[For Customers] Users' Manual of

Maritime Cyber Security Awareness Training

for Participants

1st Edition

Author	ClassNK Consulting Service Co., Ltd.
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Last Updated	June 28th, 2021

Table of Contents

For PCs

For Smartphones

Introduction

About This Manual

This manual describes how to use and precautions for the Maritime Cyber Security Awareness Training.
The first half describes how to use it from a PC, and the second half describes how to use it from a smartphone.

Subject of This Manual

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

FAQ

You can find a link to the FAQ on the sidebar.
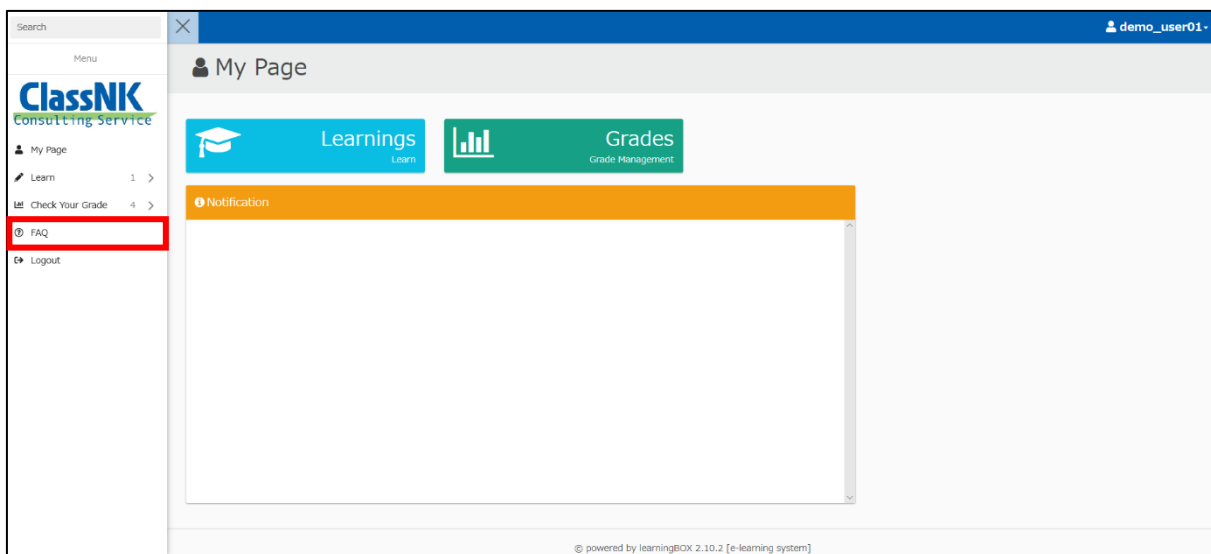
If you use it from your smartphone, you can see the sidebar by tapping the three main lines on the upper left of My Page.
Then, you can find a link to the FAQ on the sidebar.

Contact Information

If this manual and FAQ do not solve your problem, please contact your administrator.
The administrator will respond to your inquiries.

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".

Login Screen

Notification of ID and Password

After receiving the application, we will send the login ID and initial password to the administrator.
Please make sure that you have been shared your login ID and initial password by the administrator.

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.
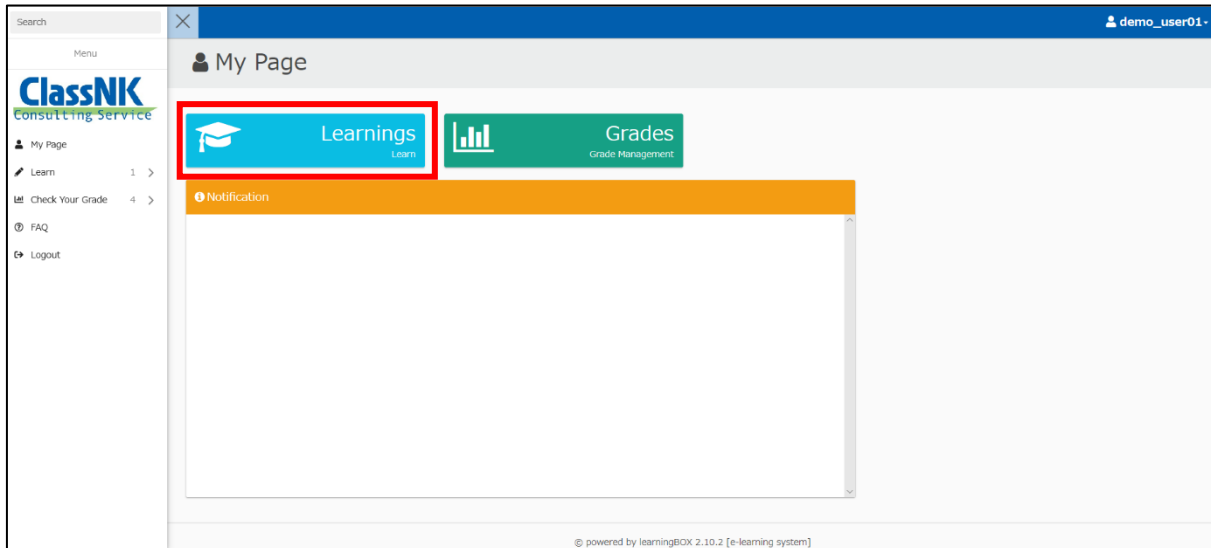
On the learning screen, select the materials you purchased.
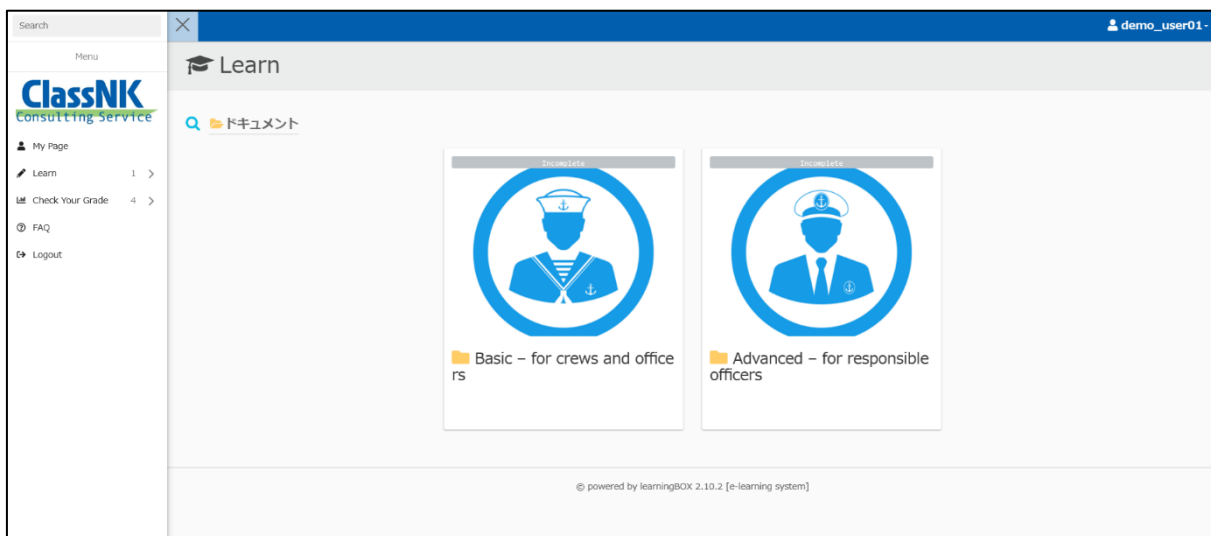
Once you have selected the material you purchased, select the language of the material (Japanese or English).
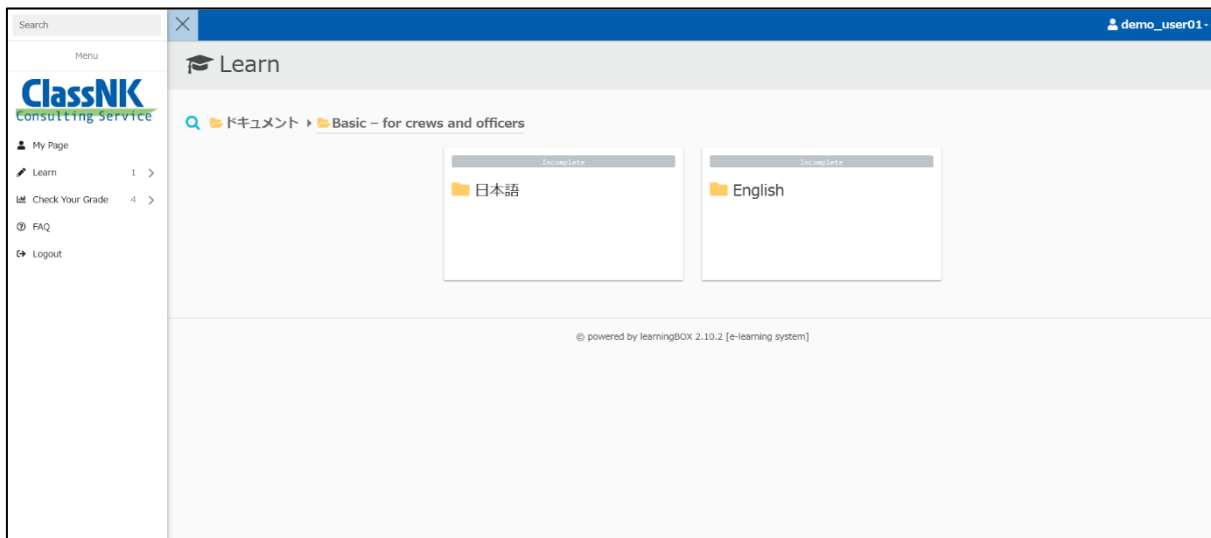
After selecting the language for the material, proceed in order from Module 1.
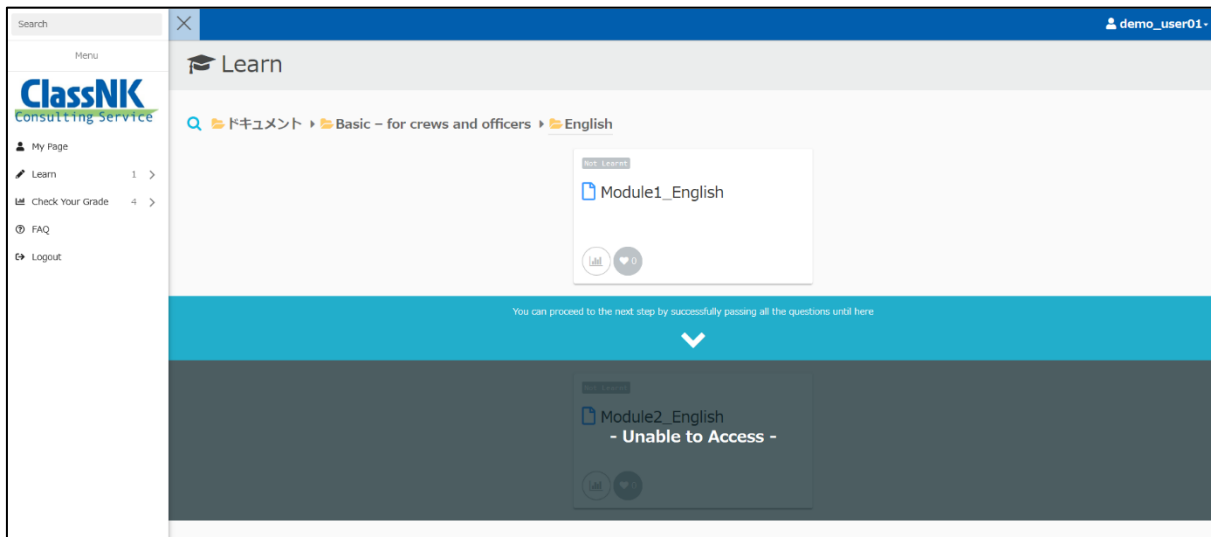
Composition of Materials

