



## Welcome Arctic Regional Security Orientation Course (ARSOC) 23-3 participants!

This short tutorial will help you with your first-time and general login, as well as how to access your ARSOC course in the GlobalNET Learning Management System (LMS).

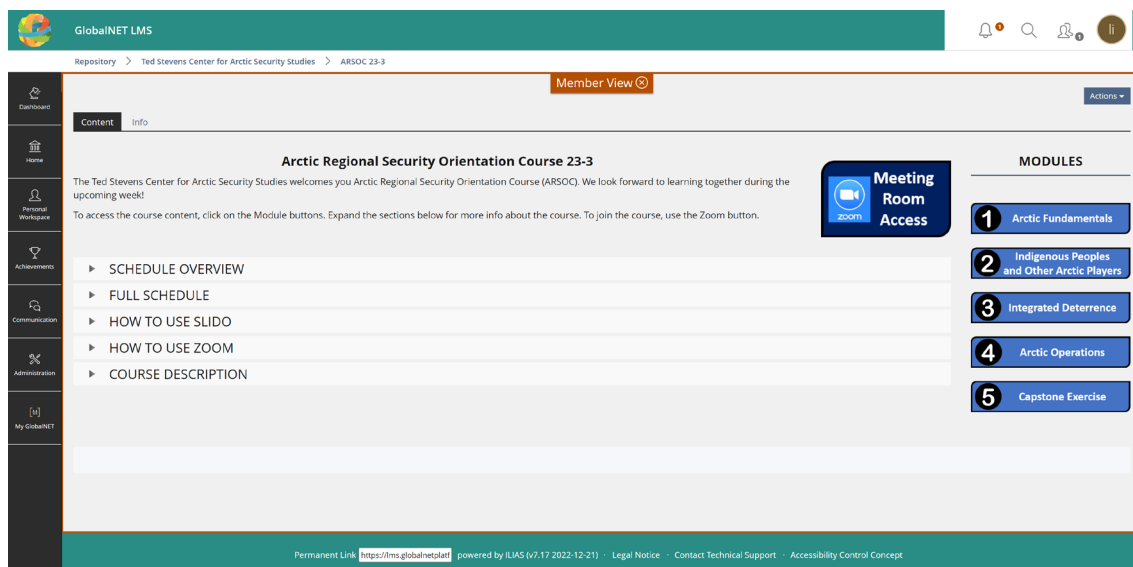
Follow the instructions below. If you forget your password or cannot logon, please contact [TSCsupport@act1federal.com](mailto:TSCsupport@act1federal.com) Ensure that you include ARSOC 23-3 and GlobalNET help in the subject line. **Example: ARSOC 23-3 GlobalNET Help**

### What is GlobalNET?

Across the globe, security experts and practitioners meet to solve international defense and security challenges. GlobalNET unites the international security community comprised of 17 partner organizations and their communities. Extending learning beyond individual program locations and the traditional classroom, GlobalNET is a secure forum for collaboration, a trusted network of qualified experts, and a focused repository of global knowledge.

### First Time Logon to GlobalNET

Click the one-time login link you were sent from GlobalNET in email. Read and check the box to accept the Terms of Use agreement and click **Confirm**. System will prompt you to set a password. Once completed, click to go the [ARSOC course in the GlobalNET LMS](#). We recommend that you bookmark the course link.



### General User Login

If you bookmarked the course, **click bookmark link**, on login page, type the username and password you created on first time login. You will be redirected to your course home page. (NOTE: YubiKey field entry is not needed)

### User account

Username or email address \*

Enter your username or email address.

Password \*

Enter the password that accompanies your username.

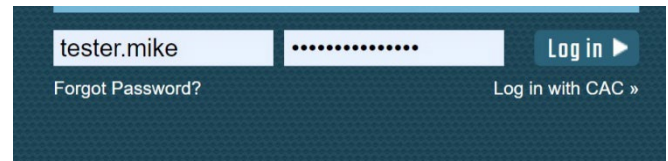
YubiKey OTP

Touch your YubiKey button to emit OTP (optional until YubiKey is assigned to you).

