SANS ACLP Configuration Quick Start

By configuring your SANS Advanced Cybersecurity Learning Platform (ACLP) account, you can customize the employees' security awareness training experience in a way that best suits your organization's brand. Use the steps below as a checklist to set up all facets of your account and deploy your SANS Security Awareness training program.

If you have any questions, visit SANS ACLP Frequently Asked Questions for answers to common questions or email traininghelp@sans.org for specific account assistance.

1. Configure your account details

Use the Account Settings page to configure the default language and time zone of your account. These settings will be automatically provided to your users, unless specified in the user import or by profile preference change. You can also set your account's notification "From" email address (additional verification required).

GET THE INSTRUCTIONS: Configuring Default Account Settings

2. Add your logo to the Learner Dashboard (optional)

Brand your Learners' dashboard with your logo by clicking on **Logos** on your Configuration menu. ALL IMAGES MUST BE 182x55 PIXELS AND IN JPG OR PNG FORMATS.

GET THE INSTRUCTIONS: Changing the Dashboard Logo

You can customize additional Learner Dashboard items:
- Adding Custom Links to the Learner Dashboard Menu
- Adding Dashboard Announcements

3. Brand your notification templates

Add your logo URL and initial login password to the notification templates.

GET THE INSTRUCTIONS: Branding Notifications

You can use your own hosted logo URL or use the logo URL provided by the ACLP.

4. Assign your customized notifications as the default

For Learners to receive your customized notifications, you will need to set your updated notification templates as the default on the Notifications page.

GET THE INSTRUCTIONS: Assigning Default Notifications

5. Build curricula

Combine SANS Security Awareness modules to build a curriculum. You must build a curriculum to assign training, even if you are only assigning one module, to ensure notifications and certificates are enabled.

GET THE INSTRUCTIONS: Creating a Curriculum

6. Conduct a pilot test

Conduct a Pilot to review the items you've configured. Create a pilot organization and assign a curriculum of one or two modules to receive and review the notifications and certificate.

GET THE INSTRUCTIONS: Launching a Pilot Test

While optional, this step is highly recommended.

7. Import user data

Download the employee data spreadsheet on the Import Users page to add users to your account in bulk. Also, use this page to apply an initial login password for all the users you upload.

GET THE INSTRUCTIONS: Importing Users

8. Assign training

Assign your Core Curriculum and any additional curricula to the applicable Organization(s). This triggers the system's automated notifications, and Learners will be informed the day after assignment that they have training to complete.

GET THE INSTRUCTIONS: Assigning Curricula