The material is divided into two elements: slides and "Notes".
The slide screen is shown below.
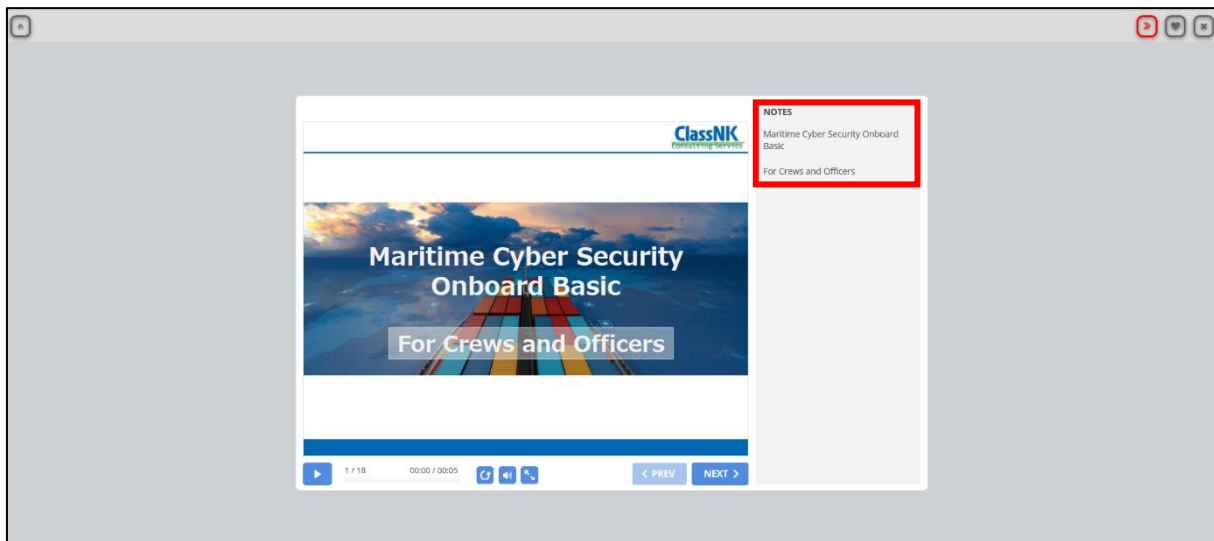
"Notes" is additional text that is also read as a narration.
The red border of the above image is "Notes".

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 or grade management 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 Certificate of Completion.
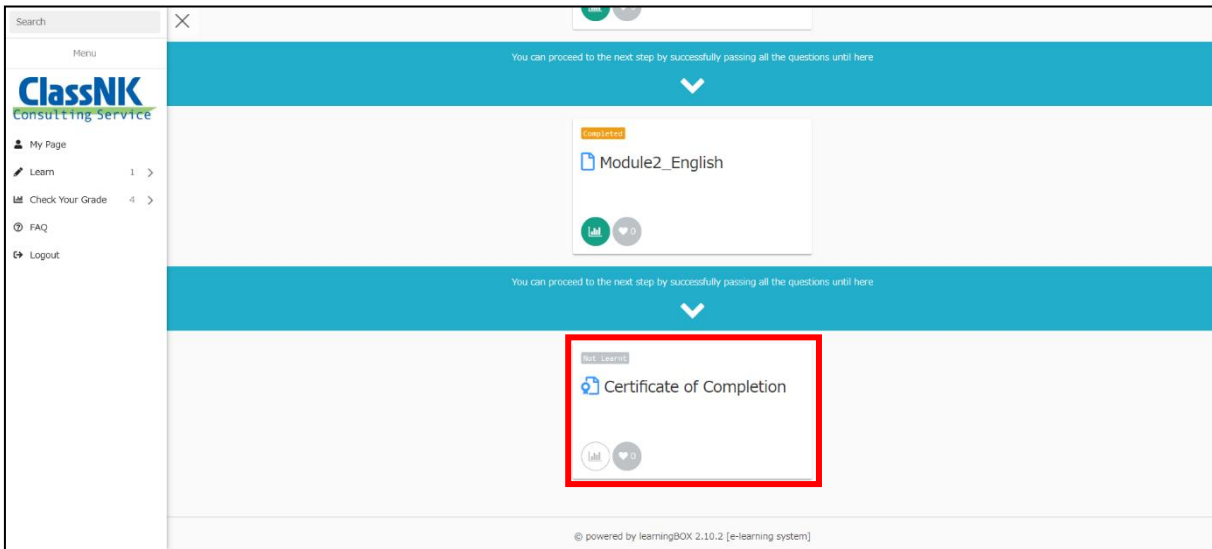
The following is the display screen of Certificate of Completion.

Checking from Grade Management Screen

Please press the "Details" button on the right side of the result data of the Certificate of Completion. This will take you to the display screen of Certificate of Completion.

The following is the display screen of Certificate of Completion.

