

**[For Customers]**  
**Maritime Cyber Security Awareness Training**  
**Initial Login Manual for Users**

**1st Edition**

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Creation Date	May 17, 2021
Last Updated	June 28 <sup>th</sup> , 2021

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## Introduction

### About this Manual

This manual describes the initial login method for Maritime Cyber Security Awareness Training.

**For procedures and operations other than the initial login method, refer to "Users' Manual of Maritime Cyber Security Awareness Training for Participants".**

### Subject of this Manual

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

### Contact Information

If the manual or FAQ does not resolve the issue, please contact your administrator.  
The administrator will contact you regarding the answers.

## Items that Need to be Checked and Addressed when Logging in for the First Time

When the users log in for the first time, the users need to check and address to the following items.

1. **Agreeing for GDPR Privacy Policy and e-Learning Service Terms of Use**
2. **Changing the Initial Password**
3. **Entering Personal Information (Name and Date of Birth)**

The procedure for checking and addressing is described below.

## 1. Procedures for Agreeing for GDPR Privacy Policy and e-Learning Service Terms of Use

Connect to the URL of the login screen of this service <<https://e-learning.classnkcs.co.jp/index.php?action=login>>, and enter your login ID and initial password.

We have sent the login ID and initial password to the administrator.

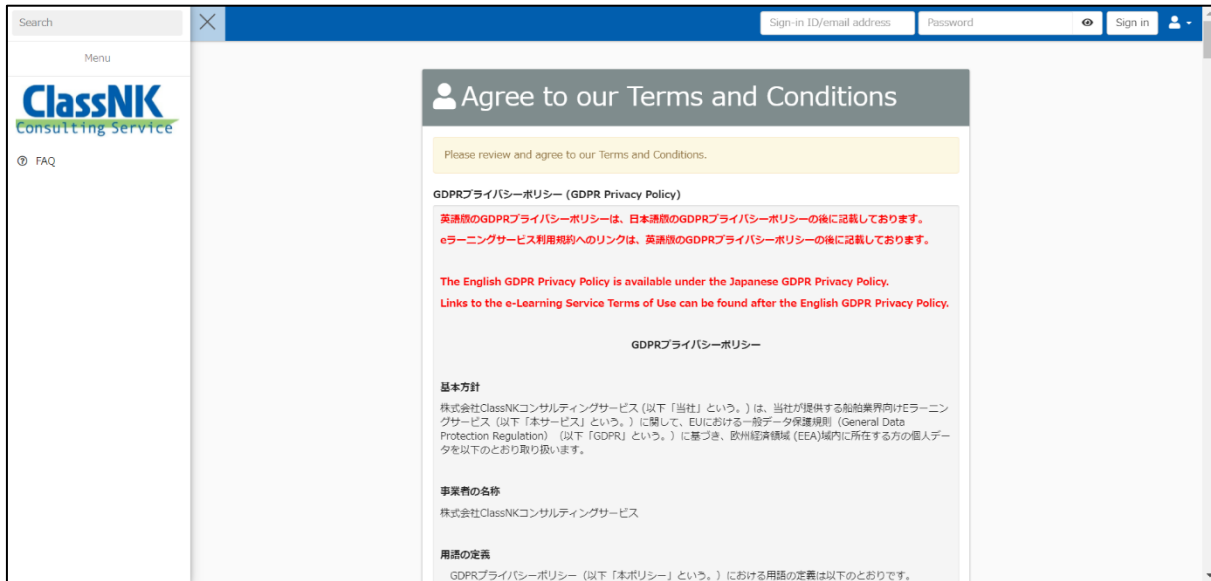
If you have received an inquiry about your login ID and initial password from a participant, the administrator should check the relevant email and respond to the participant.

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](mailto:kddi-dsec.com) domain.

After logging in, you will see the following screen, so please confirm GDPR privacy policy.

