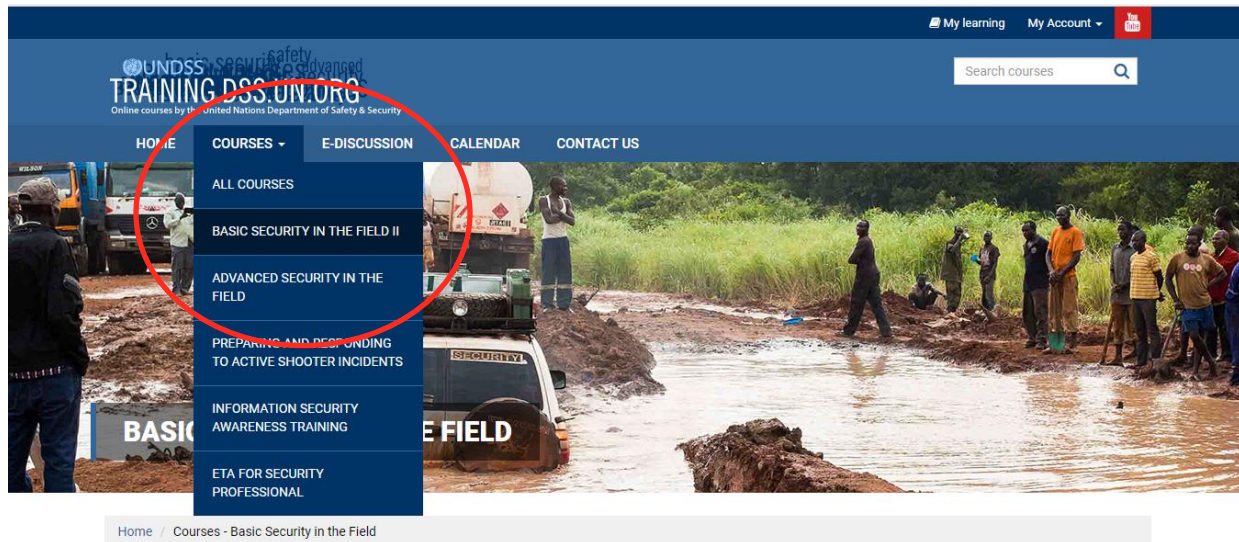**MEMO**

To:	Short-time volunteers
From:	ASFC
Subject:	Steps to complete the "Basic Security in the Field II"
Date:	August 9, 2018

1. Go to the following link: https://training.dss.un.org/

2. Click on "Create new account"

3. Enter the requested information

4. Click on "Create my new account"

5. Click on "Continue"

6. Enter your username and password

7. Click on "Courses" and select "Basic Security In The Field II"

8. Click on "Enroll" under the language you want

10. Click "Start"

11. Do the 7 modules

11. When completed, save your certificate and send it to ASFC program officer in charge of your mission