**BSAFE** is the new online security awareness training that will be replacing Basic Security in the Field and Advanced Security in the Field.

Enclosed is the communications package. This package consists of two folders:

### Distribution

This folder contains materials to help you inform your staff regarding BSAFE. It includes several media to use as you see fit, such as:

- An official communiqué, for wide distribution
- An alternative, less formal communiqué
- A short, 40-60 seconds promotional video, in various sizes
- Graphics to be posted on internal websites or other venues
- PDF posters (large and small)

### Information

This folder contains a PDF with more specific information to better support you regarding the course. In it you will find:

- A general Q&A to help you answer questions from your staff (As required, this can also be posted on local intranets)
- Information for LMS managers
- Information for support staff/help desks
- Annex on accessibility

For questions or comments, please contact [undss.learning@un.org](mailto:undss.learning@un.org).

Thank you for your participation and assistance.
The United Nations Department of Safety and Security (UNDSS) is pleased to announce the upcoming release of BSAFE, the new online security awareness training course. BSAFE will replace the two existing courses, Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF).

BSAFE can be completed within one hour and is mobile friendly. Learners will be able to access it using computers, tablets and smart phones, without requiring the installation of additional plug-ins. It is accessible for persons with a wide range of disabilities.

BSAFE has been released in English and French in the fall of 2018, and in the other UN official languages by mid March, 2019.

All UN personnel, including interns and consultants, are expected to complete this mandatory course by 30 June 2019. Until that time, BSITF and ASITF certificates will still be valid.

The BSAFE course will be available at training.dss.un.org, and may be found as well on Learning Management Systems (LMS) belonging to your specific agency, fund or programme.

Be informed. Be alert. BSAFE.
There’s a lot of buzz about BSAFE, the new mandatory security awareness training. Olivia and Salim are the main characters in the course. What can you tell us about it?

Olivia:
We’re VERY excited about the course! The best part is that BSAFE takes the shape of a story, where you learn about security through the eyes of staff. Each of us explains the challenges we face and ways to empower you.

Salim:
The main goal of BSAFE is to teach UN personnel how to take better care of themselves and how to engage with security.

There’s a lot of new material there, most of which revolve around the concept of understanding risk and learning how to manage it, which is very useful.
Will BSAFE take as long as Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF) to complete?

Salim:
Not at all! BSAFE covers all that is currently in these courses, yet it can be completed in just one hour.

Also, BSAFE was designed to be mobile friendly, so you can take it on your computer, tablet or smartphone. And you won’t need to download any plug-ins!

When will the course be available?

Salim:
BSAFE has been released in English and French on 20 November 2018 at training.dss.un.org, as well as on the various agencies’ Learning Management Systems. By mid March 2019, BSAFE will be available in the remaining UN official languages.

Olivia:
And don’t worry if you have recently taken Basic or Advanced Security in the Field. Certificates for both these courses will remain valid through 30 June 2019. But not later! That’s the final cutoff date for ALL OF US at the UN to have completed BSAFE.

The good news is that, once you do it, you are done. BSAFE certificates do not expire!

There you have it. BSAFE, the new mandatory security course is coming! English and French will be available on 20 November 2018 and the other official UN languages by spring of 2019.

Be informed. Be alert. BSAFE!
What is BSAFE?
BSAFE is the new online security awareness training. It replaces both Basic and Advanced Security in the Field.

Who needs to do it?
BSAFE is mandatory for all UN personnel, including staff, interns and consultants. BSAFE is also highly recommended for dependants.

Why do I need to do it?
Completion of BSAFE is required in the Security Policy Manual according to the Framework of Accountability, under roles and responsibilities for personnel employed by the Organizations of the United Nations System.

What does it cover?
BSAFE contains the revised and updated versions of ALL material currently available in Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF), with the exception of convoy management.

BSAFE also features such new topics as security risk management, sexual exploitation and abuse, diversity and gender issues, etc.

How is the course structured?
The BSAFE course uses the format of a narrative storyline. Learners will be introduced to the material as it is experienced through the eyes of a cast of fictional staff, representing various aspects of security.

BSAFE uses informal language and expressions to facilitate comprehension and to best approximate the personality/function of the character.

Are there any technical requirements?
BSAFE was written in HTML5 and does not require any external plug-ins. Most of the course is read-only, but there are a few dialogues and audio parts. Transcripts have been provided for the audio.
Is BSAFE accessible?
The course has been designed to support a wide range of learners with disabilities.

Can I take BSAFE on my mobile device?
BSAFE is mobile friendly, thus accessible by computers, tablets and smart phones. The course contents will resize to fit each device.

