



Using MOAT

Managed Online Awareness & Trust Tool (MOAT)



Virginia Department of Accounts

Financial Accountability. Reporting Excellence.



What is MOAT?

MOAT is a web-based service that will help assure that all DOA employees and contractors are aware of and stay current with DOA's :

- Administrative policies
- Human Resource policies
- Information Technology policies
- Emergency, Fire, Security & Building policies

In addition, MOAT will provide some basic training on IT security awareness and other topics.

Each employee will receive:

- A MOAT user ID
- A temporary MOAT password
- The URL (web address) of MOAT

Logging in



Better Awareness. Better Decisions. Better Results.

MOAT Login

Login ID

Password

Forgot Your Password?:
[Request A New Password](#) and a temporary password will be emailed to you

Browsers Supported:
Internet Explorer 5.5 or higher
Safari
Firefox

Pop-up Blocker:
MOAT opens a secure pop-up window, so if you use a pop-up blocker please make sure to allow pop-ups for this web site.

MOAT/TIPS Support:
Email questions to support@awareity.com.

This is the login screen. You may also see special announcements or notices on this screen as well.

Announcements

Preventing the Preventable in Higher Education: Campus Violence, OCR Fines, Lawsuits and More...
Webinar: Thursday, Aug 18 12:00 ET [Register Now](#)
o: <https://va.moatusers.com>

Value and Advantages

tutions using MOAT for state-mandated
ss Training and Documentation.

Using MOAT is less expensive than not using MOAT due to cost
savings in complia
ma

Lessons

EKU - [Vanguard of Ca](#)
Ag

Campus Safety: Mis
[Lessons Learn](#)

MOAT requires “pop-up” windows to be enabled in your browser. If you see any notices from your browser that pop-ups have been blocked, you will need to “always allow” pop-ups from MOAT.



MOAT Orientation



Virginia Department of Accounts

Ed Miller

Cert Expires:
08-09-2012

Certification Requires All ✓'s

- ✓ Information Risks
- ✓ Internet Security
- ✓ E-mail Security
- ✓ Human Factor Risks

Department of Accounts Vault

1. On the left side of the screen, you will see the "certification" menu.

2. In the main area of the screen will be the highlighted topic for review.

3. At the bottom of the screen you will see MOAT's help and navigation buttons.

Information Risks

After reviewing this module you will be more aware of:

- Limitations of protecting information with technology solutions
- Escalating costs associated with personal and organizational privacy breaches
- Red flags and ways to help prevent identity theft
- Information security risks
- Non-electronic information risks
- Proper way to handle information

should take 10-20 minutes to complete.

ained in this module to your Supervisor or Security/Privacy Officer.

t trends and recent challenges. While you may already be aware of best practices within your organization and your day-to-day activities.

a lesson under Information Risks]



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- Department of Accounts Vault



Information

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After review

- Limita
- Escal
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The certification menu is divided into 2 sections:

1. An IT security awareness curriculum consisting of 4 main modules:
 - Information Risks
 - Internet Security
 - E-mail Security
 - Human Factor Risks

Each module contains several “lessons”. You must read and successfully answer the questions at the end of each lesson.

2. Below the line is the “Department of Accounts Vault”. The Vault contains DOA policies and procedures that you should be aware of. The Vault also contains some additional training tools and quizzes.



Reviewing a module

Real-World Examples

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Certification Requires All ✓'s

- ✓ Information Risks
 - ✓ Information Risks
 - ✓ Identity Theft
 - ✓ Non-Electronic Information
 - ✓ Physical Security
- ✓ Internet Security
- ✓ E-mail Security
- ✓ Human Factor Risks

Department of Accounts Vault

What is at Risk?

Nearly every day, we hear about new responsibilities for protecting information.

Why should you be more aware?

Because nearly everyone has access to or handles sensitive information in one form or another (electronic and non-electronic). Do you understand which types of information are sensitive, confidential, personally identifying or regulated, and how you must handle and protect the different types of information you have access to?

