External User Quick Start Access Guide for CSAT CLMS

Background

External users who have been granted access to the Cybersecurity Awareness Training (CSAT) system through the Cyber Learning Management system (CLMS) powered by Cofense must complete specific steps to log in and begin their required training. Unlike internal users, external users do not have direct access through the organization's network and must use the credentials provided in their account creation email. This guide outlines the login process and provides instructions to ensure a smooth and secure experience when accessing the CSAT CLMS platform.

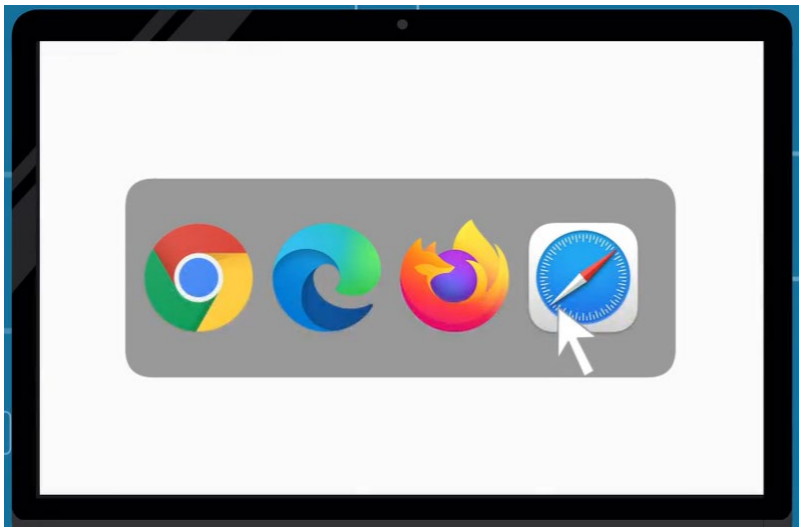
Note: External users do not receive HHS-wide cybersecurity training email communications or eBlasts (e.g., pre-release announcements or general campaign messaging). Instead, external users must rely on system-generated notifications from the CLMS for all training-related communications.

For example:

- External users will receive a system notification when the annual CSAT is assigned to them.
- External users will not receive pre-release or HHS-wide email correspondence related to cybersecurity training activities.

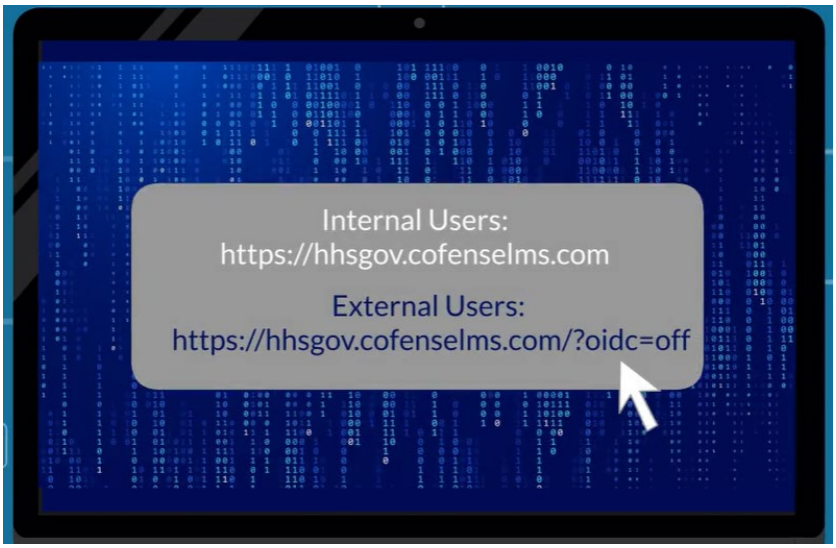
Once your Division Manager provides HHS Cyber with your external email address, you will be added to the system. Shortly after, you'll receive an email prompting you to create a password for the Cofense LMS (please check your spam folder if you don't see it). After setting your password, you can log in using the external login link.

To get started, launch your preferred web browser to begin the login process.

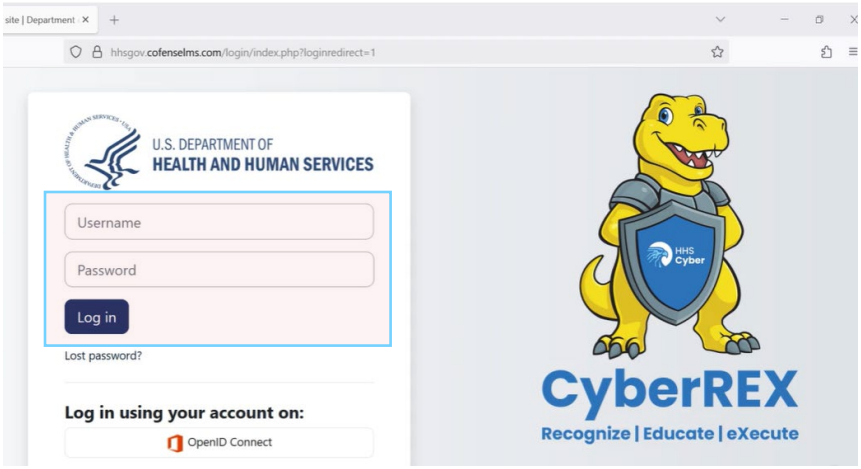


Then, navigate to the external user CLMS login page using the URL shown below.

