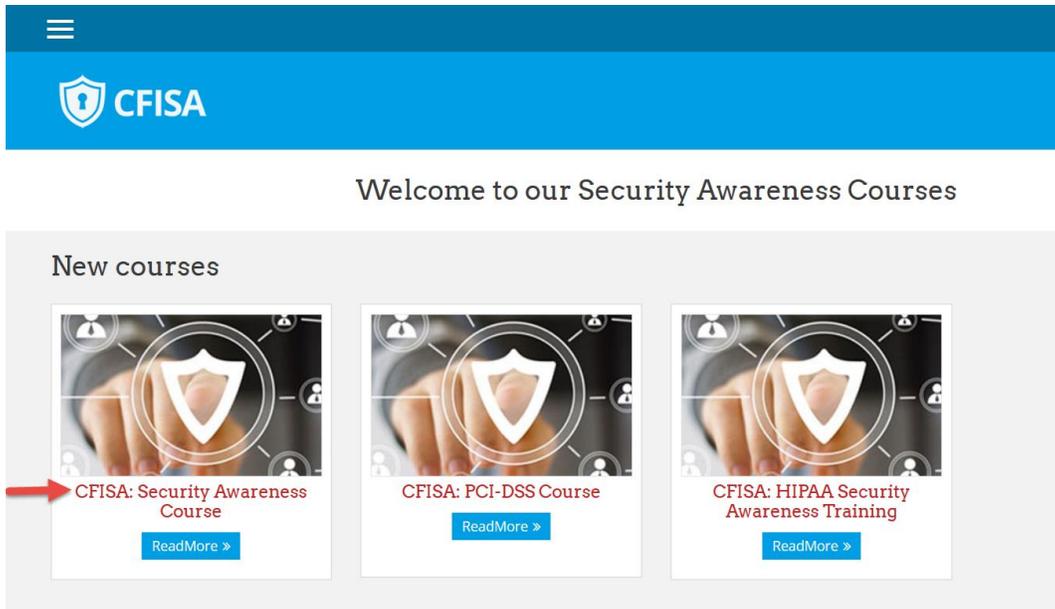


### CFISA Course Login and Registration instructions:

1) Click on this link to access the site to register and complete course (add link as favorite/bookmark)

