

# INFOSS Information Ethics Staff Course 2024 Course Manual

The Organization for Information Infrastructure provides "INFOSS Information Ethics" e-learning materials for faculty and staff to acquire the latest knowledge and information of laws, manners, etc. related to ICT (Information and Communication Technology), which is indispensable for promoting various activities at the University in today's modern information network society.

In recent years, personal information leakage incidents have also become a social problem. Since the University is required to protect and manage personal information appropriately, we made the decision to reaffirm the importance of handling personal information and confidential information among faculty and staff and have included the "Checklist to prevent theft and leakage of personal information and confidential information" as part of this course since the 2020 school year. **The INFOSS Information Ethics course is completed when you pass the completion tests and submit the Checklist.**

\* Your qualification is valid for 3 years (2022-2024 school year); you will need to retake the course after it expires.

## <How to take the course>

1. Access the University of Tsukuba's e-learning system manaba ([https://manaba.tsukuba.ac.jp/ct/home\\_selfregistration\\_197840](https://manaba.tsukuba.ac.jp/ct/home_selfregistration_197840)) and log in using your UTID-13 (the 13-digit number on the back of your staff ID card) or UTID-NAME (in the format familyname.firstname.zz) and your Unified Authentication System password.

\* If you do not know your password for the Unified Authentication System, bring your staff ID card to the Academic Computing and Communications Center office or the library counter.

2. Check the course and click "Register". If "Register" does not appear, course registration has already been completed. Please go to 3. The course will be registered on your My Page. If the course does not appear, use the course search function to search for "INFOSS Information Ethics Course for Faculty and Staff" and register the course. \*The year [2017] is displayed as this course was created in 2017, however it is the latest version of the course.

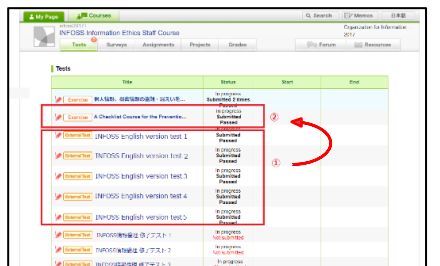
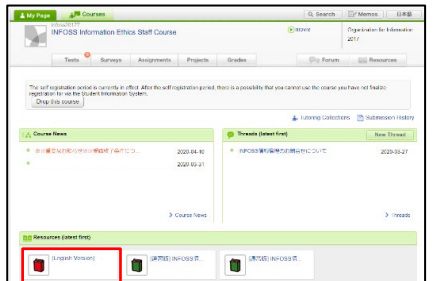
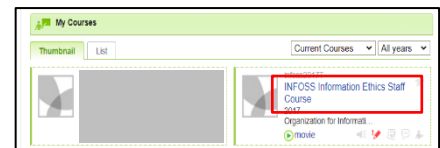
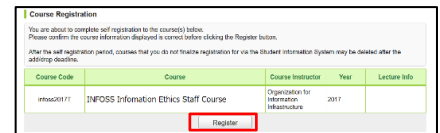
3. Once you have registered for the course, "INFOSS Information Ethics Staff Course" will be displayed on your My Page. Click on it to access the course.

4. Select "Resources" at the bottom of the My Page screen. There are three versions of the course: "Quick Study", "Normal Version", and "English Version". The estimated time required is 60-120 minutes.

5. After studying the "Teaching materials", take the "Tests". Answer the multiple-choice questions and click the "Submit" button at the end of the tests.

6. Check the "Tests" list screen and make sure that "submitted and passed" is displayed for at least one of the "quick version completion test", "regular version completion test 1-5" and "English version test 1-5". ①

7. Finally, complete the "Checklist to prevent theft and leakage of personal information and confidential information". The course is completed once your status has been updated to "**submitted and passed**". ②



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■ Organization for Information Infrastructure website  
– About the e-learning "INFOSS Information Ethics" course  
< <https://oii.tsukuba.ac.jp/en/infoss-2/> >