2. Click the "NEXT PAGE" button at the bottom to continue reviewing each page of the lesson. Most lessons will take only a few minutes to review.

1. Click on the module and lesson at the left that you wish to review. You can review items in MOAT in any order that you choose.

3. You can "BOOKMARK" a page to return directly to it at a later time.

4. Use the "GLOSSARY" button to review many common technology terms and definitions.



Awareness Validation



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- ✓ E-mail Security
- ✓ Human Factor Risks

○ Department of Accounts Vault

Question/Statement:

Accessing and protecting your sensitive and personal information is as much about how people hand share, discard and store informat

Select the best answer:

- True
- False

SUBMIT

At the end of each lesson, you will be presented with a few questions to answer. You must answer all of the questions correctly before MOAT will give you credit for completing the lesson. Simply take the lesson and quiz again if you miss any.



Completing a lesson

When you've answered the questions correctly, you will see this screen.



MOAT will keep track of which lessons you have completed and which ones are still remaining.

Congratulations!

You have completed this lesson.

To complete your MOAT certification:

All Lesson and Module titles must have a checkmark beside them and you also need a checkmark beside your organization's Vault.

If you have not completed your MOAT certification you can:

- Click on next Lesson Title (see options in left menu area)
- Click on next Module Title (see options in left menu area)
- Click on your organization's Vault (see options in left menu area)

Good Luck!



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- Department of Accounts Vault



Reviewing a document in the VAULT



Cert Expires:
08-09-2012

Certification Requires All s

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Title: 104-Inclement Weather or Emergency Closings
 Description: 104-Inclement Weather or Emergency Closings
[Printable Version](#)

The following file(s) represent or augment the body of this policy.

Status	Document	Description
Not Read		DOA Policy 104 - Inclement Weather or Emergency Cl

If you understand and agree to comply with this policy, type AGREE in the box below

1. When you click on a specific document to review, you will see this screen. Click the document icon and the document will open in a new window.

2. Close the document window when you have finished your review. Then type "agree" in the box and click the ACCEPT button.

3. When you type "agree" for a document, it represents your acknowledgement that you have read, understand and agree to comply with the requirements of the document or policy.

Getting Certified

Security Awareness Training*Certificate of Compliance**This certificate certifies that the individual,***Ed Miller***has completed Security Awareness Training
administered through MOAT (Managed, Ongoing, Awareness, Tools)*

 Trainee Signature & Sign-Off Date
 Training Completion Date: **August 9th, 2011**
 Agency/Organization: **Department of Accounts**

 Administrator

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1. When you have successfully answered all of the lesson quiz questions and have check marks next to all “required” documents in the Vault, MOAT will print your Certificate of Compliance.

2. Employees must annually complete all required components of MOAT in order to be certified.



MOAT Tools



User Tools

Bookmarks:

Change My Password:

My User Information:

View and Print My Certificate of Completion:

Incident Reporting Tools:

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Accounts Vault

Click the "MOAT TOOLS" button to review your user information, change your password, or to go directly to a page you previously "bookmarked".





MOAT Summary

- MOAT will email you if there are new documents or lessons added.
- MOAT will email you when your compliance date is near and lets you know your status.
- You can use MOAT anywhere and generally any time that you can get to the internet.
- You can go through the MOAT process in any order and at your own pace and convenience.
- MOAT will provide audit-ready reports that will track your status and will be available for you or your supervisor's review.
- Even after you have "certified", you can continue to use MOAT as a reference tool or to refresh your memory.

MOAT Summary

- Depending on the department you work in, the documents listed in the vault may vary. For instance, employees in “Systems Development” will have a slightly different list of documents to review than “Financial Reporting” employees.
- Directors, please let me know if there are specific documents, training material or other content that you would like included for your group.

MOAT Summary

If you have problems or technical issues with MOAT, simply send an email to support@awareity.com and they will get back to you (during regular business hours).

You can also call Jane Kearney, if your questions are of a more administrative nature.

Thank you!