How to View Certificate of Completion

Please see the image below.

① Certificate No : 20-00008

Certificate of Completion

This is to certify that

② demo_user01

③ Date of Birth: 1980-Api-01

has satisfactorily completed the training course for

④ **Maritime Cyber Security onboard Basic – for crews and officers**
⑤ on 07 May 2020

This course has been certified by ClassNK and fulfills
the requirements outlined in Chapter 5.3 "Procedural protection measures"
of the Guidelines on Cyber Security onboard ships (version3) produced and supported by
BIMCO, CLIA, ICS, INTERCARGO, INTERMANAGER, INTERTANKO, IUMI, OCIMF and
WORLD SHIPPING COUNCIL

⑥ Date of Issuance : 07 May 2020
⑦ Certificate validity : 06 May 2021

Daikichi Nomura
CEO and President
Class NK Consulting Service Co.,Ltd.

ClassNK Consulting Service

KDDI

Digital Security
KDDI × LAC

Issuing Office : ClassNK Consulting Service Co., Ltd. , 2-9 Gobancho, ~~~~~~~~ ~yo, 102-0076, JAPAN
The program is developed in cooperation with KDDI Sec~~~~~~~~~~~~ CORPORATION

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.
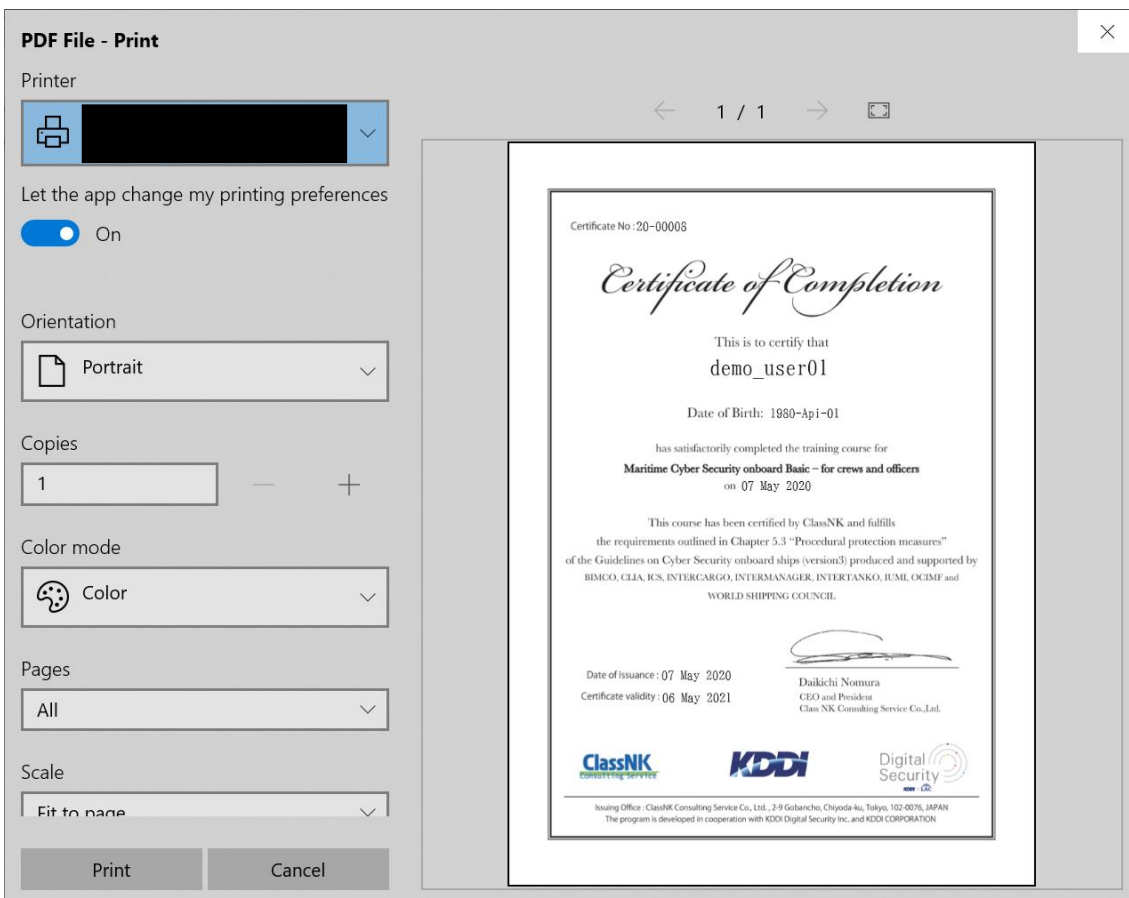
How to Print the Data of the Certificate of Completion

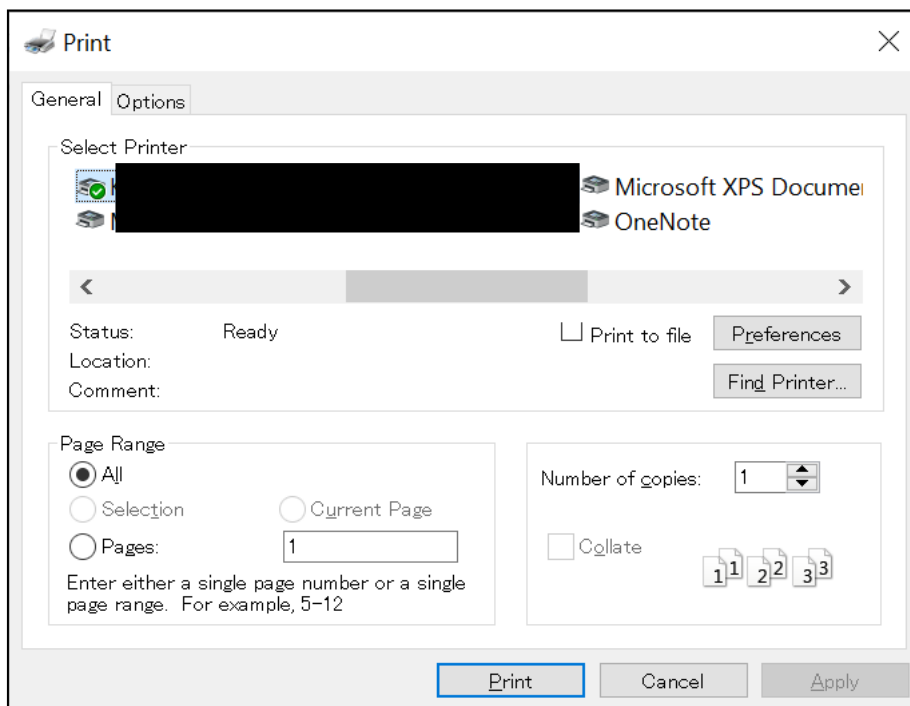Press the "Print" button at the bottom of the display screen of Certificate of Completion.

