

User manual

Interactive IT security training platform

Table of contents

- 1. In this manual 2
- 2. Privilege roles 2
 - 2.1.User role 3
 - 2.1.1.Login and profile page 3
 - 2.1.2.Manage courses and lessons 6
 - 2.1.3.Results 9

1. In this manual

The Interactive IT Security Education Platform is an e-learning platform that serves as a tool for online learning. The interface allows employees of different companies to take different courses. The e-learning platform on the topic of IT security aims to improve information security education and awareness in corporate environments.

The platform is operated by the administrator, at company level the courses are managed by training organizers and users are the ones who use the platform for learning purposes. The following describes how different permission roles can use the application.

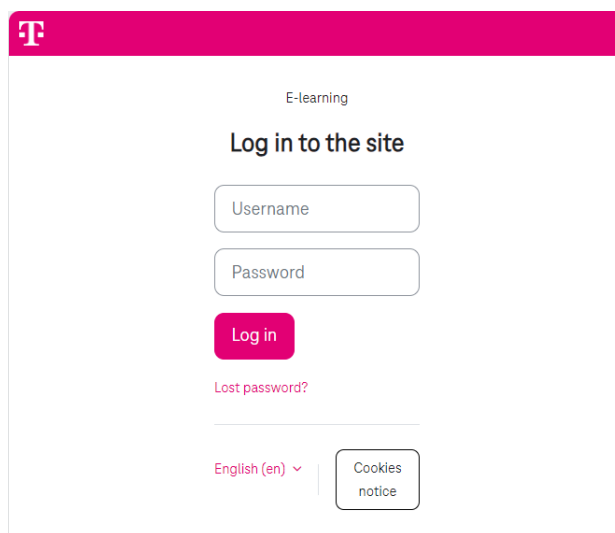
2. Privilege roles

The system can only be used by registered users after logging in. The following user groups are distinguished on the interface:

- › **User:** the person who completes the courses. It is administered by the education organiser. You can view the prescribed and recommended courses, complete them, and then take a test at the end of the course. Users can view their own progress, achievements, and certifications at any time.
- › **Training organizer:** someone who is responsible for managing users and access to your company. You can require or recommend your colleagues to complete courses, send them messages from the system, and track their progress and results. You can set whether users must complete a test at the end of each course, and how many times they can try to do so. You can view and download certificates of completion of courses.

2.1. User role

A user is a person who uses the application for learning purposes. Your company's training organiser can assign recommended or mandatory courses that you can complete by taking the test at the end of each course. The user can keep track of how the course progresses. The system generates a downloadable certificate with a unique identification number, which is available to the user and his/her educational organizer at any time (the administrator can also see the data of each user).



T

E-learning

Log in to the site

Username

Password

Log in

[Lost password?](#)