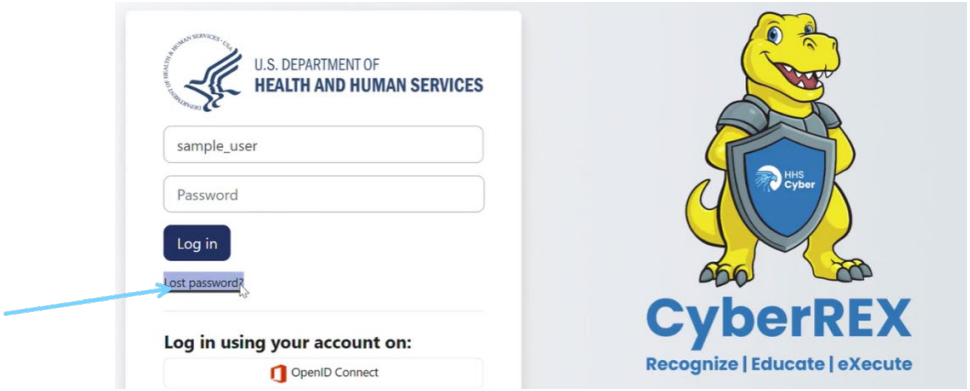
- External users will navigate to: https://hhsgov.cofenselms.com/?oidc=off



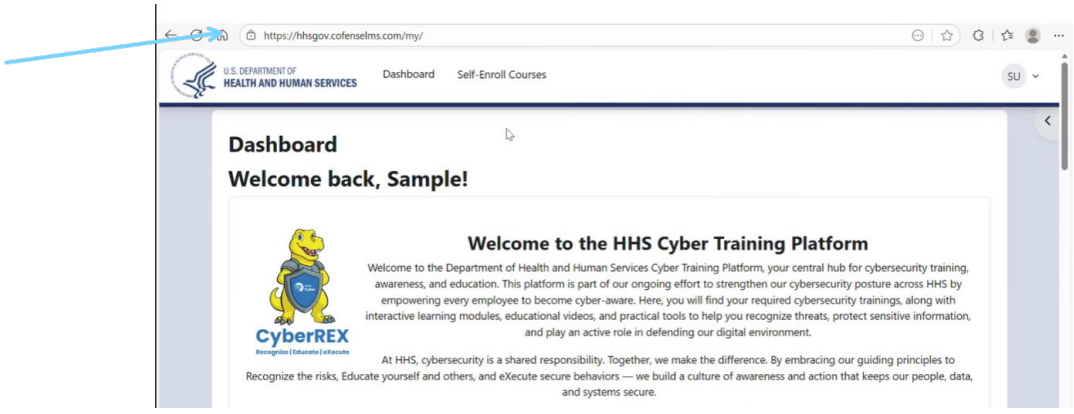
If you are an external user, meaning you do not have an HHS email, select the external login link. Users will be prompted to create a password before attempting to log in. Each user has individual credentials to ensure secure access. After setting a password, select the external login link and enter your assigned credentials to complete your login.



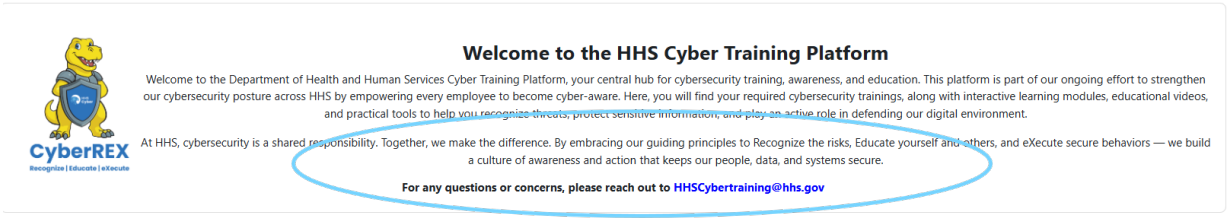
If you are an external user and forget your password, select the **Forgot Password** link on the login page.