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

■Microsoft Edge
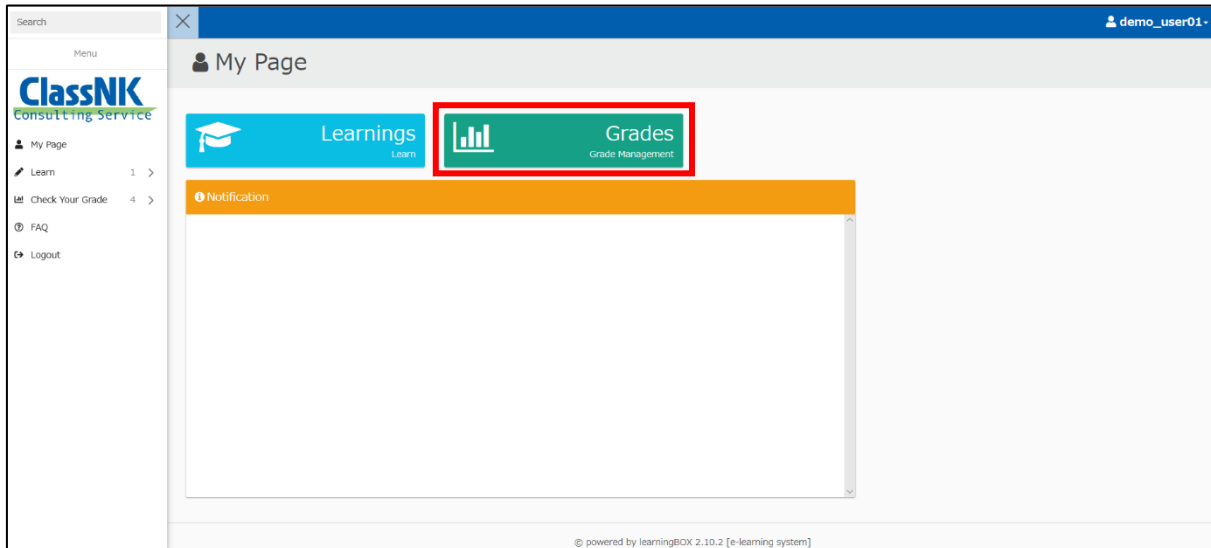
■Internet Explorer

■Google Chrome：

Grades

This is the page to check the grades of the participants.
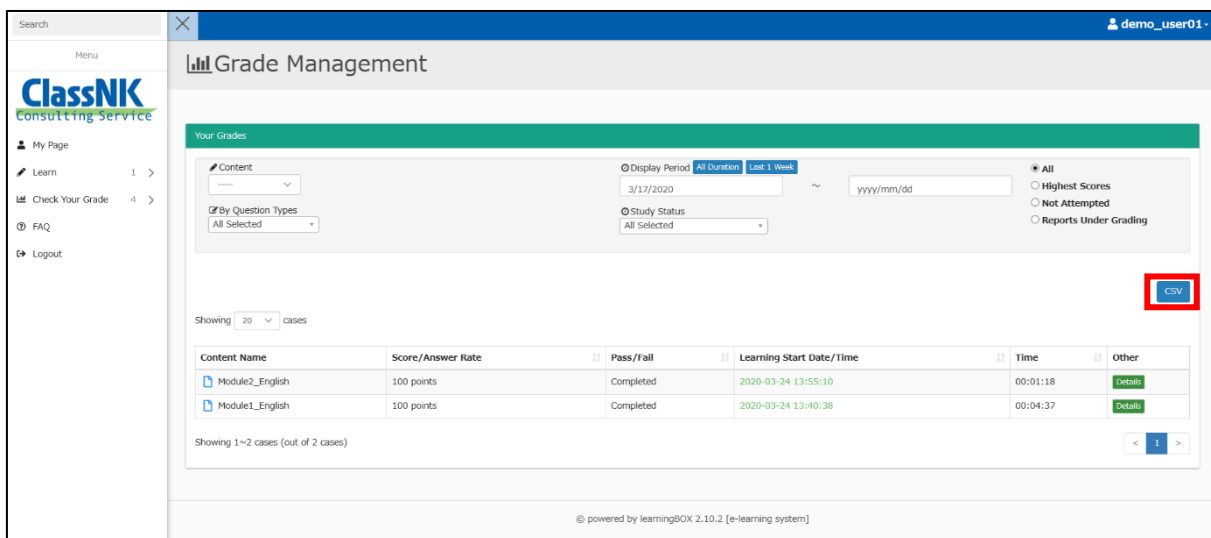
Grade Management

Press the "Grades" button on the screen below to go to the grade management screen.

The following is the top page of the grade management screen.
You can check your grades. You can output the result in CSV format from the "CSV" button in the right middle.
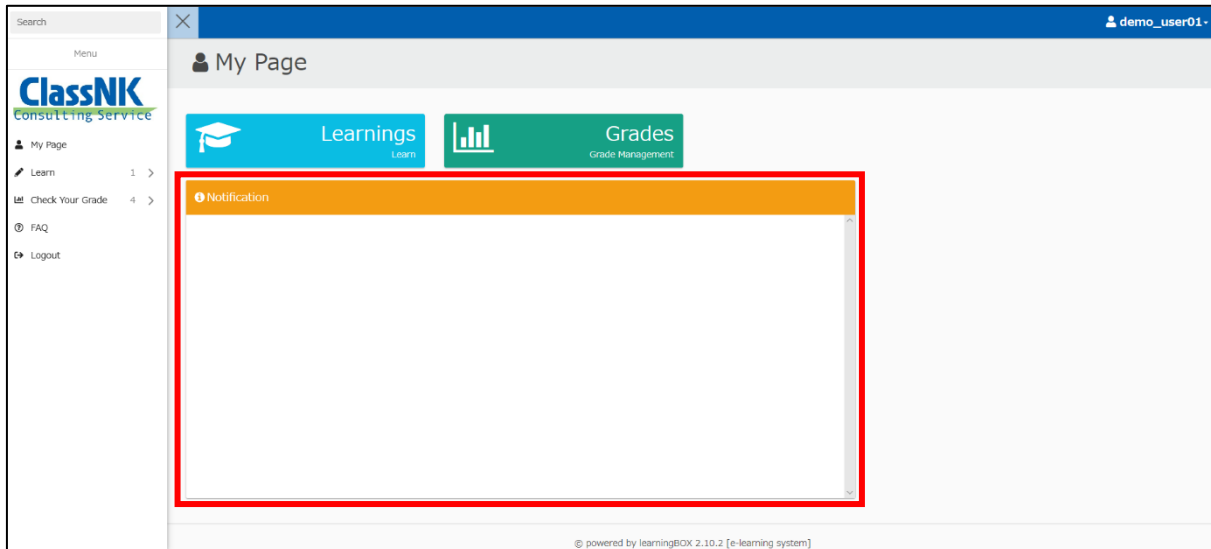
Maintenance of e-Learning System

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".
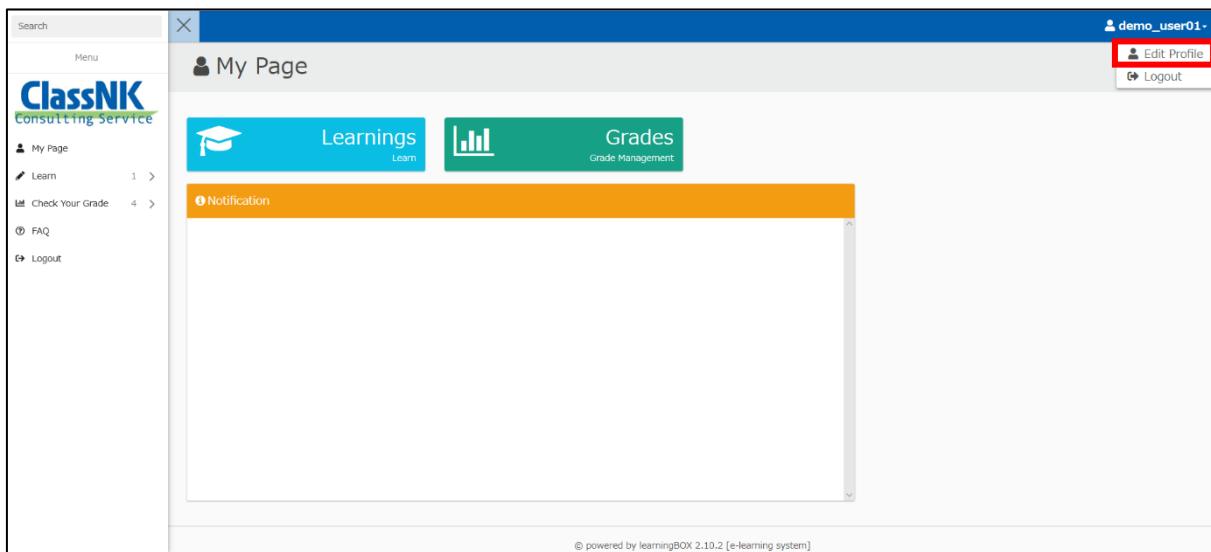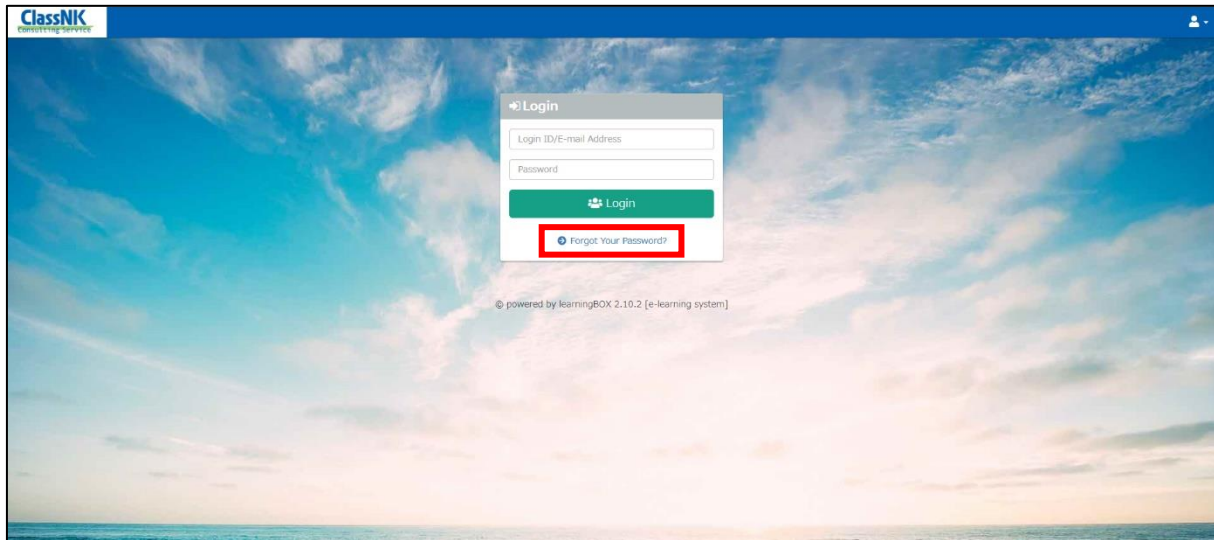

