



FedVTE Quick Start Guide

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1 WELCOME TO FEDVTE

The Federal Virtual Training Environment (FedVTE) is a flexible, multi-media, e-learning environment that you can access anywhere, anytime. You can enhance your job-related skills through videotaped lectures, demos, and hands-on labs. This Quick Start Guide introduces you to FedVTE and explains how to enroll in and manage your courses and account information.

2 SYSTEM REQUIREMENTS

To use FedVTE effectively, you need the following:

- Web browsers: Internet Explorer 7+ or Firefox 3+
- Adobe Flash version 10+
- JRE Version 6+
- Computer system and network settings that allow access to streaming video from internet sources
- Minimum client resolution of 1280x1024 to enable proper Video and Lab Player display
- Internet connection of 384 Kbps or greater (to sustain downloads with no more than 230 ms of latency)





3 BECOME A REGISTERED USER OF FEDVTE

You need an authorized account to gain access to the FedVTE e-learning environment.

- If you had an account in cert.org VTE, that account has been migrated into FedVTE. Your password must be reset. At the login page, enter your email address and click the *Forgot your password* link. You will be prompted to set a new password.
- If you do not already have an account, you must receive an invitation via email from a Community Manager inviting you to join a community. Click the link to accept the invitation and enter the required profile information to generate your new account.
- Log in to FedVTE using your email address and password. You can login using the link at the top-right corner of the screen, or by clicking the green *Log In* button.

Virtual Training Environment

Welcome to your Virtual Training Environment

Want to learn more? Watch our demo.

The Virtual Training Environment. Access a rich library of cyber security and information assurance training. Put yourself in the classroom to attend lectures, watch demonstrations, and conduct hands-on labs. View and manage your organization's workforce as they progress toward their training objectives.

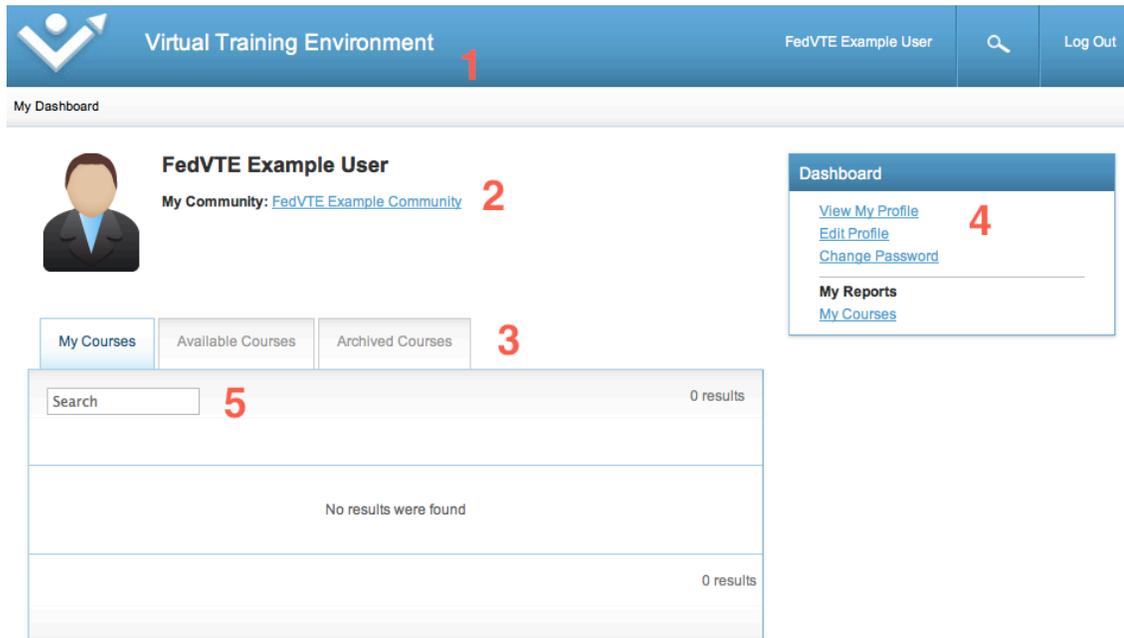
Ready to get started? Sign in below, or sign up for an account. (Restrictions may apply)

Log In

4 LEARN THE HOME PAGE LAYOUT

When you login to FedVTE, on your user home page you will see

1. The top panel, where your name is displayed and contains:
 - Search magnifying glass icon used to search for content within FedVTE
 - Log Out link to log out of the system
 - Virtual Training Environment text that if clicked from any page will return you to your home page
2. My Community, which displays the organization in which your user account belongs.
3. Course tabs, which allow you to view
 - My Courses – Courses you are currently enrolled in
 - Available Courses – Courses available to you
 - Archived Courses – Courses you have archived
4. A Dashboard action panel, where you can
 - View your profile
 - Edit your profile
 - Change your password
 - View a report displaying the progress for all courses you have enrolled in
5. A Search box, which provides an alternative to searching from the top panel.

