

Instructions for the PCI DSS General User Training Module

1. Open a web browser
 2. Type in : <https://cms.psu.edu/default.asp> (this will take you to ANGEL training program)
 3. Select the **Log On** button and type in your Penn State access account and password into the appropriate fields in the Web Access window.
 4. Under My Groups, select **Find a Group**
 5. Type in "PCI DSS: General User" in the **Keyword Search**
 6. Select the **Enroll** link found below the group results found after the search
 7. Open the **PCI DSS: General User Training** group
 8. Open the **Supplement Documents** Folder
 - a. Print the Slides and Narrative document to follow along with the audio (optional)
 - b. Print only the Slides document (optional)
 9. Select the **Content** tab across the top of ANGEL
 10. Select **General User Training Module** folder
 11. Select **Begin Training Module** to access the audio and accompanying slides
 12. Complete the 10 question quiz after the training module
 - a. Click on the **Content** tab in ANGEL
 - b. Select **PCI DSS: General User Quiz**
 - c. Successfully complete the 10 quiz questions with a score of 70% or higher
 - d. Click **Submit** after answering the questions
 - e. Select the **Continue** button at the bottom of the results page
- You may jump directly to the quiz after reviewing the Slides and Narrative document. To skip the audio and accompanying slides portion, follow Steps 1-8 to print the Slides and Narrative document and select the PCI DSS: General User Quiz.

To print your results after you have completed the quiz:

Note: if you print the results directly after the quiz is taken, your UserID will not be listed on the results page. Please re-access the results after completing the quiz by doing the following.

1. After the quiz has been completed, select the **Content** tab across the top of ANGEL again
2. Select **PCI DSS: General User Quiz**
3. Select the entry you wish to print
4. Select the Print button on the browser to print the page
 - a. Your userID should appear at the top "Submitted by <userID> on <date> <time>"

Other Helpful Tips

- If you are working in an open area, you may choose to use headphones if listening to the audio portion of the module.
- Bottom navigation bar functionality
 - Rewind
 - Pause/Play
 - ANGEL will timeout after inactivity for a certain amount of time. Generally, a notice will appear that you will be logged out after xyz minutes unless you prefer to stay connected.
 - Back
 - Forward
 - Mute audio
 - Exit
 - Information
- Top right menu (table of contents)
 - Jump to a slide