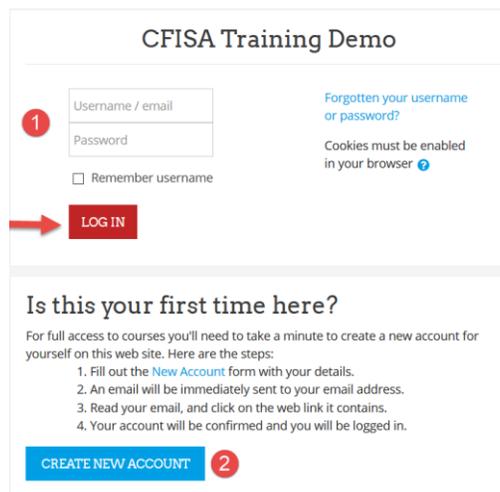
<https://demo.cfisa.training>

2) Select one of the courses you wish to take



3) You will be prompted to login or create a new account

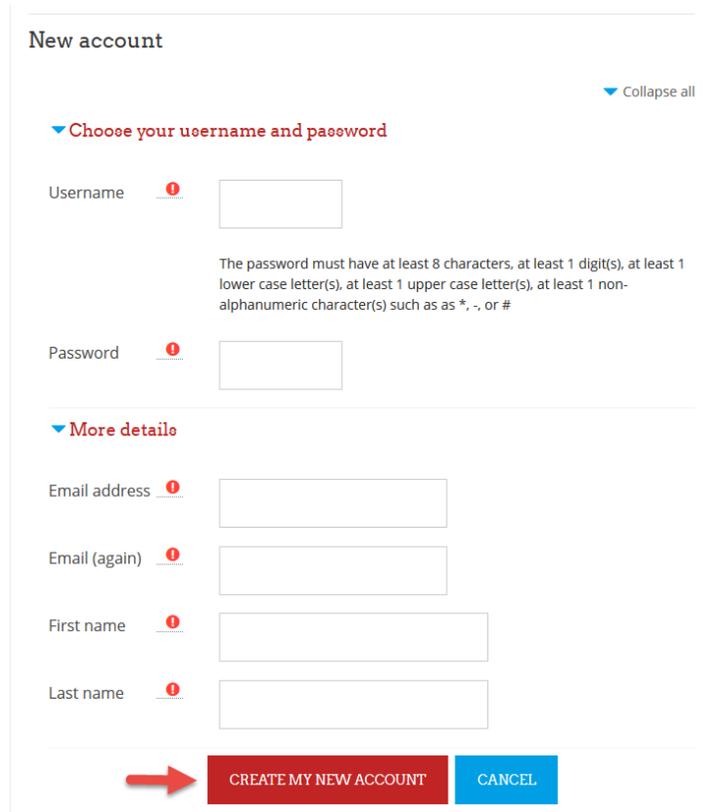
- Returning users add your user name and password (#1) and click Log In



- First time users please select Create New Account (#2)

4) Fill in your information (see image below) and Click Create My New Account

Please note: Your password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #



New account ▼ Collapse all

▼ Choose your username and password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Password

▼ More detail

Email address

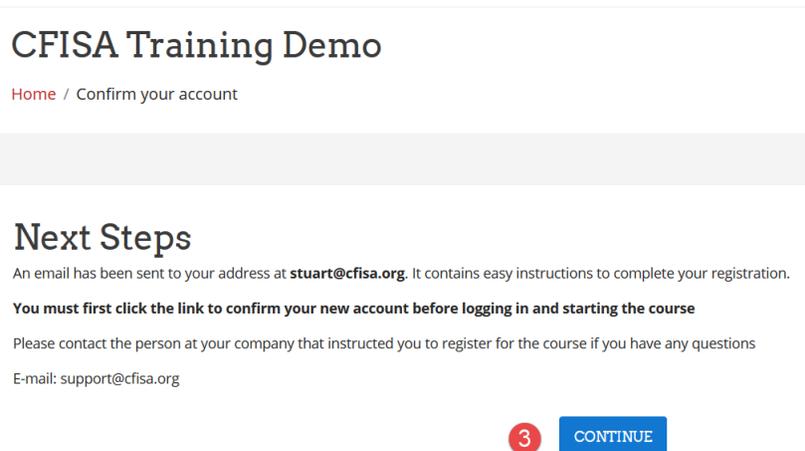
Email (again)

First name

Last name

 **CREATE MY NEW ACCOUNT** **CANCEL**

5) Once you register you will receive a notice about an email confirmation. Please click (#3) to Continue



**CFISA Training Demo**

[Home](#) / [Confirm your account](#)

### Next Steps

An email has been sent to your address at [stuart@cfisa.org](mailto:stuart@cfisa.org). It contains easy instructions to complete your registration.

**You must first click the link to confirm your new account before logging in and starting the course**

Please contact the person at your company that instructed you to register for the course if you have any questions

E-mail: [support@cfisa.org](mailto:support@cfisa.org)

**3** **CONTINUE**

6) Leaving application open, please check your email and click on the link (#4) in message to confirm

Hi Stuart Rudolph,

A new account has been requested at ' [redacted] : Security Awareness Course' using your email address.

To confirm your new account, please go to this web address:

[https://\[redacted\].cfisa.training/login/confirm.php?data=\[redacted\]](https://[redacted].cfisa.training/login/confirm.php?data=[redacted]) **4**

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

### Course Registration - Enrollment Key

7) Once you have registered or logged into the system you will see the course icon (#5) you selected. Please enter Enrollment Key (#6) you received from your CFISA representative and select the Enroll Me button.



Please contact your CFISA representative if you need an Enrollment Key

**System Alerts:** As an example of system notifications you will receive an email from demo@cfisa reminding you that you have not completed the course. CFISA hosted courses have this set at 14 days and 45 days, For Branded LMS systems clients can establish their own alert schedule.