Edit the "E-mail" item on the Edit Profile screen and click the Save button.
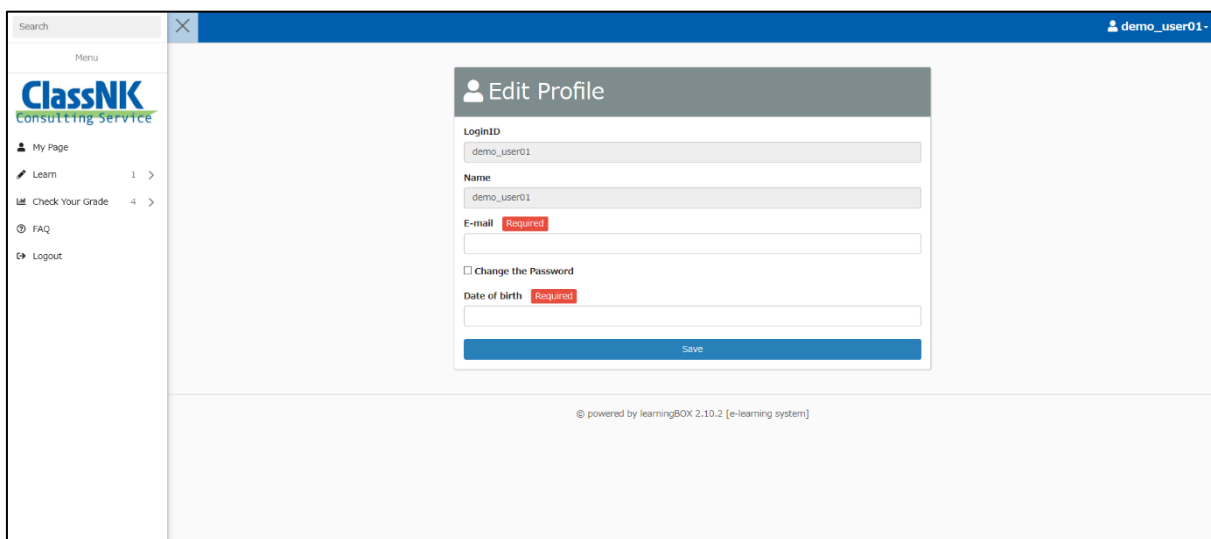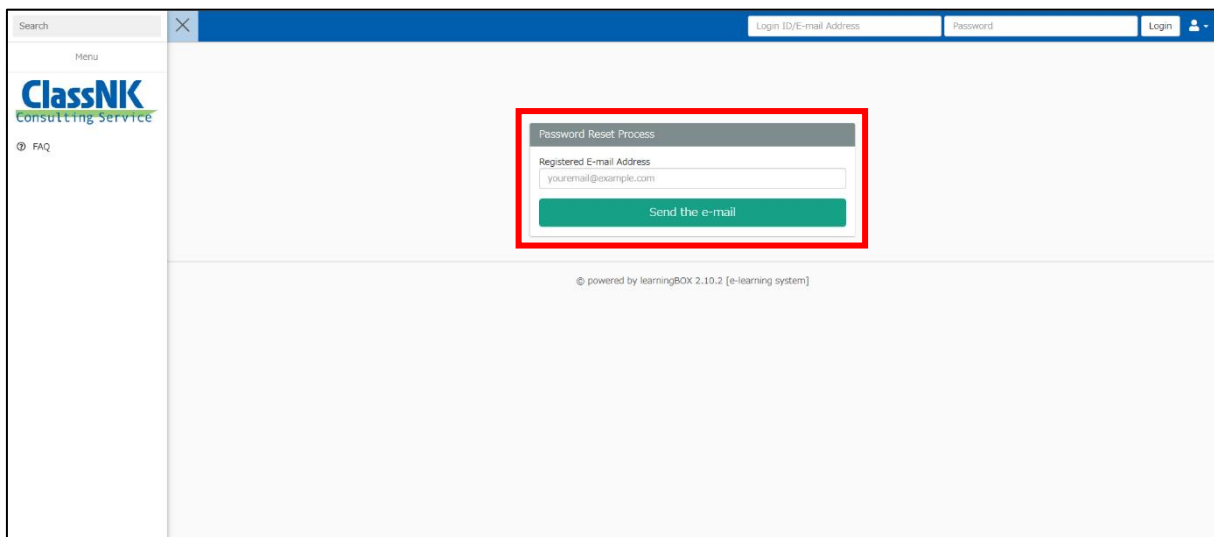

Please do not modify any other items.

If You Forget Your Password

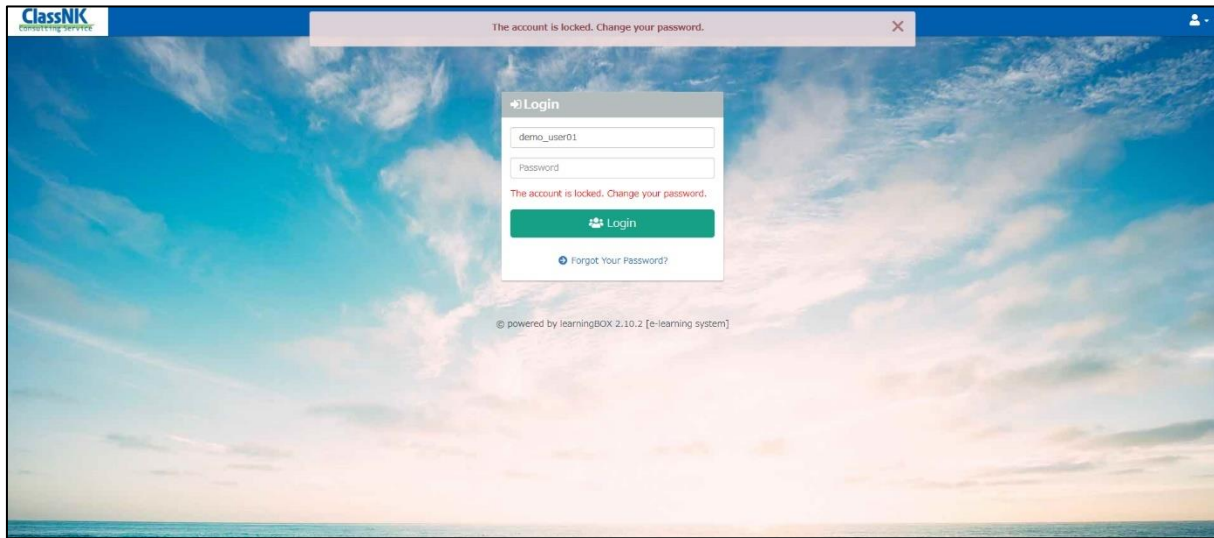From the login page, click the "Forgot your password?" link.

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

Since this manual is for PC, the screen display is different in the smartphone environment. Therefore, if you would like to use it in a smartphone environment, please refer to the manual for smartphone.

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.)