How do I complete it?
Systematic completion of the full BSAFE course is strongly encouraged to ensure that comprehensive understanding of basic security is achieved by all staff. However, learners can skip to the assessment if they think they are sufficiently proficient.

The assessment consists of 50 questions, randomly drawn from a database covering all topics in the course. Learners must obtain a minimum score of 80 percent to pass. A notification with the assessment score will appear on the screen after the learner has completed the assessment.

If the learner fails, he/she can take the assessment as many times as needed to pass.

What if I cannot finish it in one sitting?
BSAFE has a bookmarking feature, allowing the system to “remember” where the user was, in case the course cannot be completed in one sitting.

For how long are BSAFE certificates valid?
Once the certificate is obtained, it will not expire.

Is there a cut-off date?
All UN personnel must take the BSAFE course and obtain a certificate by 30 June 2019. Until that time, certificates for Basic and Advanced Security in the Field will still be valid.

Where can I take this course?
BSAFE will be released in English and French in the fall of 2018 and in the other UN official languages by mid March 2019.

BSAFE will be available at training.dss.un.org and may be found on Learning Management Systems (LMS) belonging to UN agencies, funds and programmes and the Secretariat.
How can I verify completion?

If your agency has a Learning Management System, contact your relevant staff to find out ways to access BSAFE completion records.

If your staff have completed the BSAFE course using the UNDSS Learning Management System (in instances when agencies do not have an LMS), ask your agency’s security focal point to access the BSAFE completion records available at UNSMIN.org. The existing report will soon be updated to reflect BSAFE completions, as well.

Provisions are being made to create a tool to check BSAFE completions across the UNSMS.
Where can I obtain the course to install in my learning management system?

BASFE SCORM files will be made available in unsmin.org, under “Training”. Please contact your security focal point, who should have access to download it.

What is the course format? Can I take the course on my smart phone?

BSAFE is written in HTML5 and is mobile-friendly, meaning it can be viewed by all modern web browsers, tablets and smart phones. Course contents are responsive, meaning they will adapt to fit the user’s screen.

Is there audio or video?

Most of the course is text, though there are a few audio parts. Audio transcripts were provided, as well.

Do we need to install any plug-ins?

No additional plug-ins will be necessary.

What if I cannot take it in one sitting?

BSAFE has a bookmarking feature, allowing the system to “remember” where the user was, in case the course cannot be completed in one sitting.

How is BSAFE distributed? How large is the file?

BSAFE is distributed as a SCORM 1.2 or SCORM 2004 4th edition files. Each language-specific BSAFE SCORM is roughly 22MB in size. This includes both course and assessment.

What about the certificate?

The certificate will not be produced in the SCORM. Rather, it needs to be set up so it is produced by the Learning Management System (LMS).

Is BSAFE copyright protected?

Yes, BSAFE is copyright protected. It cannot, under any circumstances, be shared or utilized without the express permission of UNDSS.
How does the course work?
You go through each of the chapters and take an assessment at the end. However, if you think you know enough you can jump to the assessment at any time.

How do I navigate the course?
BSAFE is written as a story. Simply follow the chapters. At the end of each chapter, there’s a button labelled “continued”. Click on that button and the next chapter will appear.

Can I skip chapters?
BSAFE follows a story format, in which one chapter builds on the next. However, you can use the menu on the left to jump to another chapter, if you wish.

Do I need to complete all the chapters?
No. Although a lot of work has been put into revising material, you can jump to the assessment anytime you wish.

Do I have to take it within one hour?
We have tested the course with native and fluent English speakers. In 80% of the time, they were able to go over the course material within an hour. However, if you can take as much time as you need.

One of the characters in the story looks familiar. Are they based on real people?
No. They are fictional UN personnel designed to address an aspect of safety and security.

I’ve scrolled through the course but then I see a blue button. Should I click on it?
BSAFE uses blue buttons throughout the course to indicate questions posed by the characters. These questions mimic the thought process of the learner and are part of the course design. Simply click on the blue button and the rest of the content will appear.

I clicked on the blue buttons and they have disappeared.
That is normal. Once you click on the blue buttons (which emulate a question by a character in the story), the button disappears.
What do I do if I think the content is wrong?
If you find something you think is wrong, please contact us at UNDSS.learning@un.org

What are some these “bonus materials” you refer to?
UNDSS will periodically supplemental materials to dss.un.org/bsafe, which you might elect to download. These will be mostly PDFs that you can print at your own leisure.

INTERACTING WITH THE COURSE

Can I take this course on mobile devices?
Yes, BSAFE was designed to work on mobile devices, such as smart phones and tablets. The contents will resize to fit your media.

If I leave the course at some point, will it remember where I was?
Yes, BSAFE has a bookmarking feature that records where you were last in the course.

