

# ADVANCE INFORMATION TECHNOLOGY PREPARATION

In order to acquire and retain access to the NDU network the following Requirements must be met:

1. NDU 2875 completed and submitted to the Information Technology Directorate's IA Division (IA).
2. DoD or branch specific Information Assurance course completion certificate (must have been completed within the last 9 months) submitted to IA.

## NDU 2875:

1. Complete/Fill-in items – In accordance with Instructions are on the last page of the form.
2. Save a copy of the digitally signed form to your computer.
3. Attach the file to an email and send it to [NDU ITD IA SC@NDU.EDU](mailto:NDU_ITD_IA_SC@NDU.EDU)

## IA Training:

Completion of Information Assurance (IA) training by all students is critical to maintaining the security posture of NDU systems.

### 1. Option A:

- a. Access the Joint Knowledge Online training website and take the JS-US024-14 Joint Staff Cyber Awareness Challenge and print the certificate to Adobe PDF to save the file or print out a hard copy and scan document to PDF. DoD CAC holders who have taken the Joint Staff Cyber Awareness Challenge course through JKO within the 12 months preceding your arrival date do NOT have to complete the training again, but are requested to bring a copy of their completion certificate to in-processing for our records.

(1) For DoD CAC holders: Go to <https://jkodirect.jten.mil>, log in using your CAC, and read and accept the DoD warning. On the page that appears after login, click on the tab for "Course Catalog" and enter "JS-US024-14" into the course number search box. When the course appears, select "Enroll."

(2) For non-DoD CAC holders: Go to <https://jkodirect.jten.mil> and read and accept the DoD warning. Look for the "First Time Student/No CAC" option under "Login Options," and select the option that applies to you:

(a) *I have a .MIL, .GOV, NPS.EDU, DODEA.EDU or*

*NDU.EDU address:* Selecting this option will open your email client to send an email from your authorized email account address (i.e. your .mil, .GOV, NPS.EDU or DODEA.EDU address) The email is sent to the JKO help desk, and they should respond back to you with a username and password that will allow you to login to the training site and access the training.

(b) *I do NOT have a .MIL, .GOV or NDU.EDU address or I am a Multinational Student:* Selecting this option will open your email client and open a template for you to fill in and "send" to your "government sponsor" for JKO access. Your sponsor will then forward that email to JKO using their .mil or .GOV email account, and JKO should respond back to you with a username and password that will allow you to login to the training site and access the training. Once you have logged in: on the page that appears after login, click on the tab for "Course Catalog" and type into the course number search box: JS-US024-14 and select "search." Once the course appears, select "enroll."

## 2. Option B:

- a. Attach branch specific Information Assurance course certificate file to an email and send it to [NDU\\_ITD\\_IA\\_SC@NDU.EDU](mailto:NDU_ITD_IA_SC@NDU.EDU)

## 3. Option C:

- a. Go to <https://jkodirect.jten.mil>
- b. Signup and take course with number J3OP-US250 and title "DOD Information Assurance (IA) Awareness Course".
- c. Attach the certificate file to an email and send it to [NDU\\_ITD\\_IA\\_SC@NDU.EDU](mailto:NDU_ITD_IA_SC@NDU.EDU) <<mailto:dlfksadflk@NDU.EDU>>

## 4. Option D:

- a. Go to <http://iase.disa.mil/eta/cyberchallenge/launchPage.htm>
- b. Take course with title "CyberAwareness Challenge Department of Defense Version".
- c. Attach the certificate file to an email and send it to [NDU\\_ITD\\_IA\\_SC@NDU.EDU](mailto:NDU_ITD_IA_SC@NDU.EDU) <<mailto:dlfksadflk@NDU.EDU>>

If for some reason you are unable to accomplish this training prior to your arrival, be advised that there is a short grace period after your arrival that allows you to complete the training while allowing you access to network services.

### **Additional Information:**

1. It is expected that all students possess a Common Access Card (CAC) prior to the first day of class -- if you do not possess one now you must obtain a CAC prior to the official first day of class orientation.
2. Students will be issued an email address for communication of official academic updates and planning purposes.
3. The primary delivery of course materials is via SharePoint Portal, but some curriculum may be available via Blackboard.
4. You will receive a Blackboard account to access the NDU Blackboard platform

## *DD2875 Help sheet*

**Additional instructions are located on Page 4 of the NDU 2875 Account Request form.**

**Block 10:** If you do not have an NDU badge, enter N/A.

**Block 11:** If you do not yet have an NDU-affiliated email address (i.e. [FirstName.LastName.Mil@ndu.edu](mailto:FirstName.LastName.Mil@ndu.edu) or [FirstName.LastName.Civ@ndu.edu](mailto:FirstName.LastName.Civ@ndu.edu)), **LEAVE BLANK.**

**Block 13:** NDU Badge Expiration Date. This is the date your account will be set to expire.

\* **NOTE 1:** If you do not have an NDU badge, enter the date that is one week after the class graduation.

\***NOTE 2:** If you do not have an NDU badge and will be joining the faculty following graduation, enter the date that coincides with that on your official orders.

**Block 16:** If you have a Common Access Card (CAC), fill in the EDIPI number.

**Block 21:**

- Students:
  - o Add the correct distribution group from those listed below:
    - NDU\_JFSC\_JCWS\_Students\_Air\_Force
    - NDU\_JFSC\_JCWS\_Students\_Army
    - NDU\_JFSC\_JCWS\_Students\_Civilian
    - NDU\_JFSC\_JCWS\_Students\_International
    - NDU\_JFSC\_JCWS\_Students\_Marines
    - NDU\_JFSC\_JCWS\_Students\_Navy

**Block 22:** Include any additional information that may be pertinent to your account, such as, duty or position title.

**Block 23:** Refer to page three (3) of the JCWS Welcome Package.