



4500 Fifth Avenue
Pittsburgh, PA 15213-2612

FedVTE Quick Start Guide

Version 0.3

3.4.2012

Copyright 2012 Carnegie Mellon University



Software Engineering Institute

Carnegie Mellon

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 courses and manage your course lists.

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
- Internet connection of 384 Kbps or greater (to sustain downloads with no more than 230 ms of latency)

Become a Registered User of FedVTE

1. To gain access to the FedVTE e-learning environment, you need an authorized account.
 - If you had an account in cert.org VTE, that account has been migrated into FedVTE.
 - If you do not already have a password, Click on the *Register Now* link on the opening page and complete the request form.
 - *Sign in* to FedVTE using your email address and password.



Virtual Training Environment

Log In Register

Login

Sign in to VTE

Please enter your username and password.

Email Required

Please enter your email address

Password Required

Please enter your password
[Forgot your password?](#)

Sign In

Not a Member?

Click here to register for an account or apply for access.
(Restrictions may apply)

Register Now

Have a Question?

Fill out this simple form and we'll respond as soon as possible.

Contact the SEI

CERT Carnegie Mellon

VTE © Carnegie Mellon University 2006-2012. All rights reserved. | 1.0.0.58 | [Terms and Conditions](#)

2. Upon entering the FedVTE system, change your password through the *Change Password* link in your Dashboard.



Learn the Main Page Layout

When you login to FedVTE, you will see

1. A **toolbar**, where you can search VTE and sign out of the system. Click on your name from any other page to return to the main page.
2. **My Community**, the organization in which you belong.
3. **Course tabs** for all the courses available to you; courses you are currently taking, and those you have archived.
4. A **Dashboard**, where you can view and update your profile, and change your password.
5. A **search box**, an alternative to searching from the toolbar.

The screenshot displays the main page layout of the Virtual Training Environment (VTE). At the top, a blue header bar contains the VTE logo and name on the left, the user's name 'Linda Pesante' and a 'Sign Out' link on the right, and a search icon on the far right. Below the header, the user's profile is shown, including a placeholder for a profile picture, the name 'Linda Pesante', and the community 'My Community: CERT'. To the right of the profile is a 'Dashboard' box with links for 'View Profile', 'Edit Profile', and 'Change Password'. Below the profile, there are three tabs: 'My Courses' (highlighted), 'Available Courses', and 'My Archived Courses'. At the bottom, a search box is visible with the text 'Search' and '0 results' to its right. Below the search box, the text 'No results were found' is displayed. Red numbered callouts (1-5) are placed over the toolbar, profile, course tabs, dashboard, and search box respectively.



Enroll in a Course

1. Click on the *Available Courses* tab.
2. Find a course by browsing the list or searching by course name or keyword.
3. Click on the name of the course you want to take. If you wish, review the outline before you enroll.
4. Click on *Enroll in Course*.

The screenshot shows a web interface with three tabs: 'My Courses', 'Available Courses' (selected), and 'My Archived Courses'. Below the tabs is a search bar containing the text 'CISSP'. To the right of the search bar, it says '4 results' and 'Pages: 1'. Below the search bar, there are four course listings, each with a blue folder icon, a course title, and an 'Enroll' button. The course titles are: '(ISC)2 (TM) CISSP (R) Prep Version 2', '(ISC)2 (TM) CISSP Concentration: ISSEP', '(ISC)2 (TM) CISSP Concentration: ISSAP', and '(ISC)2 (TM) CISSP Concentration: ISSMP'. At the bottom right of the page, it says '4 results' and 'Pages: 1'.

Take the Course

1. To start taking the course, click on the green **Launch** box.
2. Do the same for each subsequent course module, as the **Launch** box appears.
3. View your progress for each module in the xx% complete bar.

You may stop the course at any time and resume later.

The screenshot shows a course module progress bar for 'CISSP Introduction'. The progress bar is at 0% complete. Below the progress bar, there is a 'CISSP Introduction' module card. The card has a document icon, the title 'CISSP Introduction', and the subtitle 'CISSP Introduction Description'. To the right of the card, it says 'Not Started' with a radio button icon. Below the card, there is a green 'Launch' button.



To resume,

1. The next time you login, go to the *My Courses* tab, where you will see the list of courses you have enrolled in.
2. Click on the course name.
You will be able resume at the place where you stopped.

Remove a Course from Your *My Courses* List

The *My Course* panel, on every course page, offers two ways to remove a course from your current list. You can also find these options beside each course title in your *My Courses* list.



Withdraw from Course

When you withdraw from a course, you completely remove it from your *My Courses* list. It is as if you had not enrolled. If you change your mind, you need to find the course through *the Available Courses* tab and re-enroll, starting from the beginning. Any progress will not be counted within any User, Course, or Community reports.

Archive this Course

When you archive a course, you move the course from *My Courses* to *My Archived Courses*. If you decide to resume the course, click on the *My Archived Courses*, find the course name, and click on *Restore*. The course will be back on your *My Courses* tab. Your progress is still be tracked within any User, Course, and Community reports and you can start where you left off.

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), and any error messages you may have received.

