Joining Instructions

Industry Security Readiness – Virtual Classroom
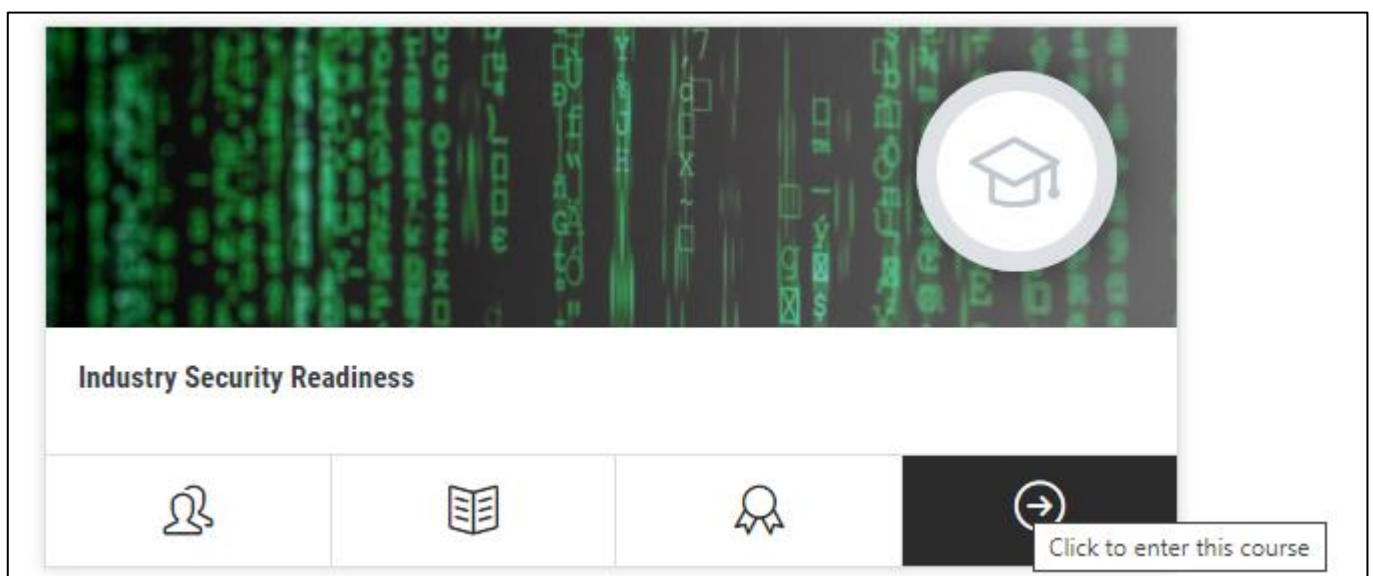
Good morning/afternoon Participants,

Industry Security Readiness (ISR) - Virtual Classroom (VC) on boarding.

Before the course

1. The ISR will be facilitated on the ADELE Official: Sensitive platform.

2. Action required 1 week before the course date, **create your ADELE account and enrol in the course.**

3. **To create your Adele login:**
   - Open up **Chrome** on the DPN/via DREAMS and enter the address www.adele.edu.au
   - Select '**Create new account'** and follow the prompts

4. Once logged in, search for '**Industry Security Readiness**'. Click to enter the course.

5. To enrol in this course you will need an enrolment key. Please note the enrolment key is case sensitive and there are no spaces.
   The enrolment key is individual to each offering and follows the following formula:

   DEF [date of course in format ddmmmyy] **ISR**]
   Eg.   DEF04feb22ISR

Enrolment options

✣ Industry Security Readiness
To enrol in this course you must first enrol on Campus. Within two weeks of your course date you will receive a link to the Joining Instructions which will contain your enrolment key.

▼ ADELE(O:S) Self Enrol

Enrolment key   [   ]

[**Enrol me**]

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6. Once you are successfully enrolled you will be taken to the course homepage. You should also see 'ISR – L' available under 'My Courses'. You can find this through the graduation cap icon on the left.
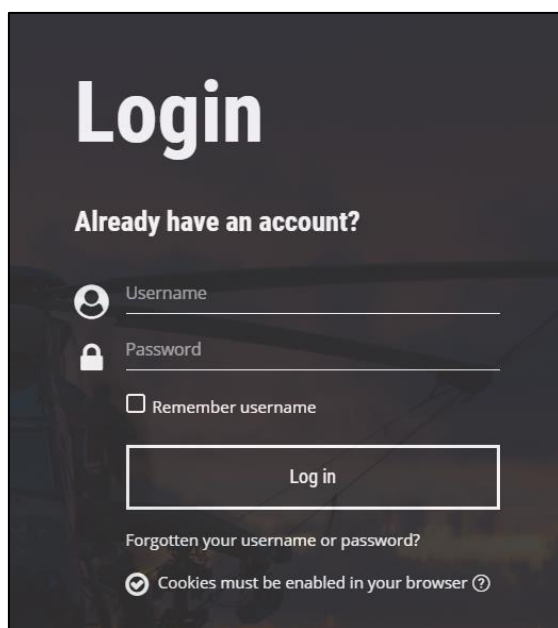

   If you don't contact, dsvs.skilling@defence.gov.au for assistance

7. For any **technical support with your login or access to the** ADELE platform, contact the ADELE Support team via email support@adele.edu.au 0800-1700 AEDT/AEST.