**\*The English GDPR Privacy Policy is available under Japanese Privacy Policy.**

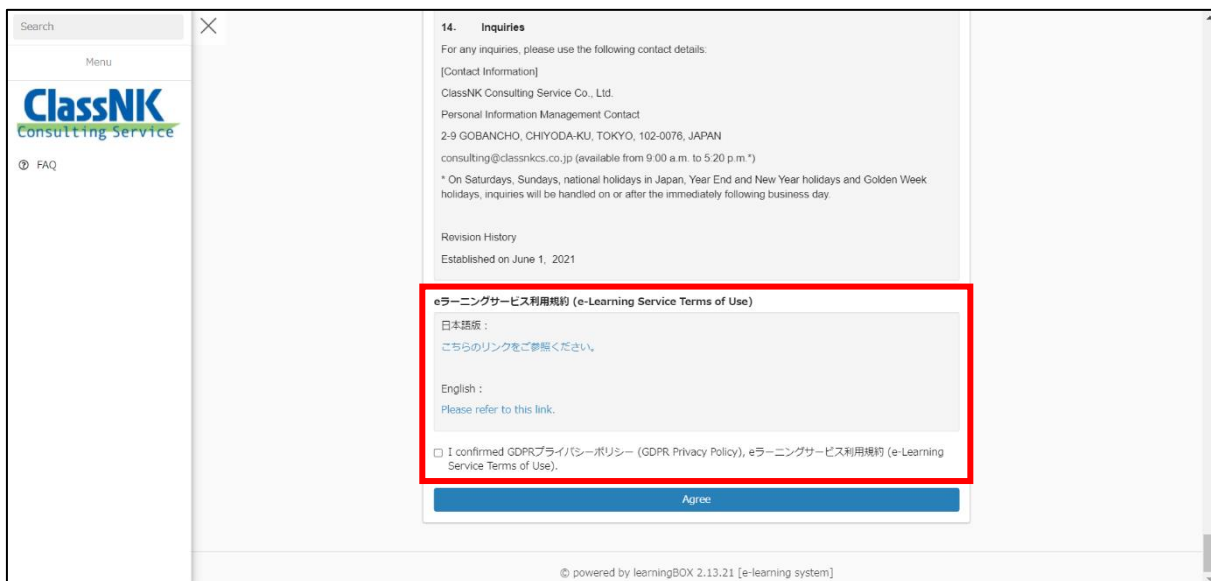


Next, scroll down to the bottom of the screen and check e-Learning Service Terms of Use.

If you click the Japanese or English version of the link of Terms of Use in the red frame below, the Terms of Use will be displayed in a new tab.

Please check Terms of Use, and after that return to the original tab.

Finally, check “I confirmed GDPR プライバシーポリシー (GDPR Privacy Policy), e ラーニングサービス利用規約 (e-Learning Service Terms of Use)”, and press the button “Agree”.



## 2. Procedures for Changing the Initial Password

The following screen is displayed.

Enter the initial password and a new password, then press "Save" button.

The screenshot shows a web application interface for ClassNK Consulting Service. The main content area is titled "Change password" and contains a form for changing the initial password. The form has three input fields: "Your password", "New password", and "New password (Confirmation)". Each field has a red "Required" label next to it. Below the input fields, there is a small text block providing password requirements: "Please enter 8 characters or less. ! \" # \$ % & ' ( ) \* + , - . / : ; < = > ? [ \\ ] ^ \_ ` single-byte characters, numbers and special characters can be used. Password must contain at least one single-byte character and one number." At the bottom of the form is a blue "Save" button. The left sidebar contains the ClassNK Consulting Service logo and a link to "FAQ". The top navigation bar includes a search bar, a sign-in button, and a user profile icon.

Search

Menu

ClassNK Consulting Service

FAQ

Sign-in ID/email address

Password

Sign in

Change password

Please change your initial password

Your password **Required**

New password **Required**

New password (Confirmation) **Required**

Please enter 8 characters or less.  
! " # \$ % & ' ( ) \* + , - . / : ; < = > ? [ \\ ] ^ \_ ` single-byte characters, numbers and special characters can be used.  
Password must contain at least one single-byte character and one number.

Save

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### 3. Procedures for Entering Personal Information (Name and Date of Birth)

The following screen is displayed.

Enter your personal information (Name and date of birth) and press "Save" button.

The screenshot shows the 'Enter your personal information' form. It includes fields for 'Name' (First name and Family name) and 'Date of birth'. A 'Save' button is at the bottom. The form is titled 'Enter your personal information' and has a 'Required' label for both fields. Below the name fields, there is a note in Japanese: '日本国籍の方は、船員証及び海客乗船券・乗客乗船券に基づき苗字を全てアルファベットの欧文大文字で入力してください。(例)山田太郎様の場合、入力内容は 姓: YAMADA、名: Taro です。' The footer of the page says '© powered by learningBOX 2.13.21 [e-learning system]'.

**If you have Japanese nationality, please enter your family name in all capital letters in accordance with the Mariners Act and the Law for the Security of Ships and of Port Facilities.**

**Example: For Mr. Taro Yamada, the input is Last name: YAMADA, First name: Taro.**

For the Date of Birth, click the entry field to display the calendar, and enter the Date of Birth using the calendar.

This screenshot shows the same 'Enter your personal information' form, but with the 'Date of birth' field selected, opening a calendar. The calendar is for May 2021, and the date 24 is highlighted. The 'Save' button is visible below the calendar. The footer of the page says '© powered by learningBOX 2.13.21 [e-learning system]'.

That is all you need to check and respond to when you log in for the first time.