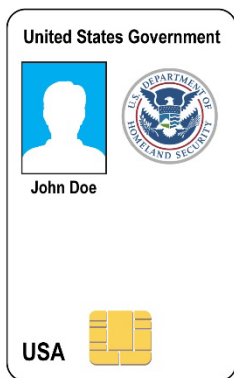
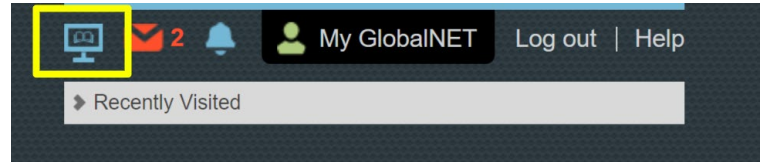
• Log in with CAC

## Other ways to Access ARSOC 23-3

Go to the [Ted Stevens Center on GlobalNET](#) home page and enter the username and password you created on first time login.



Once logged in, **click the LMS icon** at the top of the screen.

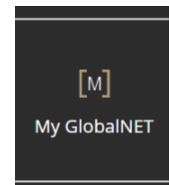


## Common Access Card (CAC) holders

GlobalNET does allow for CAC login. If you wish to set up CAC login, you will need to login and [setup CAC login in your account](#). NOTE: GlobalNET ATO requires CAC holders to login once ever 90 days with username and password, where a new password must be set by the user.

## Navigating GlobalNET

To see what all GlobalNET offers, from the LMS, click the **My GlobalNET** tile on the left sidebar.



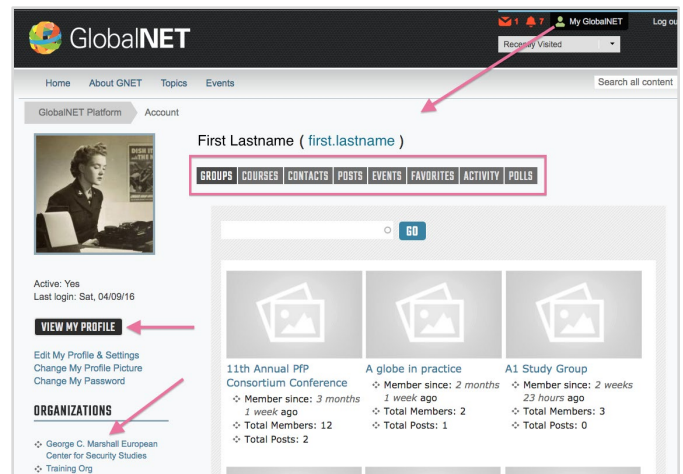
Once within the **My GlobalNET**, you can file in your profile, make connections, and find groups to join. Navigate to the View My Profile to edit your profile & update your password. Within My GlobalNET you can also see and navigate to the organization(s) in which you belong (in the left sidebar).

## My GlobalNET

The My GlobalNET menu provides access to the following:

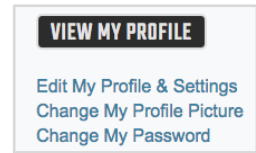
- **Groups:** access to your groups
- **Courses:** access to your courses
- **Contacts:** list of members you're connected with
- **Posts:** list of posts you've left within groups & courses
- **Events:** list of events you're attending or are invited to
- **Favorites:** content you've favorited on the platform
- **Activity:** report of activity you've performed
- **Polls:** list of polls you've participated in

There is also quick access to your profile & links to your organization and content recently visited.



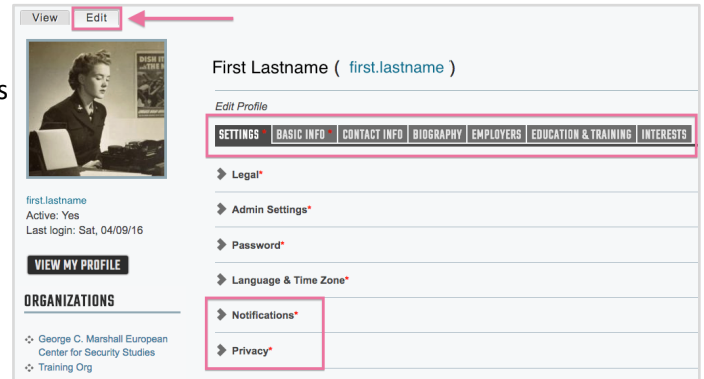
## View & Edit My Profile

A complete profile allows you to leverage the power of your GlobalNET network; the most recent information on your profile gets you the most out of GlobalNET.



Click on My GlobalNET, then in the left sidebar you can View My Profile or directly jump to editing some sections. Upload your photo so that your picture appears in your profile and other areas such as posts & comments.