8. If you need to reschedule or cancel your training please contact ld.trainingnominations@defence.gov.au
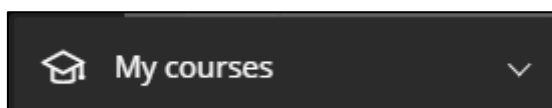
On the morning of your course

1. **Secure location:** You must ensure your location is secure and that the training can't be overheard by those without a BASELINE clearance and a 'Need-to- know'.

2. **Timings**: The course will commence at 0900 AEDT/AEST.

3. Please login **20mins before** the course starts to **test your audio**.

4. If you **experience issues with the DPN/DREAMS** on the day, you can login via the internet (Chromium browser preferred) and still complete the course.

5. Login to Adele using Chrome and enter https://www.adele.edu.au and enter your:
   - Username (your firstname.surname@defence.gov.au), and
   - Password

6. On the left hand side of the screen you will see this **icon** (graduation cap)
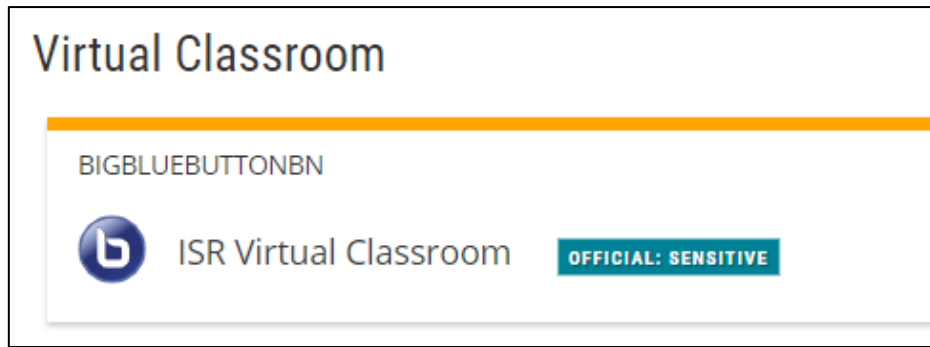Click on the icon and select '**My courses'**.

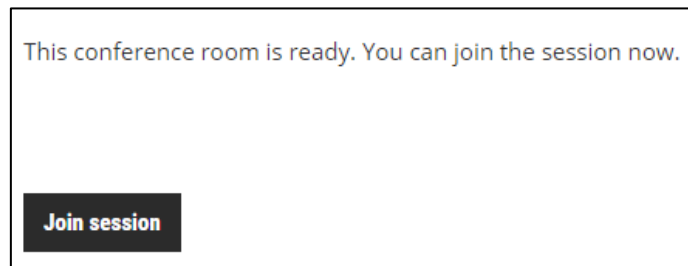7. Select '**My courses'** and select **ISR – L**.

8. Download the five resources shown in the Resources section.
   - Alf Hacker Case Study
   - DISP Procurement Lifecycle Flowchart
   - Sample Risk Event Register Template
   - DISP Decision Tree
   - DISP Decision Tree Scenarios.

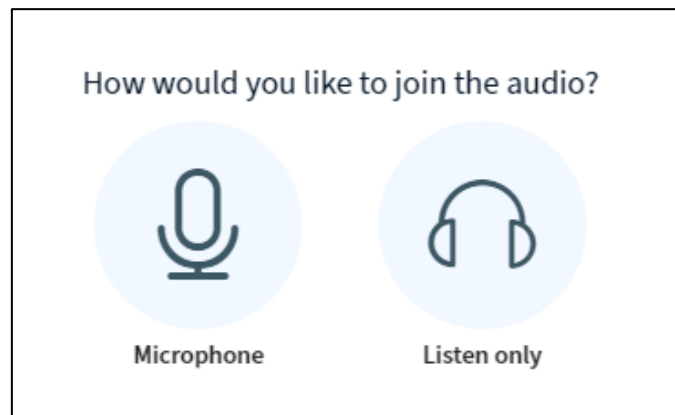   These resources will be used throughout the day.

9. You can now enter the Virtual Classroom

10. Select **'Join session'** button to enter the room.

11. Now, select your audio. Please select the **microphone** option. If you don't have a built in microphone, select the 'Listen only' headset option.

Important participation note:

The trainer will ask you to mute your audio once the **course commences**.
This course will operate as a workshop style and active participation is required. Please ensure you have connected full audio to the course as you will need to provide input throughout the day. Please **do not** activate your video during the course, unless requested.

Troubleshooting Tips

Basic Audio tips:
- Always remember to use Chrome or Microsoft Edge
- Ensure your volume is turned up
- Check your audio isn't muted
- Select the **microphone icon** once you've joined the session

Microphone

- Complete the 'Connect to echo test' by talking into your headset / microphone
- You should hear yourself (Note: This is a private echo test)
- Select **YES** if you heard yourself
- If **NO,** select **NO** and follow the advice provided **'Change your audio settings'.**
- If your problem still persists, it could be that your device does not have a built in microphone, or that your microphone is not working.
- Please join the session by selecting the headset option

Listen only

- During the course you'll use the '**Public Chat'** to communicate during the session (found at the bottom left of your screen, simply type Q&A etc.)
- Alternatively, you could find an another device to complete the training on
- Note: If you need further assistance, ask for **HELP** in the '**Public Chat'** box and your facilitator will allocate a support person to call you.

Note:
- If any IT or audio issues persist, we recommend **logging out and logging back** in.
- On occasion, you will have to restart your computer for it to recognise ADELE settings. Problems with access can also be caused if your firewall is blocking the UDP connection / ports. Please find further details here: https://support.microsoft.com/en-us/topic/49db3973-b81d-3d92-f5ab-7f403cb7668b