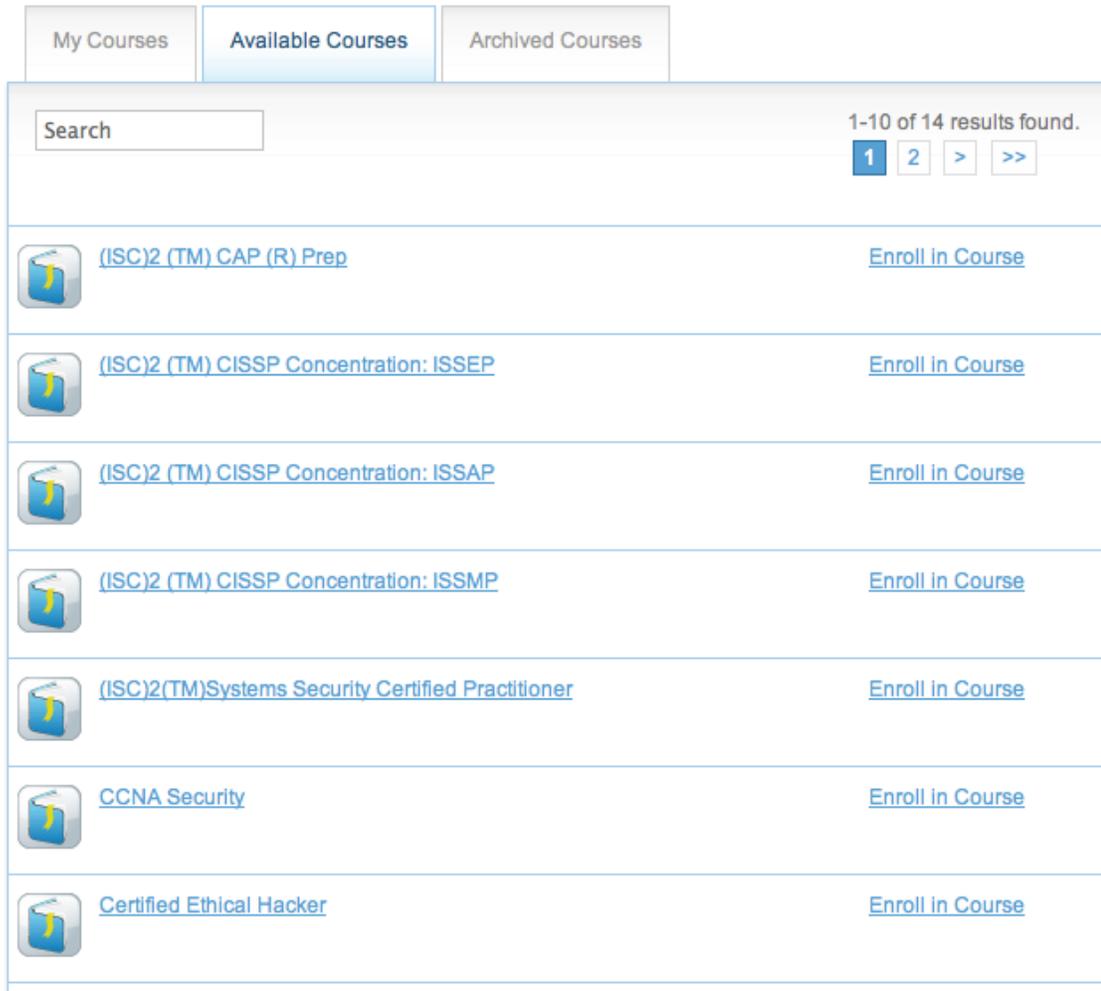


The screenshot displays the FedVTE user interface. At the top is a blue navigation bar (1) containing the 'Virtual Training Environment' logo, the user name 'FedVTE Example User', a search icon, and a 'Log Out' link. Below this is a 'My Dashboard' section. On the left, a user profile card (2) shows a placeholder for a user picture, the name 'FedVTE Example User', and the community 'FedVTE Example Community'. Below the profile are three tabs (3): 'My Courses', 'Available Courses', and 'Archived Courses'. A search box (5) is located below the tabs, showing '0 results' and the message 'No results were found'. On the right, a 'Dashboard' panel (4) contains links for 'View My Profile', 'Edit Profile', and 'Change Password', along with a 'My Reports' section and a 'My Courses' link.

5 ENROLL IN A COURSE

To enroll in a course that is available to your community

1. Click on the *Available Courses* tab.
2. Find a course by browsing the list or searching by course name or keyword.
3. Click *Enroll in Course* next to the name of the course you would like to enroll in.