English (en) ▾

Cookies notice




2.1.1. Login and profile page

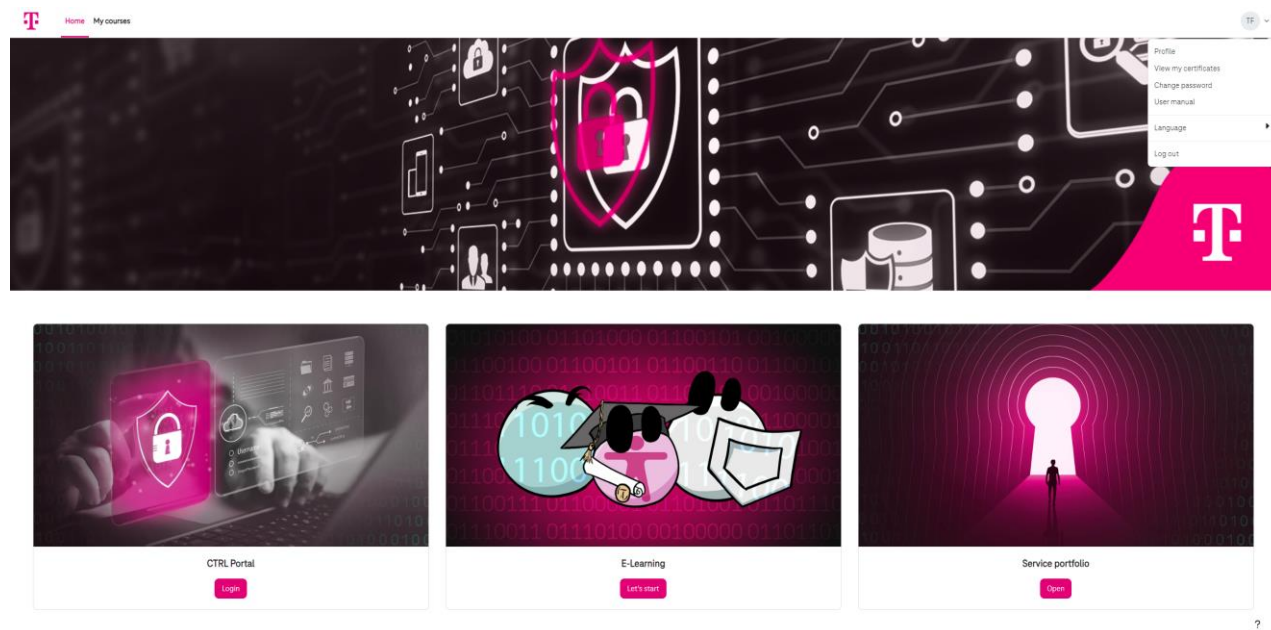
You can log in to the site with a valid username (e-mail address registered in the system) and password. After logging in to the page, you will see the Home page. In the upper right corner you can see the initials of the logged-in user, next to it a small arrow indicates the drop-down menu, where the following menu items are available:

- Profile
- My certificates: certificates from courses already completed are also available here.
- Change password
- User manual: click here to open this document in pdf format.
- Language: English or Hungarian the user can choose.
- Exit

In the application, you will always see an icon in the lower right corner  , which you can click to access the User Manual in pdf file format, as well as in the Profile menu.

Below the main page opening image are three images with three action buttons:

- CTRL Portal: clicking on the  button takes us to the portal.
- Education interface:  by clicking on the button, the My courses menu item can be accessed.
- Service portfolio:  by clicking on the button, materials presenting Hungarian Telekom's IT security services can be accessed.



2.1.1.1. Profile menu item

After pressing the profile button, the data of the logged-in user can be seen, here the following data of the logged in user can be edited by clicking on the **Edit profile** button: first name, last name, e-mail address. Other data and a photo can also be provided if necessary.

Preferences / Edit profile

Telekom Felhasználó

Telekom Felhasználó

Expand all

General

First name

Last name

Email address

Email visibility

City/Town

Select a country

Timezone

Description

Telekom

Felhasználó

th@dxom.hu

Visible to course participants

Select a country

Server timezone (Europe/London)

Edit View Insert Format Tools Table Help

Undo Redo Bold Italic Link Unlink Bulleted List Numbered List Table

2.1.1.2. Change password menu item

In the Change Password menu item, it is possible to enter a new password after entering the old password.