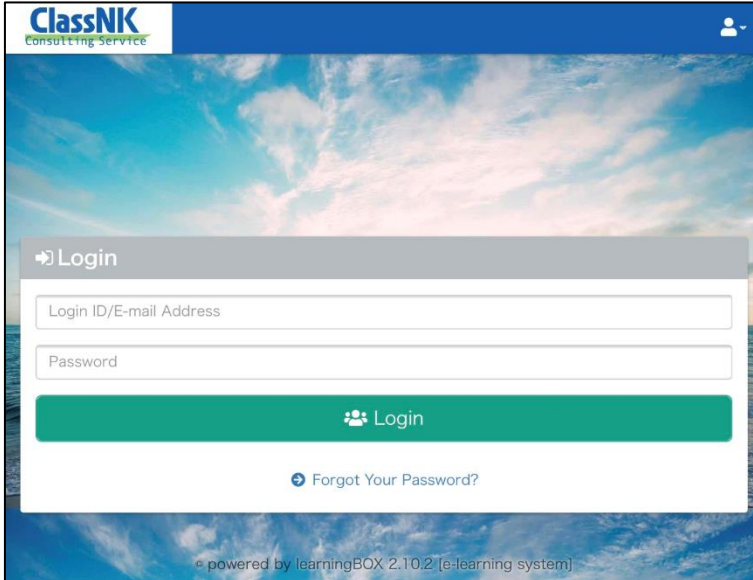Basically, versions prior to generation 2 are deprecated for iOS and iPad OS.

The manuals beyond this page are for smartphones.

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.
Please make sure that you have been shared your login ID and initial password by the administrator.
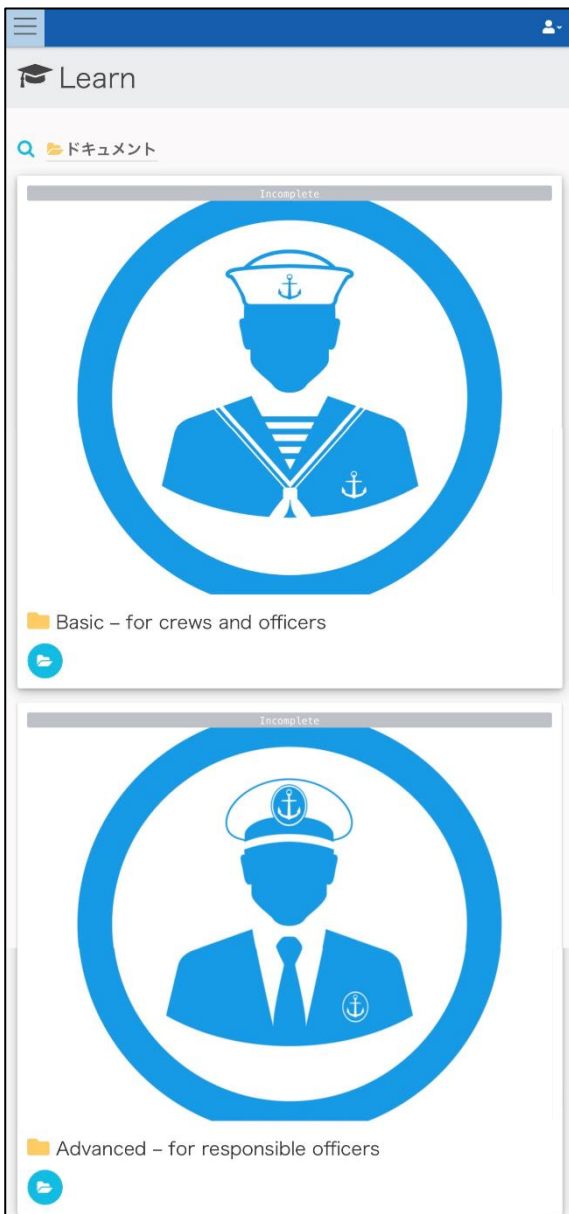
Learning

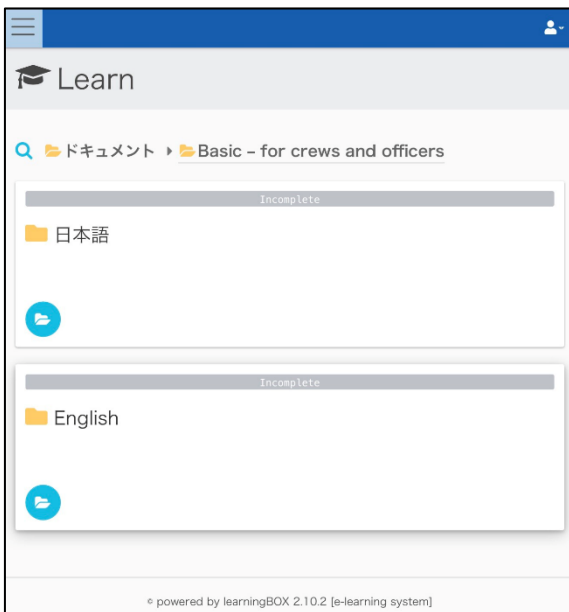This page is for taking e-learning materials.

How to Take the Materials

When taking a material, tap the "Learnings" button on the screen below to go to the learning screen.
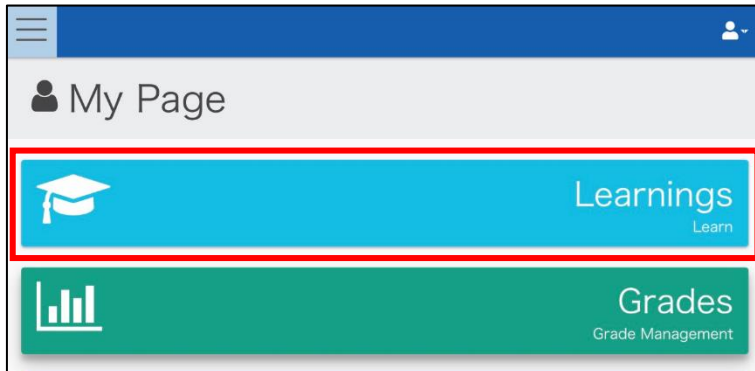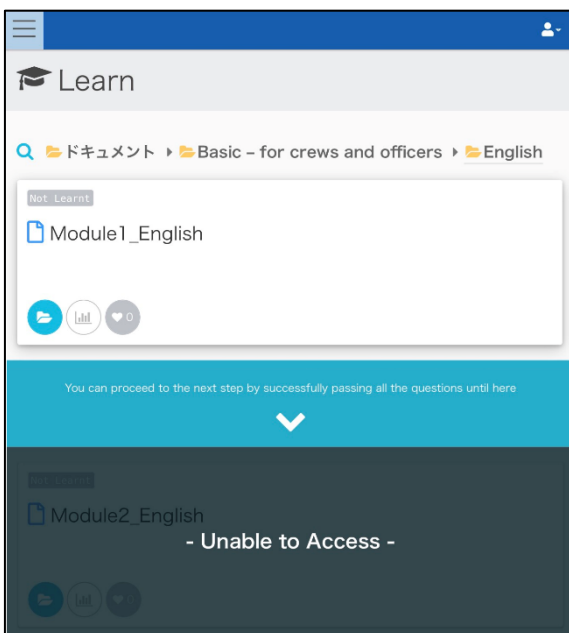
On the learning screen, select the materials you purchased.

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

After selecting the language for the teaching material, proceed in order from Module 1.
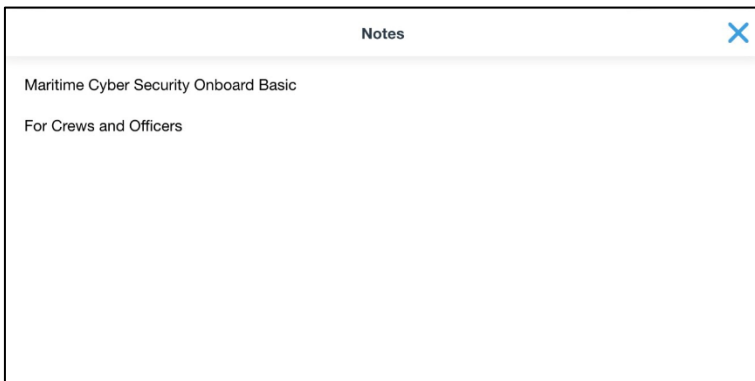
Composition of Materials

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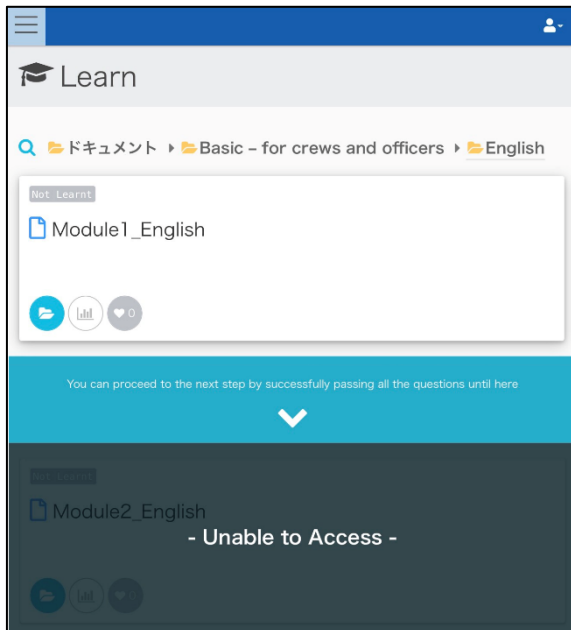The slide screen is shown below.