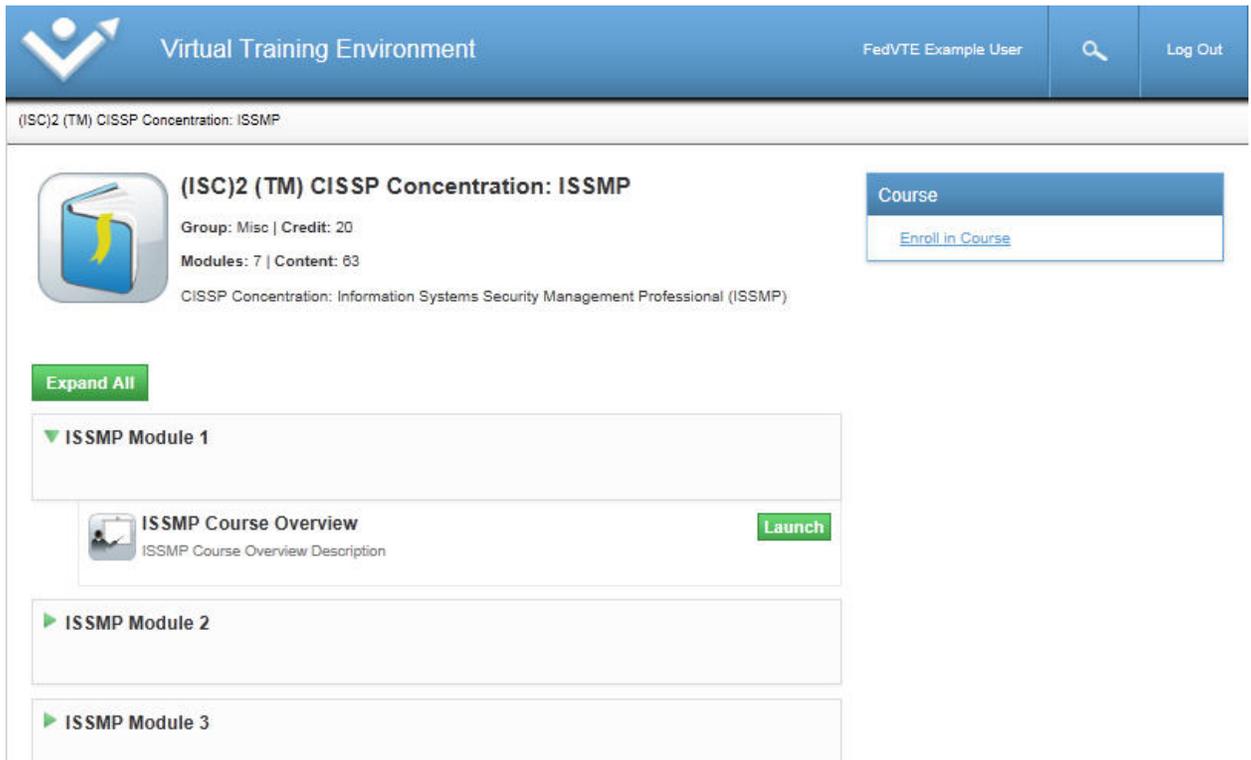
The screenshot shows a web interface with three tabs: 'My Courses', 'Available Courses' (selected), and 'Archived Courses'. Below the tabs is a search bar and a pagination indicator showing '1-10 of 14 results found.' with buttons for page 1, page 2, and navigation arrows. The main content area displays a list of seven courses, each with a book icon, a course title, and an 'Enroll in Course' link.

Course Name	Action
(ISC)2 (TM) CAP (R) Prep	Enroll in Course
(ISC)2 (TM) CISSP Concentration: ISSEP	Enroll in Course
(ISC)2 (TM) CISSP Concentration: ISSAP	Enroll in Course
(ISC)2 (TM) CISSP Concentration: ISSMP	Enroll in Course
(ISC)2(TM)Systems Security Certified Practitioner	Enroll in Course
CCNA Security	Enroll in Course
Certified Ethical Hacker	Enroll in Course

4. You will immediately see a message welcoming you to the course.

6 VIEW COURSE OUTLINE

1. You may prefer to view the course outline before you enroll in a course. To do so, click the *Available Courses* tab and click on the course name to view the course's home page and full outline.
2. At the course home page, click *Expand All* to open all module headings revealing the topics contained within each, or use the green arrow ► next to individual modules to expand individually.