Preferences / Change password

Telekom Felhasználó

Change password

Username

th@dxom.hu

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as !, ~, or #

Current password

New password

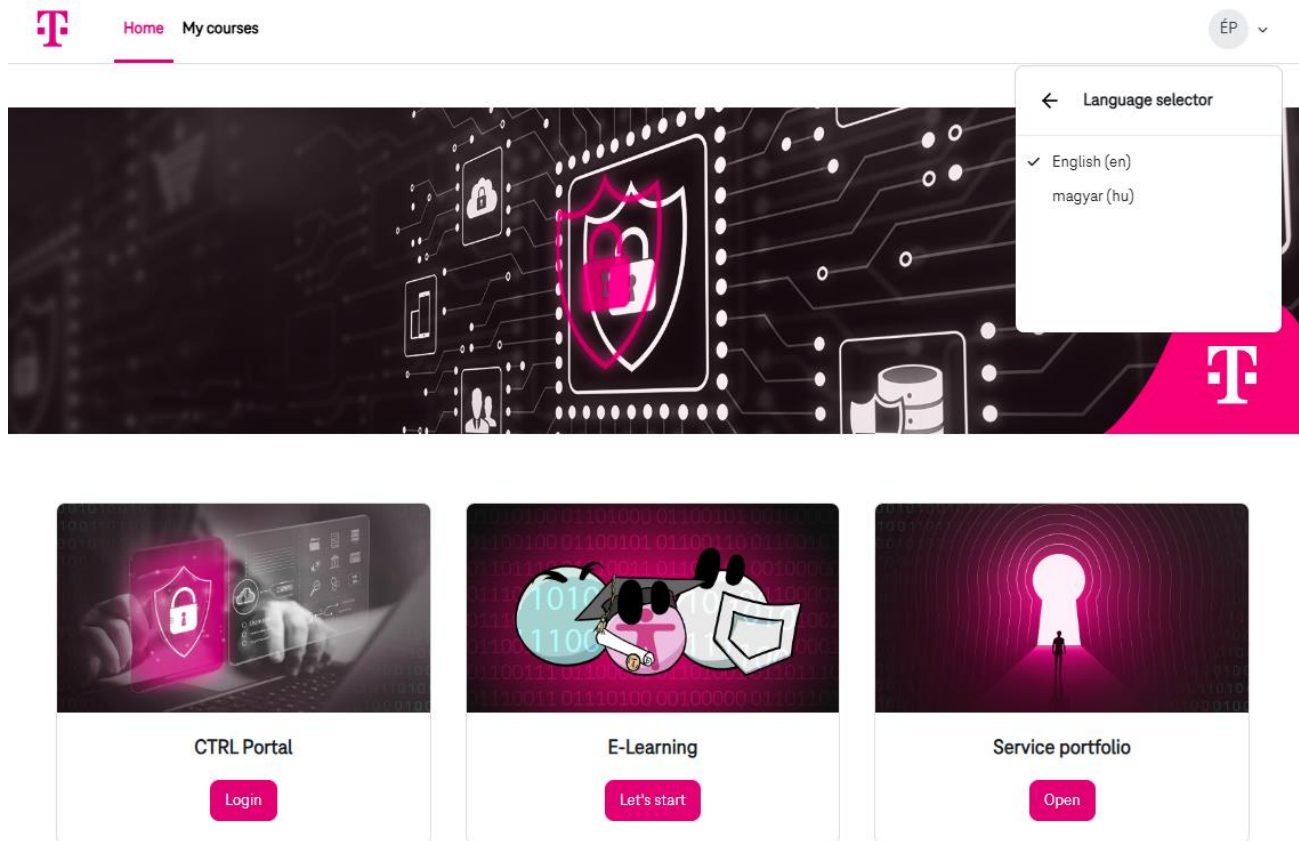
New password (again)

Save changes Cancel

Required

2.1.1.3. Set language

The site is available in both English and Hungarian. When a new user is added, you can specify a default language in which the page will be displayed. However, you can change the interface language in this menu during use. This can be set by clicking on the small arrow in the upper right corner under the Language submenu. Regardless of the interface language, the system handles the language of the courses. Courses are currently available in Hungarian and English. It is the responsibility of the Training Organizer to distribute the courses to the Users in the appropriate language.



2.1.2. Manage courses and lessons

Under My Courses, you can see the courses available to the User. Under the course name, you can see what percentage of the course the user has already completed. Next to it, the next column shows whether or not they are required to complete the course, and the expiration date of the course is also indicated here. After expiration, the course cannot be viewed, but the Certificate will remain available after it. Certificates of completed courses **View my certificates** can be accessed by clicking on the link.

The screenshot shows the 'Assigned courses' section of the T-portal. It includes a 'View my certificates' link and a table with columns for course name, completion percentage, mandatory status, and expiration date.

