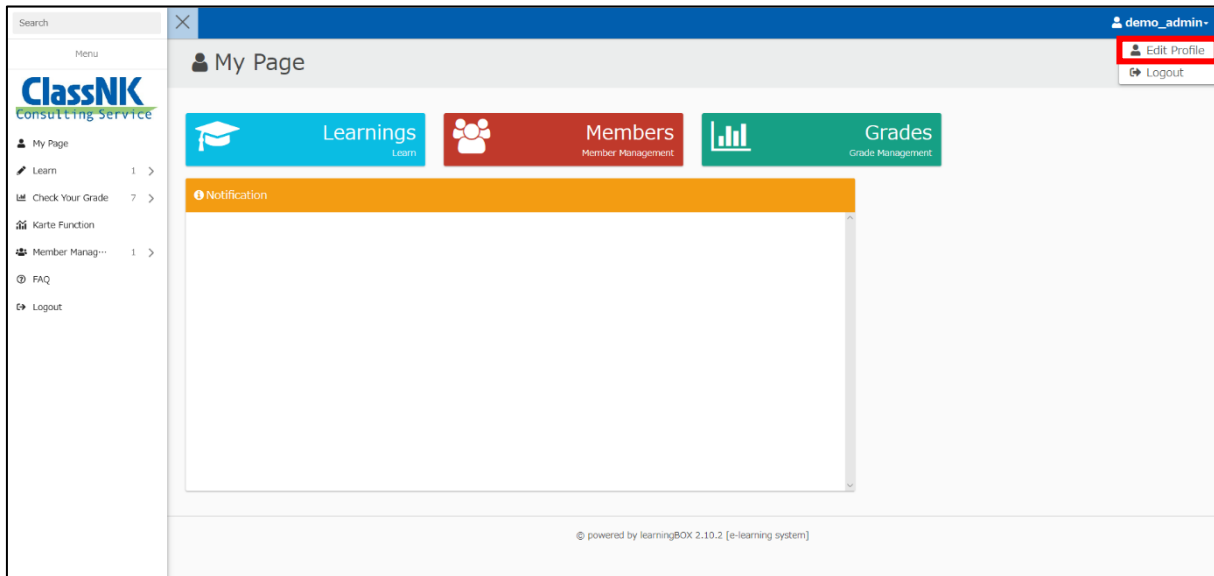
If you attempt to log in to the e-learning system during maintenance, the following screen appears.



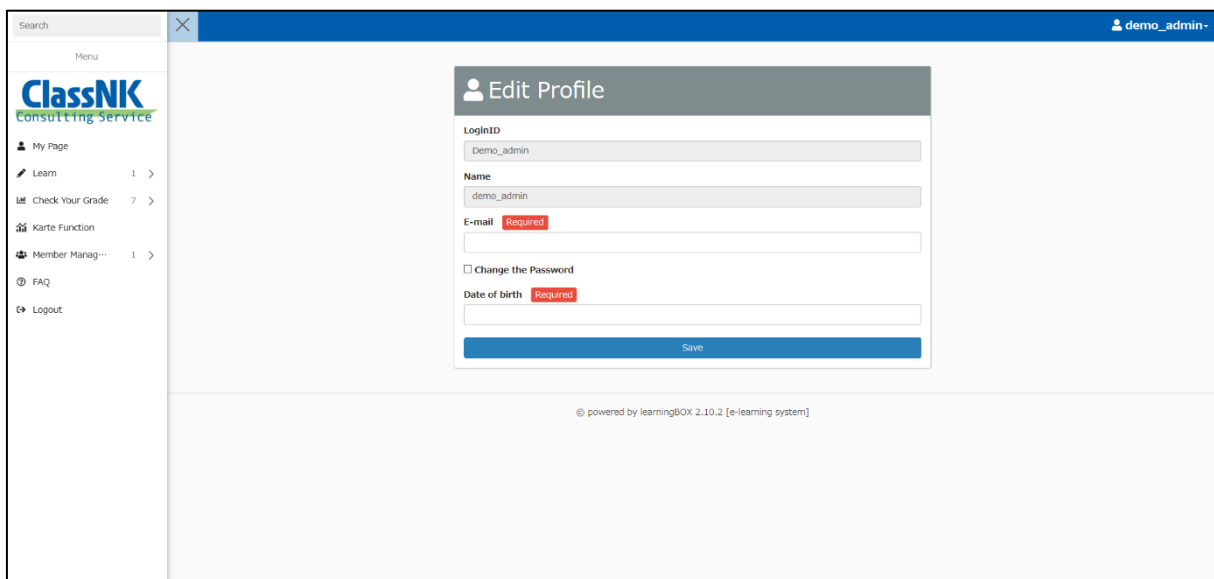
If an unexpected event occurs such as maintenance not being completed within the scheduled time, we will contact the administrator. In this case, the administrator will contact the participants.