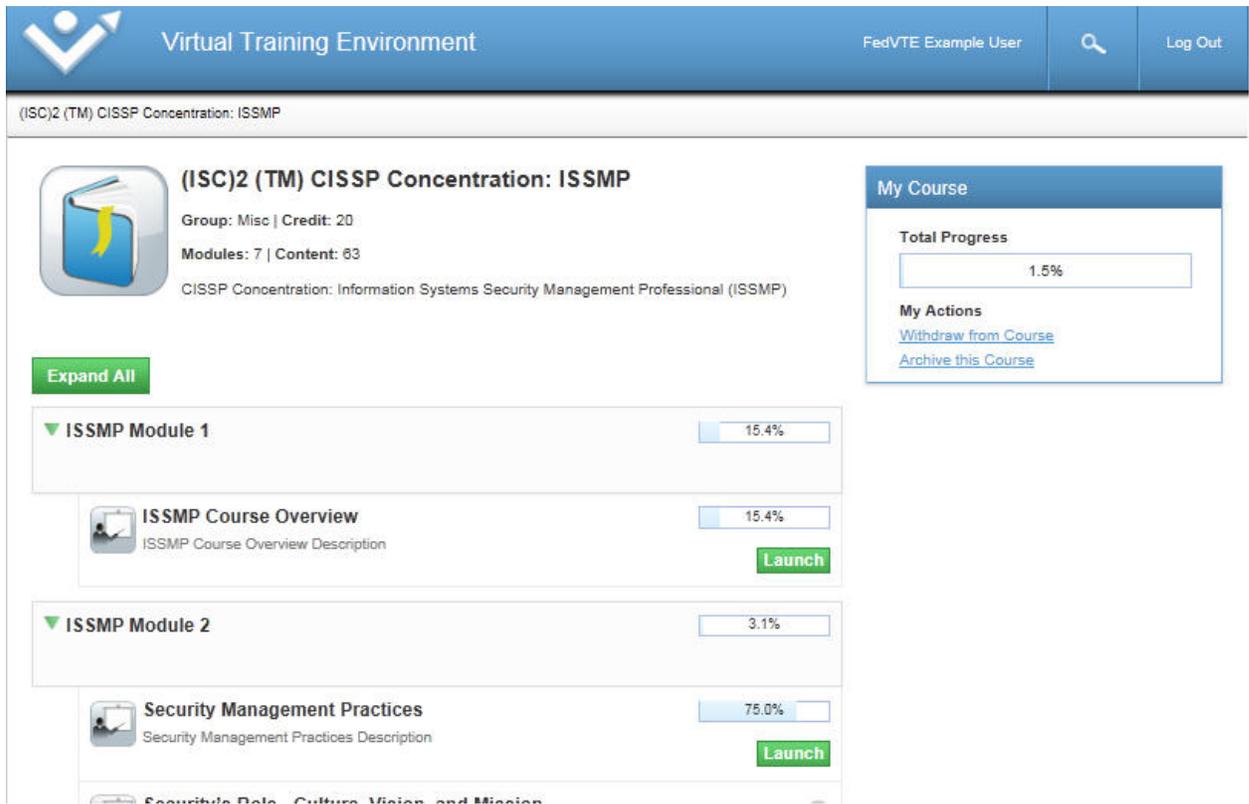
The screenshot shows the course page for "(ISC)2 (TM) CISSP Concentration: ISSMP" in the Virtual Training Environment. The top navigation bar includes the VTE logo, the text "Virtual Training Environment", the user name "FedVTE Example User", a search icon, and a "Log Out" button. Below the navigation bar, the course title is displayed, along with its group ("Misc"), credit ("20"), number of modules ("7"), and content ("63"). A description of the concentration is provided. An "Expand All" button is visible. The course outline is shown with three modules: "ISSMP Module 1", "ISSMP Module 2", and "ISSMP Module 3". Under "ISSMP Module 1", there is a link to "ISSMP Course Overview" with a "Launch" button. An "Enroll in Course" button is located in the top right corner of the course content area.

3. After you have reviewed the outline, click *Enroll in Course* in the Action Panel if you wish to enroll in the course. If you do not wish to enroll, click on the Virtual Training Environment text in the top panel to return to your user home page.
4. After you enroll in a course, it will be listed under your My Courses tab until you decide to withdraw from or archive the course.

7 START A COURSE

To begin viewing a course you have enrolled in,

1. Select the course name link from your My Courses tab.
2. Click the green triangle ► to reveal the contents of each course module, or click *Expand All* to simultaneously expand all modules.
3. Click the green *Launch* box next to the first piece of content in the course.
4. Click the *Launch* box(es) in subsequent modules to progress through the course.
5. To view your progress in each module, select the module and check your progress in the My Progress status bar.
6. To view your progress in the entire course, check the Total Progress status bar in the My Course action panel on the course home screen. This status bar indicates the percentage of the entire course you have completed.



The screenshot shows the course page for "(ISC)2 (TM) CISSP Concentration: ISSMP" in the Virtual Training Environment. The page includes a header with the user name "FedVTE Example User" and a "Log Out" button. The course details show a group of "Misc", 20 credits, 7 modules, and 63 content items. A "My Course" sidebar displays a "Total Progress" bar at 1.5% and "My Actions" including "Withdraw from Course" and "Archive this Course". The main content area lists modules with their progress bars and "Launch" buttons. The first module, "ISSMP Module 1", is expanded to show "ISSMP Course Overview" (15.4% progress) and "ISSMP Module 2" (3.1% progress). The "ISSMP Course Overview" item has a "Launch" button. The "Security Management Practices" item under "ISSMP Module 2" also has a "Launch" button.