Is the navigation menu available on mobile as well?
Yes, simply look for the “hamburger menu” on the top, hand corner.

Can I search for a topic?
Yes. Above the menu, there’s a magnifying glass icon and next to it a search box. You can search words within the course and the assessment.

Can I take BSAFE offline?
If your LMS has an app that allows for offline play, you might be able to view the course materials offline. However, keep in mind you will need to be connected to the internet for the Learning Management System (LMS) to record your completion.

Can people outside of the UN take BSAFE?
Anyone with access to training.dss.un.org can take the course.

Can I take BSAFE in my agency’s Learning Management System?
If your agency/fund or programme have a LMS, you should probably take it there. Secretariat staff are encouraged to take it at OHRM’s Inspira.
Do I need to download a special plug-in to view the course?
No. The course is output as HTML5. Any modern browser should be able to view it.

Can I print/copy the course?
BSAFE is outputted as HTML5 in your browser. You can print each chapter the same way you would print a web page. You can also copy and paste content from the browser.

Is BSAFE available in all official UN languages?
BSAFE in English/French has been released in the fall 2018. BSAFE in the other official UN languages will be available by mid March 2019.

I cannot play/listen to the audio.
Check your mobile/computer settings. In any case, transcripts have been added to all audio segments.

The font is too small. I cannot read it.
BSAFE is outputted as HTML5 in a browser. You can change browser settings to your liking, including font size.

I am visually impaired. Can I take BSAFE?
Yes. You will need to use a screen reader to follow through the course.

I am deaf. Can I take BSAFE?
Yes. Transcripts have been added to all audio segments, so you can just read them.

Is there narration?
BSAFE is mostly a read-only course. There are only a few segments that include audio.

Is BSAFE accessible?
BSAFE is compliant with several standards of accessibility, being accessible to learners with a wide range of disabilities.
COMPLETING THE COURSE

How do I complete BSAFE?
You must pass the assessment with 80% or above.

Can I skip to the assessment?
Yes. If you think you know enough you can jump to the assessment at any time.

What does the assessment consist of?
The assessment consists of 50 questions covering most topics in the course. Questions are randomly selected. Options are randomly shuffled within each question.

If I fail the assessment, can I take it again?
Yes, you can take it as many times as you wish.

I passed the assessment. How do I get my certificate?
BSAFE certificates will be produced by the Learning Management System (LMS) in which you took the course.

How long are the certificates valid for?
BSAFE certificates do not expire.

I have just completed BSITF/ASITF. Do I need a BSAFE certificate?
BSITF/ASITF certificates will be valid until 30 Jun 2019. After that, BSAFE certificates will be mandatory.
ANNEX ON ACCESSIBILITY

What is Accessibility

Accessibility is essential for developers and organizations that want to create high-quality websites and web tools, and not exclude people from using their products and services, providing equal access and equal opportunity to people with diverse abilities. Visit the following link for more information: https://www.w3.org/standards/webdesign/accessibility

Is BSAFE accessible?

BSAFE was created using Articulate’s Rise, which follows Accessible Rich Internet Applications (ARIA) standards for common navigation features, such as buttons, links and forms and for custom features that aren’t covered by ARIA, such as interactive markers and sorting activities.

Visit the following link for more information: https://articulate.com/support/article/Rise-Keyboard-Accessible-Navigation

In addition, BSAFE complies with the guidance from Section 508’s Amendment to the United States Rehabilitation Act of 1973, which focuses on:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>WHAT DOES IT MEAN?</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Text for Images</td>
<td>Images should include equivalent alternative text (alt text) in the markup/code.</td>
<td>Implemented</td>
</tr>
<tr>
<td>Keyboard Input</td>
<td>Some people cannot use a mouse, including many older users with limited fine motor control. An accessible website does not rely on the mouse; it makes all functionality available from a keyboard.</td>
<td>Rise uses custom keyboard navigation that feels natural and intuitive.</td>
</tr>
<tr>
<td>Contrast ratio</td>
<td>Sufficient contrast between content and background to be legible.</td>
<td>Implemented</td>
</tr>
<tr>
<td>Resizable text</td>
<td>User can change font size</td>
<td>Rise’s output is in HTML5 format, which is compatible with the learners’ browser, which can be reconfigured to their wishes.</td>
</tr>
<tr>
<td>Headings</td>
<td>Clear HTML headings for screen readers</td>
<td>Implemented, though output is dependent on Rise’s code.</td>
</tr>
<tr>
<td>Multimedia alternatives</td>
<td>Audio should have transcripts for the hearing impaired.</td>
<td>Transcripts for audio have been provided.</td>
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