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".



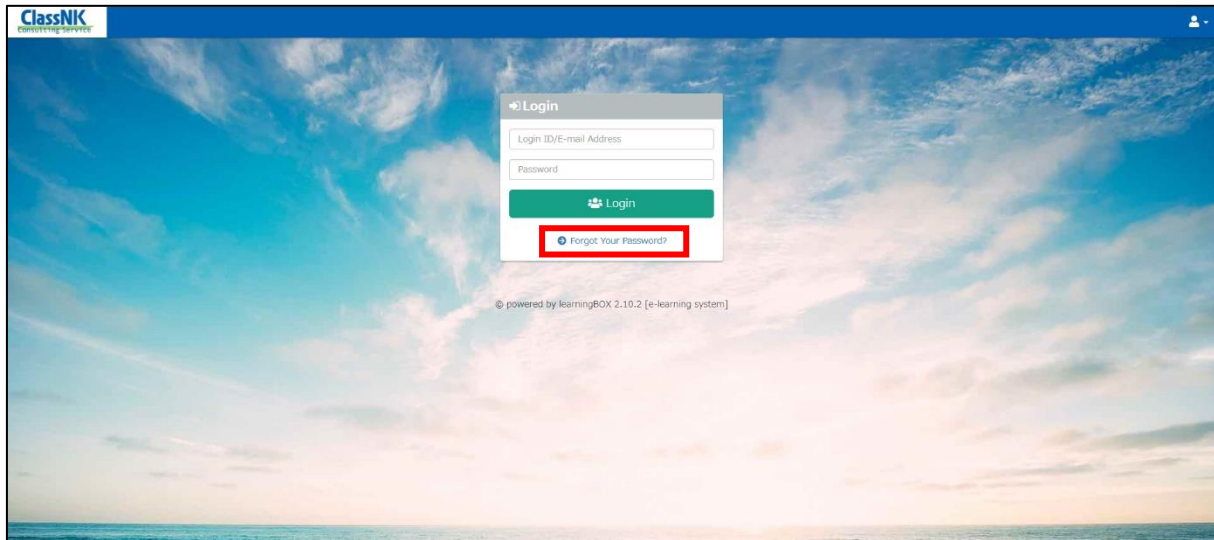
Edit the "E-mail" item on the Edit Profile screen and click the Save button.