7. You may stop the course at any time and resume later. When you decide to resume the course, simply select it from the courses listed under your My Courses tab. You will be able to resume where you left off.

8 ACCESSING LABS

Many courses in FedVTE include hands-on lab exercises. These labs are used to reinforce concepts discussed in the lectures and give students practical hands-on experience.

As noted in the system requirements section, please confirm your client resolution is set at 1280x1024 or higher.

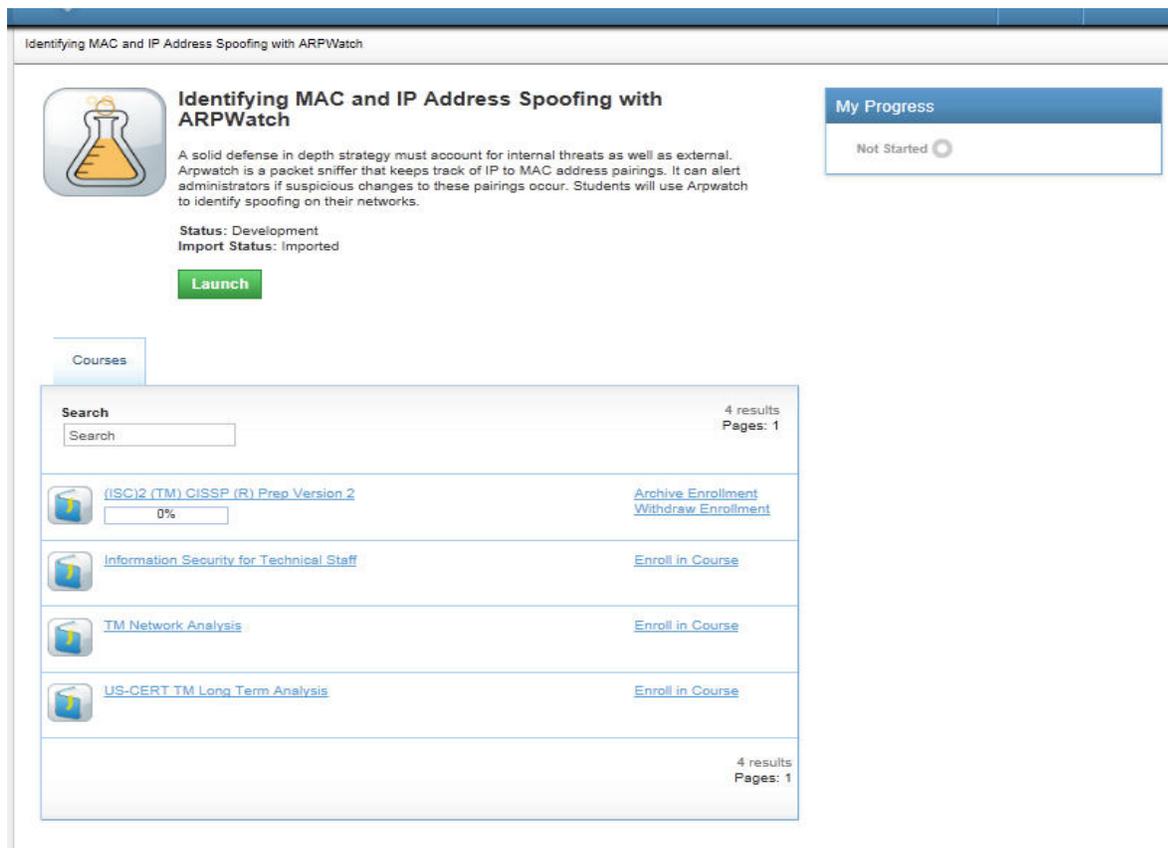
To access a lab exercise

1. Click the *Launch* button next to a lab within a course outline or



The screenshot shows a lab card with a flask icon on the left. The title is "Identifying MAC and IP Address Spoofing with ARPWatch". To the right of the title is a "Not Started" status indicator with a circular progress bar. Below the title is a description: "A solid defense in depth strategy must account for internal threats as well as external. Arpwatch is a packet sniffer that keeps track of IP to MAC address pairings. It can alert administrators if suspicious changes to these pairings occur. Students will use Arpwatch to identify spoofing on their networks." At the bottom right of the card is a green "Launch" button.

2. Search for a desired lab by name. When the search returns the lab, click on the lab name link. This will bring you to the lab details page where you can select Launch and also view a listing of courses that contain this lab.