You can switch to the "Notes" screen by tapping the three-line button in the upper right of the slide.
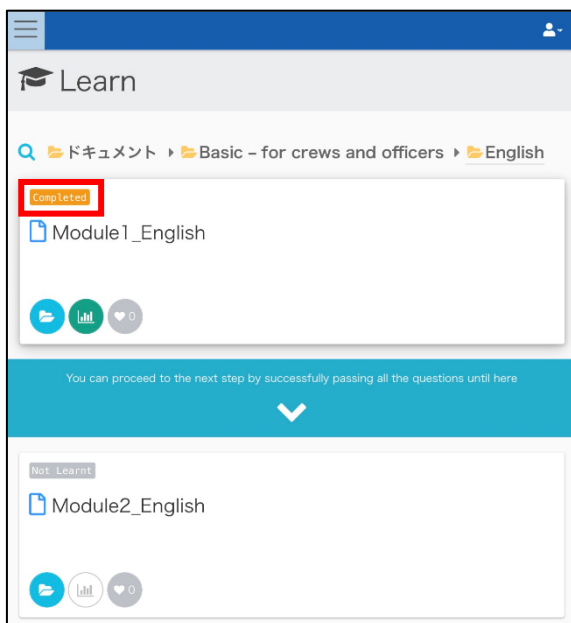 "Notes" is additional text that is also read as a narration.
Here is "Notes".

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 or grade management 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.
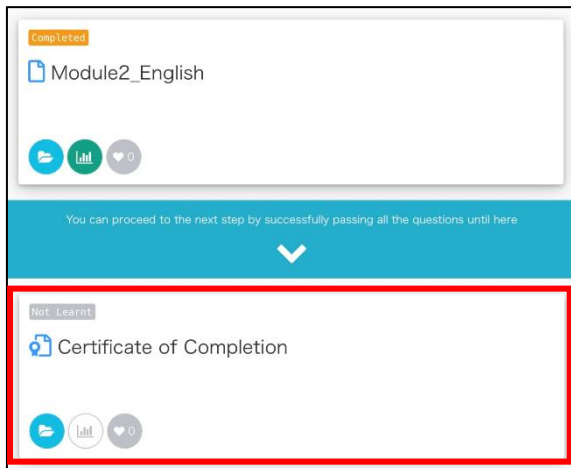
The following is the display screen of Certificate of Completion.

Checking from Grade Management Screen

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

After pressing + button, you can see the information about your grade of Certificate of Completion.
Press the "Details" button to display the certificate.

The following is the certificate display screen.

How to View Certificate of Completion

Please see the image below.

① Certificate No : 20-00008

Certificate of Completion

This is to certify that

②demo_user01

③ Date of Birth: 1980-Api-01

has satisfactorily completed the training course for

④ **Maritime Cyber Security onboard Basic – for crews and officers**
⑤ on 07 May 2020

This course has been certified by ClassNK and fulfills
the requirements outlined in Chapter 5.3 "Procedural protection measures"
of the Guidelines on Cyber Security onboard ships (version3) produced and supported by
BIMCO, CLIA, ICS, INTERCARGO, INTERMANAGER, INTERTANKO, IUMI, OCIMF and
WORLD SHIPPING COUNCIL

⑥ Date of Issuance : 07 May 2020
⑦ Certificate validity : 06 May 2021

Daikichi Nomura
CEO and President
Class NK Consulting Service Co.,Ltd.

ClassNK Consulting Service   **KDDI**   Digital Security KDDI×LAC

Issuing Office : ClassNK Consulting Service Co., Ltd. , 2-9 Gobancho, C ___ yo, 102-0076, JAPAN
The program is developed in cooperation with KDDI Sec ___ CORPORATION

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
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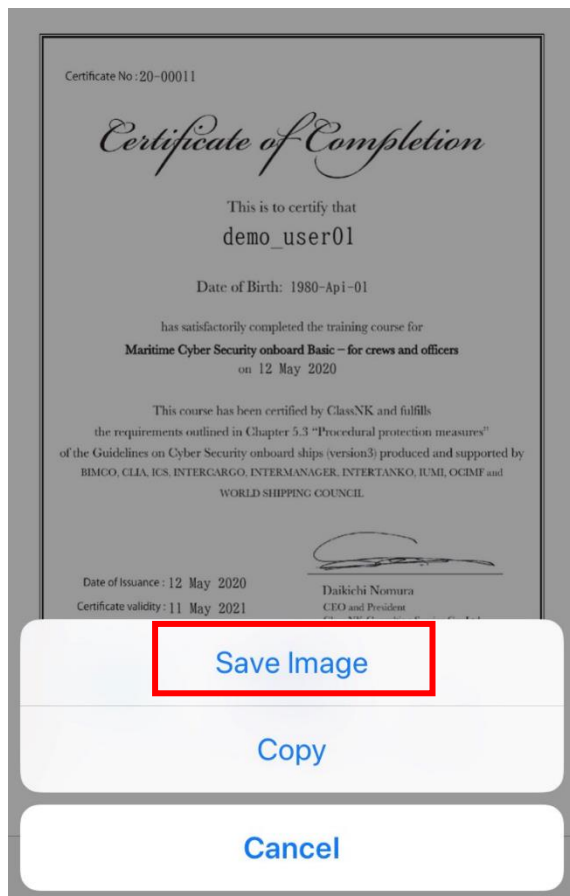## How to Save the Data of the Certificate of Completion

The procedure is the same whether you view from the learning screen or from the grade management screen.

Saving as a PNG file format

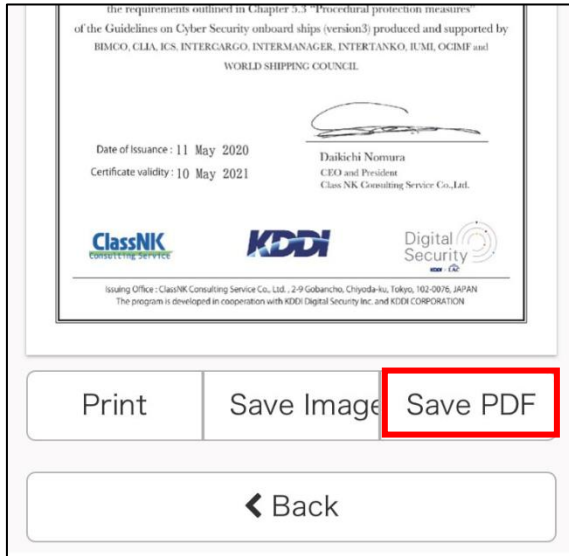Press the "Save Image" button at the bottom of the display screen of Certificate of Completion.
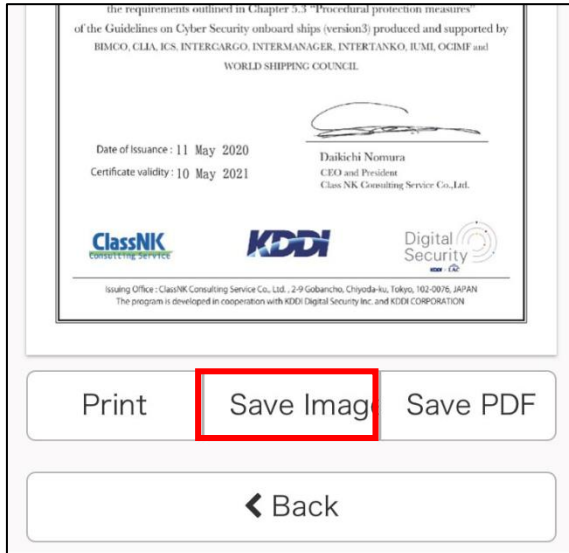
A new window will open, so long press the screen and press "Save Image" to save the image.