Assigned courses			
View my certificates			
Adatvédelem és üzleti információk kezelése	0% complete	Mandatory	Expires: Sunday, 15 November 2026, 12:00 AM
Bevezetés az információbiztonságba	18% complete	Mandatory	Expires: Friday, 26 June 2026, 12:00 AM
Hálóbiztonság és védelem	100% complete	Mandatory	Expires: Wednesday, 17 June 2026, 12:00 AM
Az IT biztonság szabályozási és jogi követelményei	62% complete	Mandatory	Expires: Thursday, 30 January 2025, 12:00 AM
Felhasználói biztonság és tudatosság	71% complete	Mandatory	Expires: Thursday, 29 October 2026, 12:00 AM
Biztonságtudatos vezető	100% complete	Mandatory	Expires: Thursday, 17 July 2025, 12:00 AM
DORA	50% complete	Mandatory	Expires: Tuesday, 29 July 2025, 12:00 AM

[illegible]

For each course, you'll see a **Scores** tab showing your current course score.

The screenshot shows the 'Scores' tab for the course 'Basics and introduction to information security: View: Overview report'. The user is 'Telekom Felhasználó'. The table lists the following courses and grades:

Course name	Grade
Bitonságtudatos vezetés	10.00
DORA	-
DORA - eng	-
Az IT biztonság szabályozói és jogi követelményei	4.00
Hálóbiztonság és védelem	14.00
Bevezetés az információbiztonságba	-
Adatvédelem és bizalmas információk kezelése	-
Regulatory and legal requirements for IT security	-
Privacy and confidentiality	-
Network security and protection	-

Clicking on the test displays the following data:

- Number of allowed attempts: number of times the User can complete
- Scoring method: which selected answer is considered scoreable. Last try means that the last response you set will be considered when evaluating the test
- Passed grade: how many good answers can be considered successful.

Click **Attempt quiz** on the button to start taking the test.

The screenshot shows the 'Test:DORA' page. The user is 'Telekom Felhasználó'. The page displays the following information:

- Course: DORA-eng / Lessons / Test:DORA
- Test: DORA
- Buttons: **Done: View**, **To do: Receive a grade**, **To do: Receive a passing grade**
- Grading method: Last attempt
- Grade to pass: 4 out of 6

2.1.3. Outcomes

The results of the completed courses are available to the user in three places:

- at the end of the relevant course, or
- in My Courses by clicking on the My Certificates button
- in the Profile menu under My Certificates

At the end of a course, only that certificate is available. All obtained certificates can be accessed, viewed and downloaded in pdf file format from the My Courses and Profile menus. A tabular list of acquired certificates can be downloaded from the program, you can choose from the following formats:

- CSV file
- excel file with xlsx extension
- HTML - table
- JSON extension for Javascript Object Notation
- ods extension Open Documentum
- PDF file

Profile / My certificates

Telekom Felhasználó

My certificates

These are the certificates you have been issued by either email or downloading manually.

Download table data as: **Comma separated values (.csv)** Download

Name	Course	Awarded on	Code	File
TanúsítványHáttérkép	Hálózati biztonság és védelem	Thursday, 1 August 2024, 9:36 AM	QJ0GBmvl0m	📄
Tanúsítvány: Biztonság	Biztonságudatos vezetés	Thursday, 18 July 2024, 2:12 PM	7n0nfasc0J	📄
Certificate: Basics and introduction to information security	Basics and introduction to information security	Thursday, 18 July 2024, 2:09 PM	XVfWk53bq	📄
Certificate_Network security and protection - DORA	DORA - eng	Thursday, 18 July 2024, 1:55 PM	VYNBo0D4X	📄

At the end of a course, the certificate of the current course can be downloaded.

Basics and introduction to information security / Lessons / Certificate: Basics and introduction to information security

Certificate: Basics and introduction to information security

✓ Done View

Awarded on: Thursday, 18 July 2024, 2:09 PM

View certificate

◀ Test: Information security rules, protocols - Information security regulation and compliance - Information security education and awareness raising

Jump to...

General information

This course introduces the conce...

Lessons

- Introduction to information secu...
- Information security threats
- Test: Introduction to Information ...
- Information security principles
- Maintaining information security
- Test: Information Security Princi...
- Information security protocols
- Information security regulation a...
- Information security education a...
- Test: Information security rules, ...
- Certificate: Basics and introduct...