The screenshot shows the lab details page. At the top, the title "Identifying MAC and IP Address Spoofing with ARPWatch" is displayed. Below the title is a flask icon and a description: "A solid defense in depth strategy must account for internal threats as well as external. Arpwatch is a packet sniffer that keeps track of IP to MAC address pairings. It can alert administrators if suspicious changes to these pairings occur. Students will use Arpwatch to identify spoofing on their networks." Below the description, the status is "Development" and the import status is "Imported". A green "Launch" button is visible. To the right, a "My Progress" box shows "Not Started" with a circular progress bar. Below the main content, there is a "Courses" section with a search bar and a list of courses. The search bar contains the text "Search" and shows "4 results" and "Pages: 1". The list of courses includes: "(ISC)2 (TM) CISSP (R) Prep Version 2" with a progress bar at 0% and links for "Archive Enrollment" and "Withdraw Enrollment"; "Information Security for Technical Staff" with a link for "Enroll in Course"; "TM Network Analysis" with a link for "Enroll in Course"; and "US-CERT TM Long Term Analysis" with a link for "Enroll in Course". At the bottom right of the list, it shows "4 results" and "Pages: 1".

3. Clicking the *Launch* button to start a lab will open the Lab Player window. You will have the options to begin the lab and view the lab document that contains the directions and details for the lab.

Identifying MAC and IP Address Spoofing attacks with ARPWatch

Identifying MAC and IP Address Spoofing attacks with ARPWatch

Begin Lab

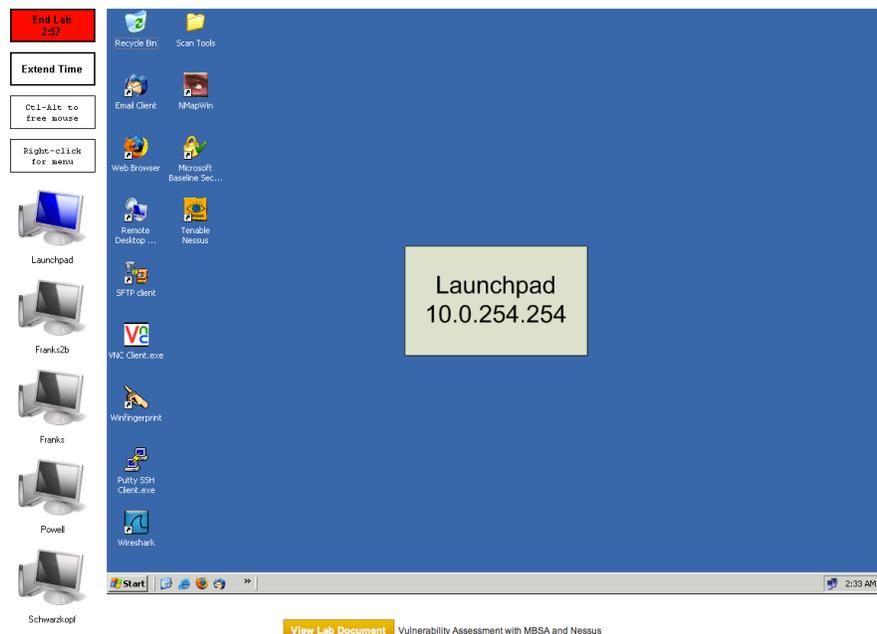
View Lab Document

4. Click *Begin Lab* to start the lab.

Tip: Labs may take a couple minutes to load. You will see the Begin Lab button now indicate Starting.. as the lab is loading, followed by the VTE Lab Player window detailing status as it loads hosts and configurations.

Important: Minimum client resolution of 1280x1024 is recommended to avoid unwanted scroll bars within the Lab Player.

Once the lab has finished loading, you will be on the desktop of the Launchpad Virtual Machine (VM).



Important: Lab instructions may require you to switch between various virtual machines. For most labs this is accomplished using Remote Desktop, VNC, and SSH sessions within the Launchpad VM instead of directly accessing the console of each machine.

5. Click *View Lab Document* to view (or save) the PDF lab document.
6. Follow the details within the lab's corresponding manual to complete the lab's objectives.

Lab exercises expire and terminate after 3 hours. You will receive a 5 minute warning message before a lab session ends. There is a one-time-use Extend Time button that will add an additional 30 minutes to lab expiration time.

Tip: If the Start Menu button is not visible on the virtual machine, right-click on the desired machine icon in the left pane and select refresh. Do not adjust the resolution on the various VMs unless specifically directed to do so in the lab instructions.

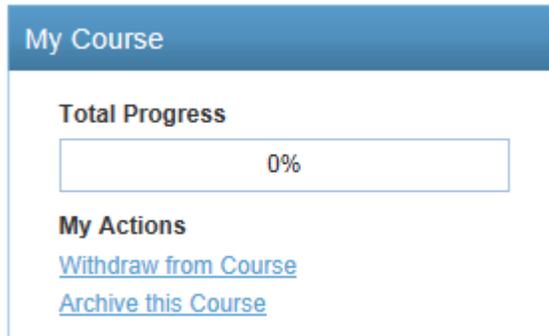
7. When you are finished with a lab, you must click the red *End Lab* button. This initiates the shutdown processes, closes the Lab Player, and updates course progress accordingly.