Saving as a PDF file

Select the "Save PDF" button at the bottom of the display screen of Certificate of Completion.

A new window opens. Since PDF files cannot be saved by long pressing the screen, use the share button in the red frame at the bottom of the screen to perform operations such as saving to a file.

How to Print the Data of the Certificate of Completion

It is recommended that the data of the Certificate of Completion be printed from the PCs, so refer to the manual for PCs.
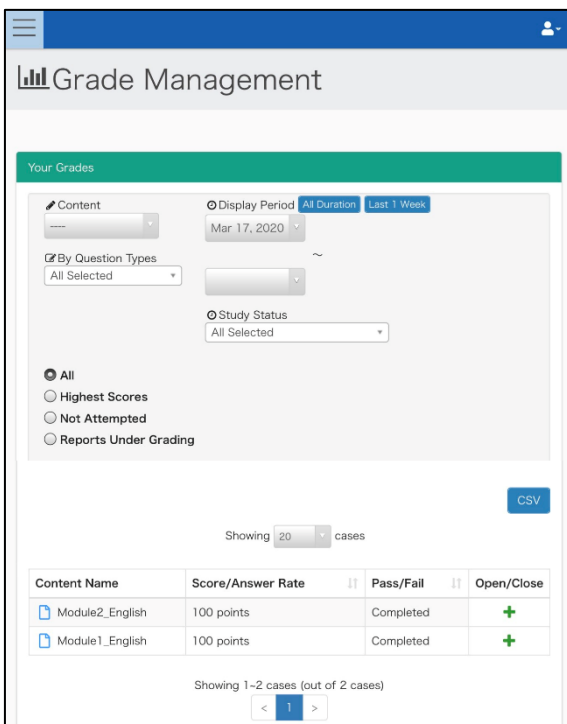
Grades

This is the page to check the grades of the participants.

Grade Management

Tap the "Grades" button on the screen below to go to the grade management screen.

You can check your grades on the top page of the grade management screen.
There is a function to output the result in CSV format, but it is not compatible with smartphones, so please use it from PC.
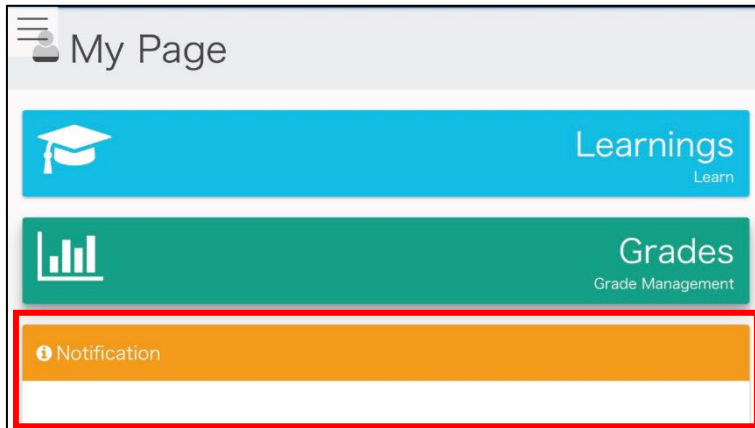
Maintenance of e-Learning System

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.

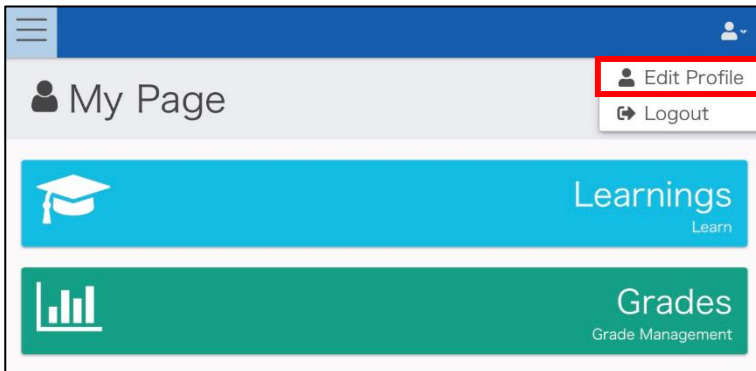You will not be able to log into the e-learning system and use the e-learning service during maintenance.
If you attempt to log in to the e-learning system during maintenance, the following screen appears.

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.
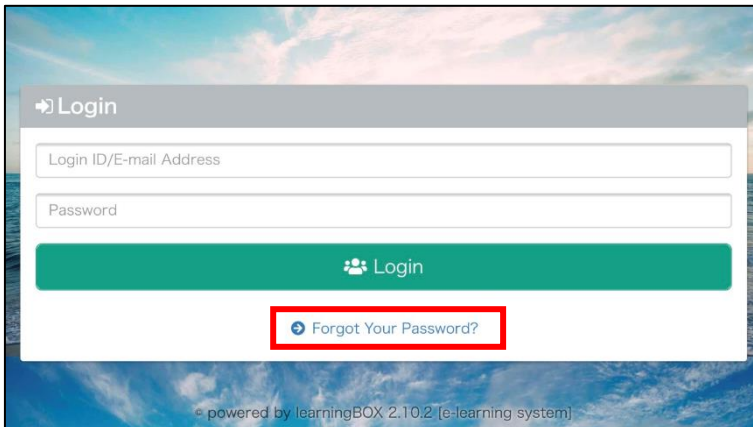Tap the human icon in the upper right corner of the screen and select "Edit Profile".

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

Please do not modify any other items.
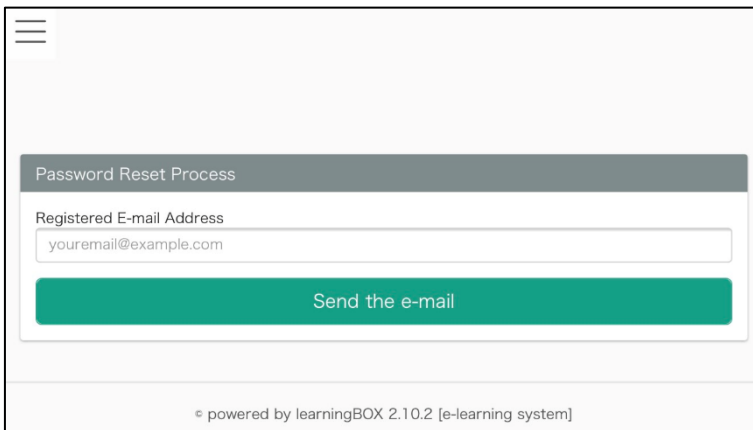
If You Forget Your Password
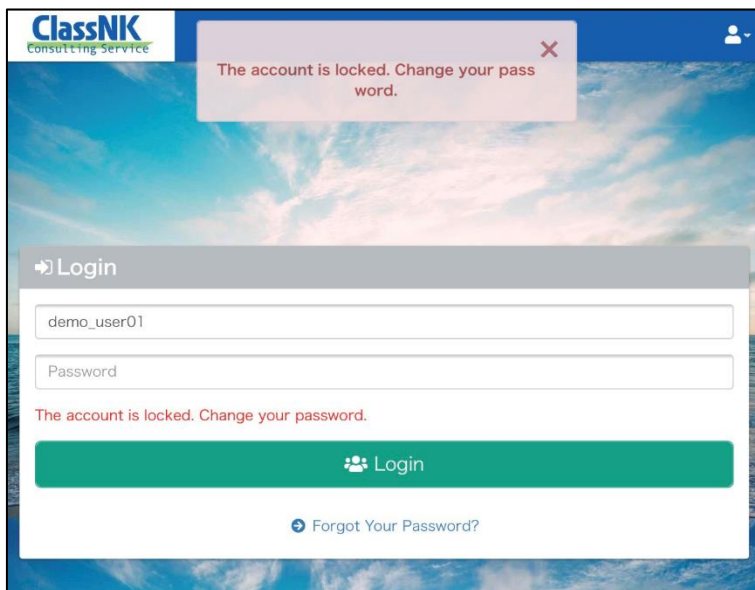
From the login page, tap the "Forgot Your Password?" link.

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.

If You Forget Your Password

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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.
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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.

Images in this manual

All images in this manual are iOS images. Therefore, when using in the Android OS environment, the image may look different from the image in this manual.

Recommended Environment

Please refer to the [Table 1 Recommended Environment] page. Use the recommended OS or browser.