

## Information Awareness Training Online Instructions

CNIC has implemented the Total Workforce Management Service (TWMS) tool, which is a web based application that allows all levels of management direct access to information on their Total Workforce, all in one easy to use web based environment. TWMS supports many day-to-day functions such as billet management, personnel management, metrics and demographics tracking, daily and emergency mustering, training, and human resources processes. Over 90% of the data in TWMS is pulled on a weekly basis from the official programs of record thus avoiding the need for dual data entry and maintenance. Employees may view their own data at any time using the TWMS Self Service Module. TWMS operates under the same encrypted internet environment as do the stock markets, banks, and on-line shopping sites. It is FAM and NMCI approved, as well as being Privacy Act compliant and approved.

1. **Insert your CAC into its reader** - You must have a valid CAC and know your PIN.

Note: Your PKI certificates must also be loaded onto your browser. If you are unsure how to do this, please contact the CNIC Support Center at 1-888-264-4255 option 2 or [eas@ctirms.com](mailto:eas@ctirms.com)

2. **Login to your TWMS Self-Service account:** <https://twms.nmci.navy.mil/selfservice>

3. **Verify your personal information as applicable** - Your first login to your self-service account requires you to enter the last four digits of your SSN and your date of birth. Subsequent logins do not require these entries. If you experience any problems or errors, please contact the CNIC Support Center at

1-888-264-4255 or email [eas@ctirms.com](mailto:eas@ctirms.com).

4. **Go to your online training** - Successful login will bring you to your self-service account. Under the Navigation Bar located on the left side of the window click the button labeled “**Online Training**”.

5. **Click on the Information Assurance Awareness link** - If you **have not** taken the course, click on the link “Launch DOD Information Assurance Awareness Course”. TWMS will automatically log your training as completed once you complete the course. Print out your certificate and be sure to make a copy for yourself. At the present time, there is no way to reprint the certificate at a later date so be sure to keep extra copies.

If you **have** previously completed the course for 2007on NKO and only need to register your completion, then click on the link “Click here if you completed the course on the NKO or DISA website and only need to report course completion”.

6. **Go to your training information** - You can verify successful completion of this class in TWMS by clicking the button labeled “**Training/Educ/Cert & Skills**” located on the Navigation Bar on the left side of the window.

7. **Logout** - On the left side of the window click the button labeled “**Logout**”.

8. **Copy the IT Department** - Bring a copy of your certificate to the IT Department in Bldg 1, Room 123, fax it to 542-0832, and to the Security Manager's office Bldg 1, Room 222, fax it to 542-5044, or scan it and email it to [camille.farley@navy.mil](mailto:camille.farley@navy.mil). Your name will be placed on the “Training Not Completed” weekly list that is provided to all Department Heads until we receive a copy of your certificate.

9. **User Acknowledgement Form** - available from your Department ISSO or the IT Department in Bldg 1, Room 123; complete and return the ***original*** to the IT Department.

10. **Help** – If you have any questions or need assistance, please call Camille Farley at 542-5580 or Terri Hicks at 542-3391.