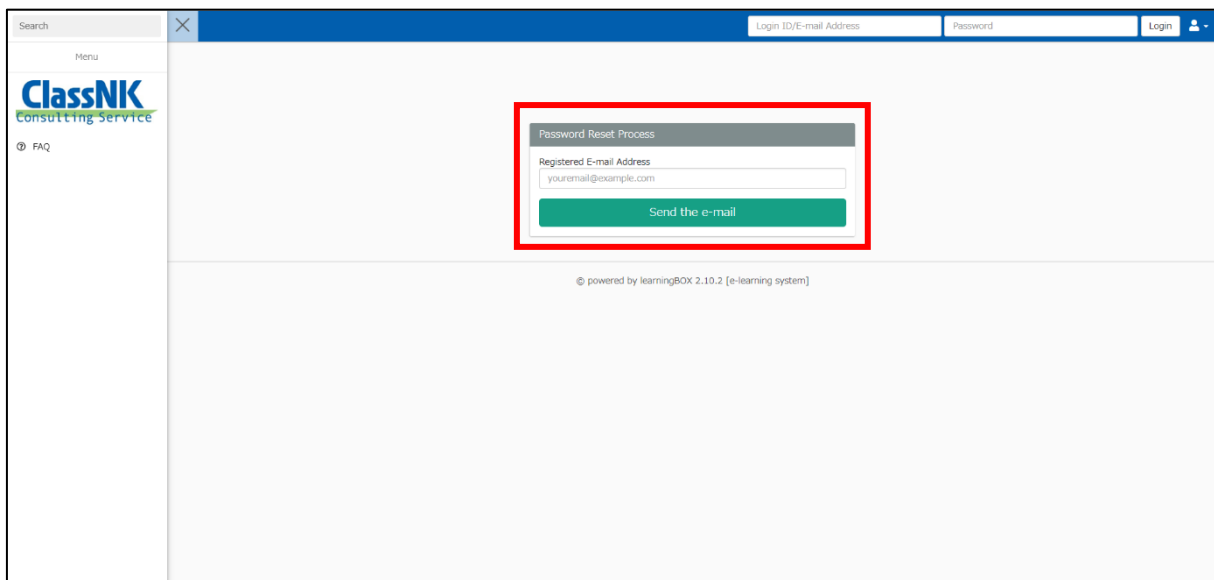
Please do not modify any other items.

If You Forget Your Password

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

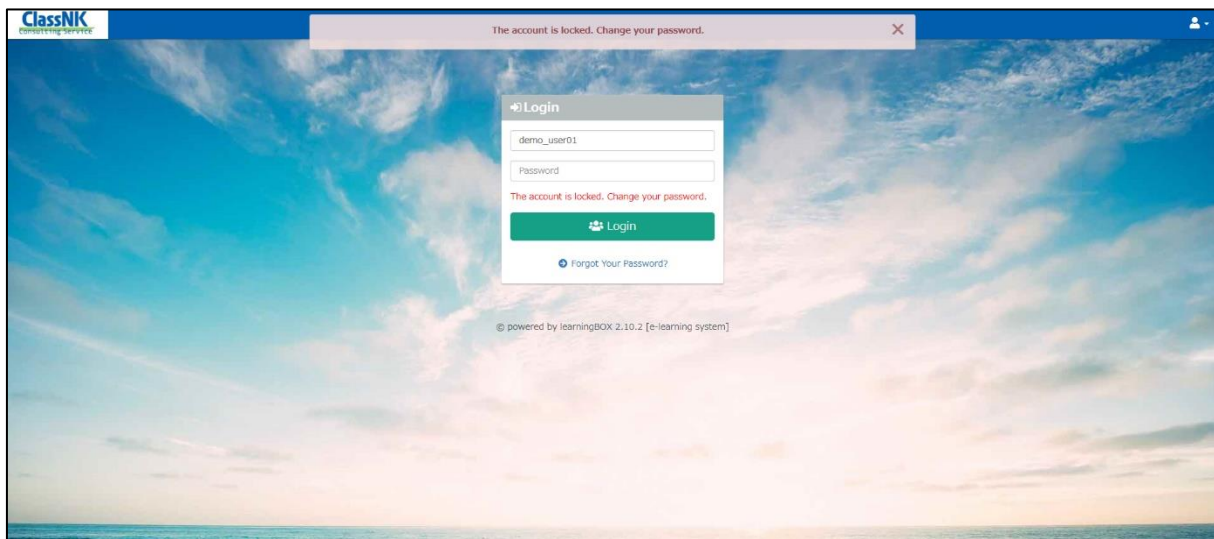


Then, go to the following form. You can perform the password reset procedure by entering your email address in the form on the screen below.



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.

[Table 1 Recommended Environment]

	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

“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.