To all faculty members and administrative staff

> ## Master the knowledge you need for today's information society through e-Learning!
> ~Guidelines on taking the course "INFOSS Information Ethics"~

The University of Tsukuba has prepared the "INFOSS Information Ethics" e-Learning intensive course which can be taken through the University's self-learning software, manaba. This course will provide you with information on relevant laws, manners, and knowledge on the use of information and communication technologies (ICTs) in an academic surrounding.

To reacknowledge the importance of protecting personal information, from 2020, "A Check for the Prevention of Theft and Leakage of Information" was added to this course.

If you answer "INFOSS Information Ethics completion test" and "Check to prevent information theft and leakage", you will have completed the course.

※ Only the last three years AY2018 to AY2020 participation in the course are recorded and aggregated by each department.

<Taking the course>

1. Access the University's e-learning system, manaba
(https://manaba.tsukuba.ac.jp/ct/home_selfregistration_197840) and enter your UTID-13(the 13 digit barcode number on the back of your Employee ID) or UTID-NAME(A string of up to 20 characters in [familyname.firstname.zz] format) and password to login.
※ If you forgot your password, visit the Academic Computing & Communication Center or nearby university libraries with employee id card.

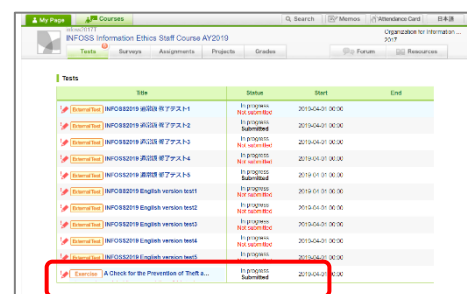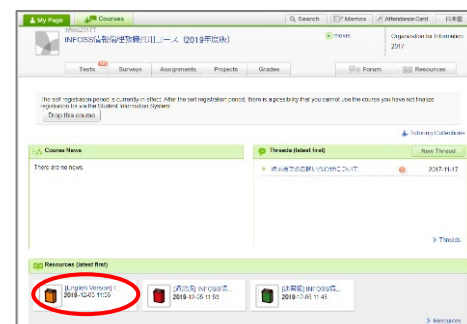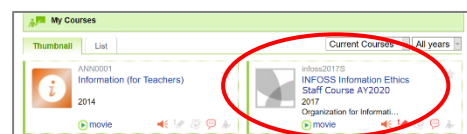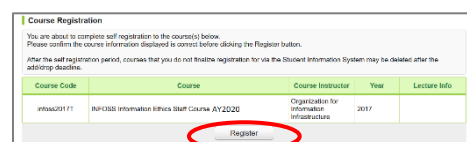2. Check the course name and click on [Register] to complete the course registration.

3. Once you have completed the registration, "INFOSS Information Ethics Staff Course" appears on My Page. Click on this to access the course.

4. In the course, you can use study from the materials under 'Contents,' or take quizzes and the final examination. First, click on 'Contents' and take a look at the study materials.
Choose the version according to your language preference: [Japanese Version Quick edition], [Japanese Version], and [English Version]. It takes about 30 to 60 minutes to study [Japanese Version Quick edition].

5. From the menu on the left side of the screen, click the chapter you want to study and you will start your lesson. You can study anywhere as long as you can use Internet.

6. If the status any one of [Japanese Version Quick edition], [Japanese Version1-5], and [English Version1-5] is "submitted", you can answer "A Check for the Prevention of Theft and Leakage of Information".

7. Finally, answer "A Check for the Prevention of Theft and Leakage of Information", and if the status is "submitted", you have completed the course.

> Contact information : Division of Information Infrastructure Management
> Email: oii-security@oii.tsukuba.ac.jp
> ■Organization for Information Infrastructure-
> Registration for the 'INFOSS Information Ethics' e-Learning Course
> <https://oii.tsukuba.ac.jp/en/infoss-2/>