Important: If the lab is terminated automatically or by closing the Lab Player window, the lab will NOT be marked as complete in the course outline.

9 MY COURSE ACTION PANEL: COURSE ACTIONS

The *My Course* Action Panel on every course home page

- Shows your total progress against the course
- Offers two ways to remove a course from your current list – Withdraw or Archive



When you withdraw from a course, you completely remove your enrollment. Your course progress will no longer be counted within any User, Course, or Community reports. However, your progress through individual content items is preserved. So if you re-enroll in the course in the future, or if you take another course which uses the same content items, your progress will be preserved.

When you archive a course, you move the course from your My Courses list to your Archived Courses list. This allows you to keep a link to courses that you wish to refer to in the future. All your archived course progress is stored and included in reporting.

To move a course back to your My Courses tab, click the *Archived Courses* tab on your home screen, find the course name, and click *Restore Enrollment*.

Withdraw, archive and restore functions are also available from the course tabs on your user home screen.



10 MY COURSE ACTION PANEL: COURSE FORUMS

Forums are available for each course where users enrolled in the course may post questions or participate in discussions.

Note: An Administrator must first create the course forum for this feature to be available.

To view postings and post your comments to a course forum

1. From the *My Courses* tab, click the course name link for the corresponding forum you would like to access.
2. Click the *View Forum* link in the My Courses action panel of the course's home page.

If there are numerous topics in the forum, you can type keywords in the *Search* field to narrow the topics until you find a specific topic.

The screenshot shows a forum interface for the course 'DISA HBSS Management Roles'. At the top, there are two tabs: 'DISA HBSS Management Roles' and 'Forum'. Below the tabs is a header with a logo and the course name. On the right side, there is a 'New Topic' button. Below this is a search bar with the text 'Search' and a search icon. To the right of the search bar, it says '1 results' and 'Pages: 1'. Below the search bar is a list of search results. The first result is titled 'Management Roles' and has the text 'Can anyone recommend additional reading material about management roles?'. Below the text is a user profile icon and the name 'FedVTE Example User' followed by '0 seconds ago'. At the bottom right of the search results, it says '1 results' and 'Pages: 1'.

To create a new forum topic

1. Click the *New Topic* box, enter your topic subject in the Subject field and your comments in the Body field.
2. Click *Create*.

The icons above the Body field allow you to use bold, italics, bulleted or numbered lists, or add a URL in your post.

To reply to a forum topic

1. Click the topic subject link to bring up the forum reply screen. The forum topic appears at the top of the screen along with the latest posting to this topic.
2. Click *Reply* to post your comments.

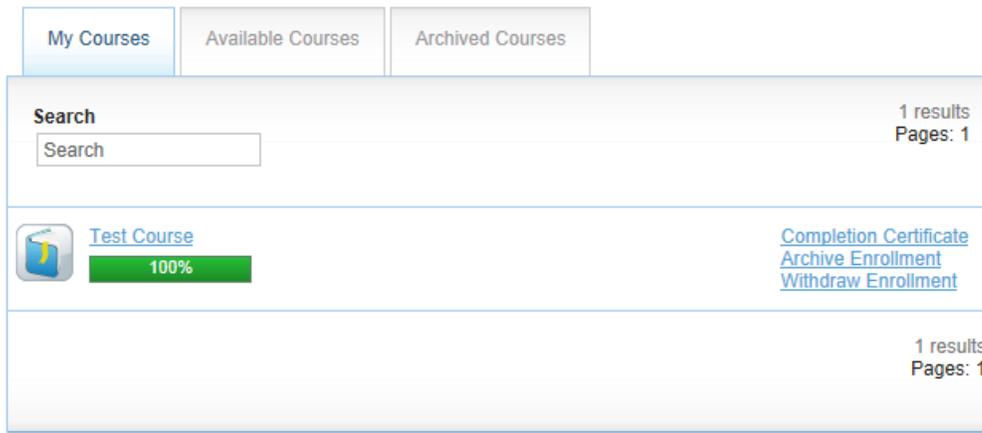


11 COURSE COMPLETION CERTIFICATE

Once you have completed all items in a course outline your course progress status will be 100% and a course completion certificate will be available to you.