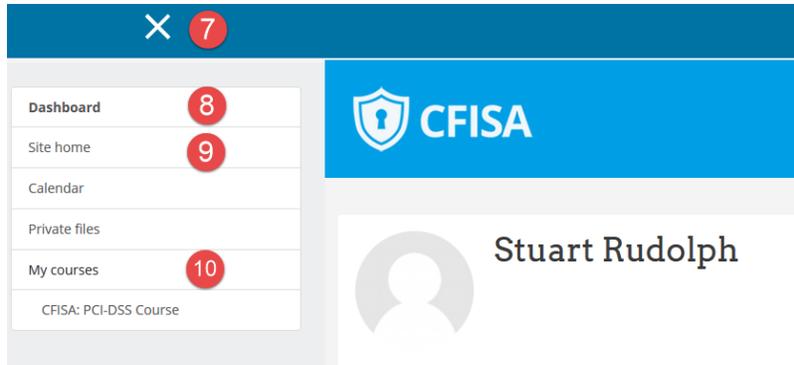
## Navigating the Application

You can expand or contract the left navigation window by clicking the  (#7) or  to revert back

Select Dashboard (#8) to access course overview and progress

Select Site Home (#9) to view all courses available to take and the courses you are enrolled in

Select My Courses (#10) to view the list of courses you are enrolled in and access the training lessons

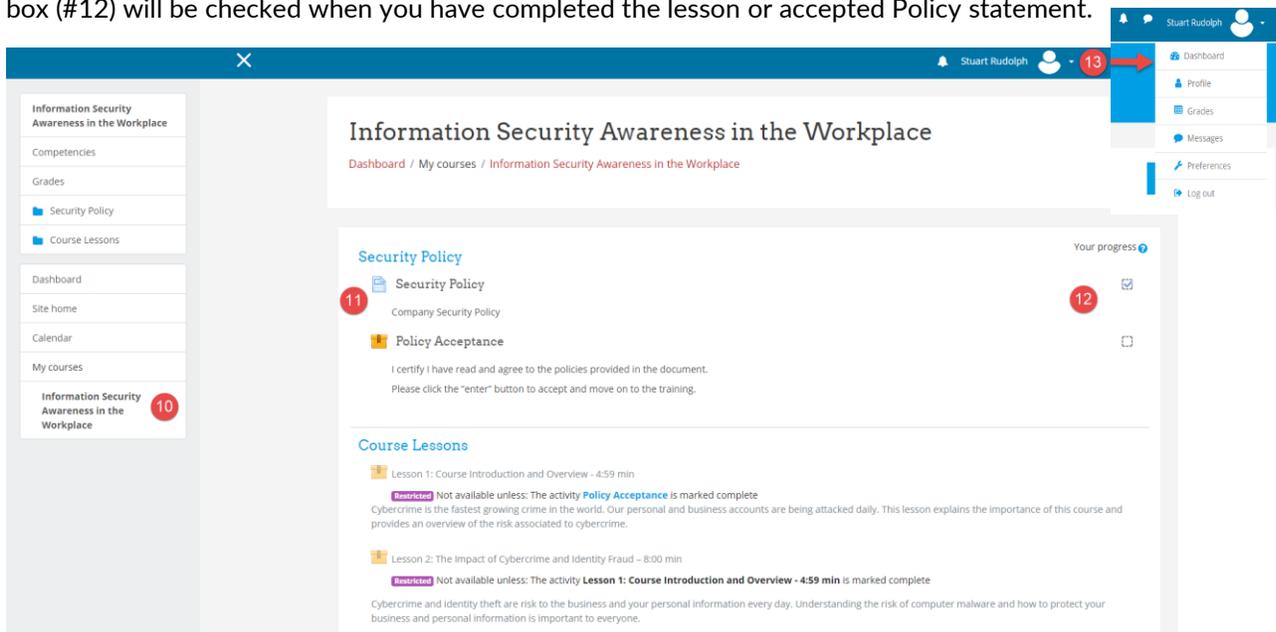


To Logout of the system or Update your profile click the pulldown (#13 below).