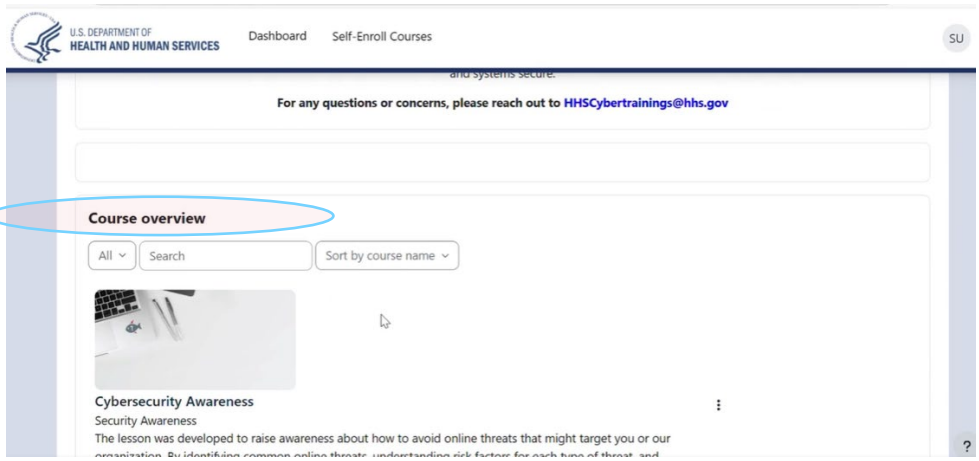
Once you are logged in you will land on your dashboard. This is your main landing page in the new Cyber LMS.



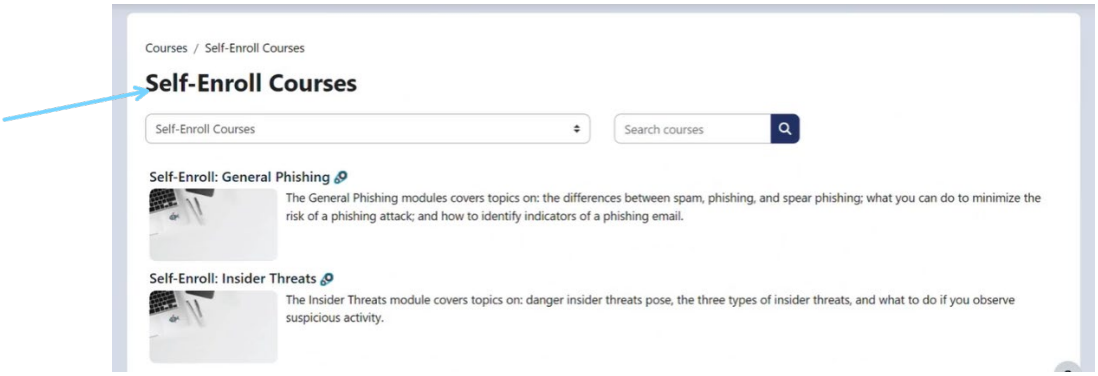
At the top, you will see a welcome message and information on how to contact CLMS support if you need assistance.



Scroll down on the dashboard to find the **Course Overview** section. This is where all required training will appear once it is assigned to you, including annual cybersecurity awareness training and quarterly CSAT test-out quizzes.

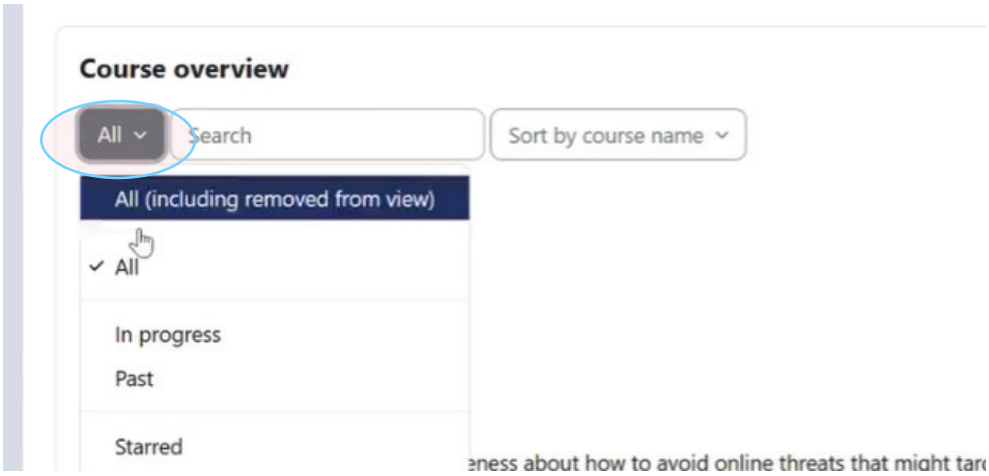


At the top of the page, use the menu bar to access the **Self-Enrolled Courses** tab. This section allows you to explore optional training and continue building your cybersecurity knowledge at your own pace.



After you complete a course or quiz, your completion status will update automatically in the cyber LMS. Any available completion certificates can also be accessed directly within the system and do not need to be sent to us.

To view completed courses, select the down arrow in **course overview**.



Then select **past** as shown below.



That's it! Logging in and navigating through the new Cyber LMS is that easy. We hope this guide was helpful.



Additional information

If you experience login issues or have questions, please contact us at HHSCybertraining@hhs.gov.