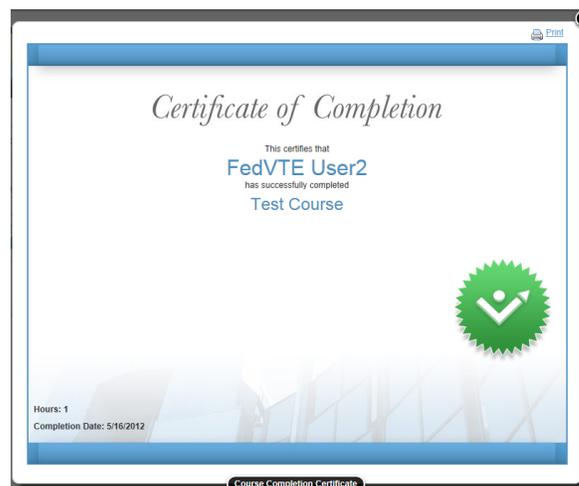
Note: With some courses, specific passing grades on quizzes may be required.

On the *My Courses* tab, the course you completed will now have a *Completion Certificate* link.



The screenshot shows a web interface with three tabs: 'My Courses', 'Available Courses', and 'Archived Courses'. The 'My Courses' tab is active. Below the tabs is a search bar with the text 'Search' and a search button. To the right of the search bar, it says '1 results' and 'Pages: 1'. Below the search bar is a course entry for 'Test Course'. The course entry has a small icon of a book and a green progress bar showing '100%'. To the right of the course entry are three links: 'Completion Certificate', 'Archive Enrollment', and 'Withdraw Enrollment'. At the bottom right of the course entry, it says '1 results' and 'Pages: 1'.

1. Click the *Completion Certificate* link to open the completion certificate. The certificate contains
 - o Your name
 - o The name of the course
 - o The total number of hours for the course
 - o Date of completion
2. To print the certificate, click the *Print* link in the top-right corner.



12 EDITING USER PROFILE, CHANGING USER PASSWORD AND GENERATING COURSE REPORTS

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home screen. On your Dashboard you will find links to view your profile, edit your profile, change your password and generate your course report.



2. Click *View My Profile* on your Dashboard. This will open your My Profile screen that displays your name and community membership. The Edit My Profile and Change Password links are also available from this page.
3. The *Edit Profile* will let you edit your name or time zone information.
4. The *Change Password* link will allow you to update your password. You must enter your current password, new password, and new password confirmation that meet the system's complexity requirements.

Tip: Be sure to click *Save* when finished updating your profile information or changing your password.

5. The *My Courses* link under My Reports is used to generate your personal course progress report. The course report lists all the courses you are enrolled in and what percentage of each course you have completed. A completion date is listed by any course you have successfully completed. You can print or export your course report as a file.

Tip: To view additional details for each course, click on that course name within the *My Courses* report to display a *Content Report* for that course.

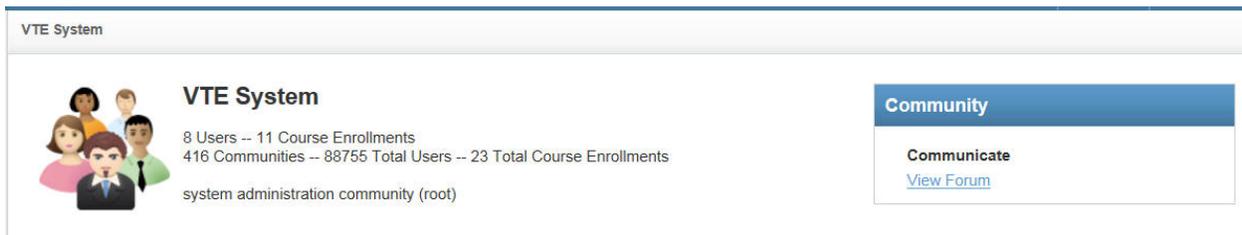
13 VIEW A COMMUNITY FORUM

Discussion forums are also available at the community level. These discussions will be visible to anyone who is a member of the community.

Note: The Community Manager must first create the community forum for this feature to be available.

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home page.
2. Next to the user icon on the left, click the community name link listed next to My Community:

You will be brought to the community profile page where it details information such as the number of users in the community and number of enrollments.



The screenshot shows the 'VTE System' community profile page. On the left, there is a group of five stylized human icons. To their right, the text reads: 'VTE System', '8 Users -- 11 Course Enrollments', '416 Communities -- 88755 Total Users -- 23 Total Course Enrollments', and 'system administration community (root)'. On the right side of the page, there is a blue 'Community' header box. Below it, the word 'Communicate' is displayed in bold, and a blue link labeled 'View Forum' is positioned underneath.

3. In the Community action panel on the right, click the *View Forum* link.
4. The community forums function as the previously described course forums do. You can view, search, and reply to posts, as well as create new discussion topics.



14 CONTACT

To report a problem or provide other feedback, click the *Feedback* link at the bottom of the FedVTE window or send email to FedVTE-Support@cert.org.

Please detail as much information as possible including the specific system element(s) involved (community, course, content piece, etc.) and any error messages you may have received.