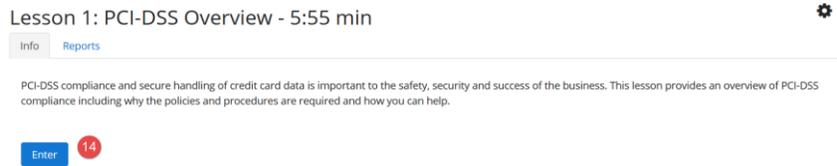
## Navigating the Course

8) You will now see the course(s) listed below My Courses (#10). Select the first lesson icon (#11) to start your training. In some cases this lesson will be your company's security policy(s).

You will need to complete the lessons in sequential order and answer all lesson quiz questions correctly before you can access the next lesson. You can always retake any lesson once you have completed it. The box (#12) will be checked when you have completed the lesson or accepted Policy statement.



9) Lesson review: Select the Lesson (example #11 above image) and you will access the page below. Click Enter (#14) to start lesson.



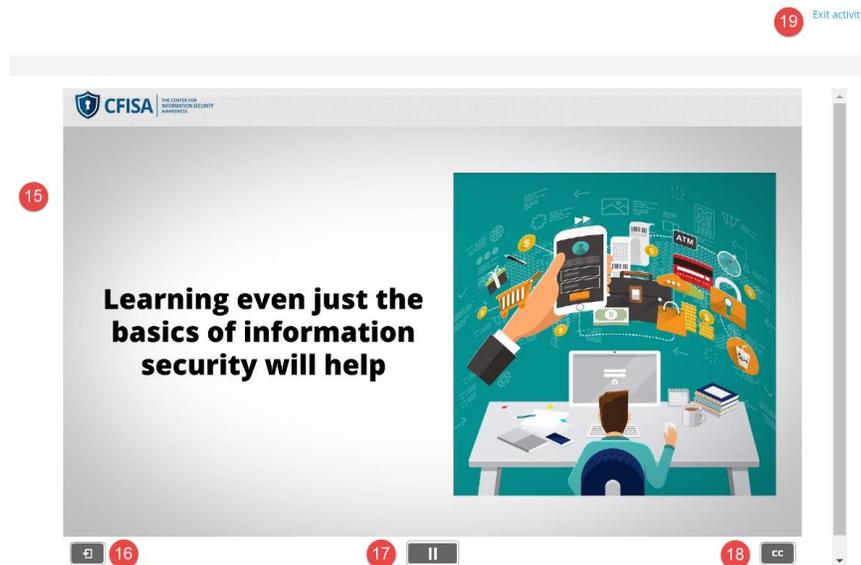
10) The Course will start playing (#15). (Safari users please follow browser setup instructions below)

Select #16 icon to replay the course from the beginning,

Select #17 icon to pause the course

Select #18 CC for Closed Caption

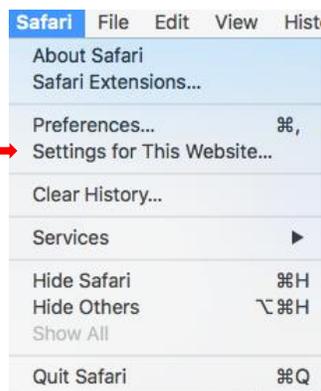
Select #19 Exit Activity to return to the lesson plan at any time during or after completion of the lesson



11) When you complete the course you will be able to access and print your certificate

12) Safari setup to play training lessons:

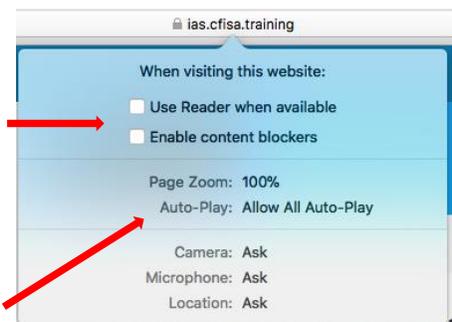
Browse to  
demo.cfisa.training  
and select Safari ->  
Settings for This  
Website...



A dialog will  
pop-up.

Please check  
both reader  
and enable:

Auto-Play  
needs to be  
set to Allow  
All Auto-Play



Please email your CFISA Representative if you need any help accessing the course or have any questions.