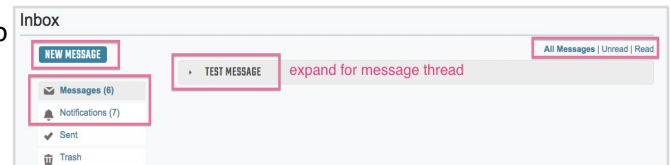
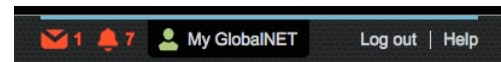
Add your contact information, short & long biographies, employers, education, and training certification and more. Set your notifications & privacy settings on the Settings tab in the edit profile. *Note:* Privacy settings has a separate save button within.



To **Save** your changes, click **Save** once after editing all tabs.

## Messages & Notifications

In the header next to My GlobalNET, you can find the envelope which links to messages, and the bell which links to notifications. Once within either section, you can access the other. New messages to your contacts can also be composed within this section.

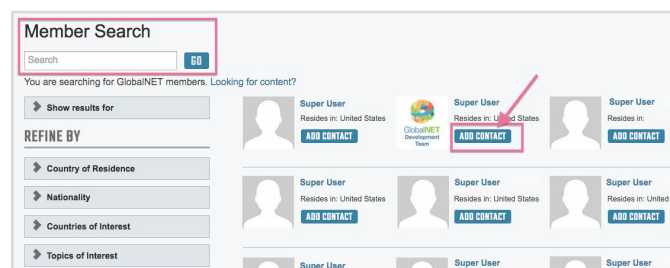


## Find Other Members

From My GlobalNET, select the **Contacts** tab to see existing contacts. Click the Find New Contacts button to explore other members to connect with. You can search or browse members on the next screen. Select the member's name or photo to view their public profile information.

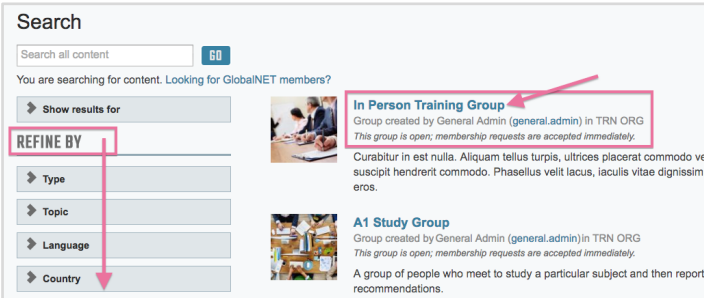
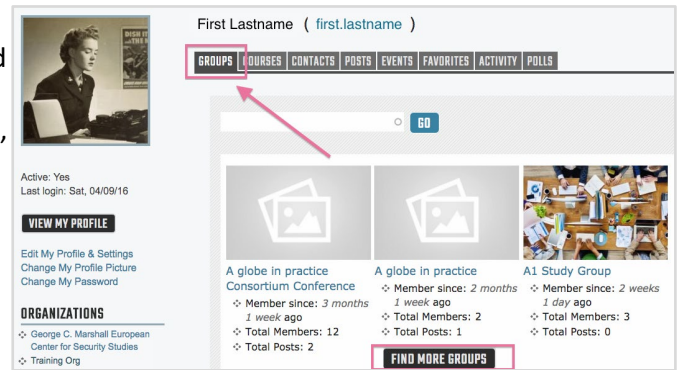


Clicking the Add Contact button will add them to your contact list as pending until they accept the invite. You can send a message to them directly once you are connected.



## Find & Join Groups

Groups can be official or unofficial and can be organized around specific topics, location, events, or other themes. Use the GlobalNET in the upper right to look for Groups to join. To filter, from My GlobalNET, select the Groups tab to see only the groups to which you are a member. Select Groups in the menu bar to see only groups for your organization.



To find a group based on a certain interest, type the keywords of that interest into the GlobalNET search or use the Refine By filter on the results page.

When the search results appear, click the title to review the group's page and then Join or Request Membership to become a group member. *Note:* Open groups are groups you can join immediately, and Moderated Groups require approval from the group manager for membership.

## Posts & Comments

You can create a new discussion within a group or course by adding a new post. Reply to an existing post by leaving a comment.



**Still need help?** Try the online help located at the top of the screen or [submit a help ticket](#).