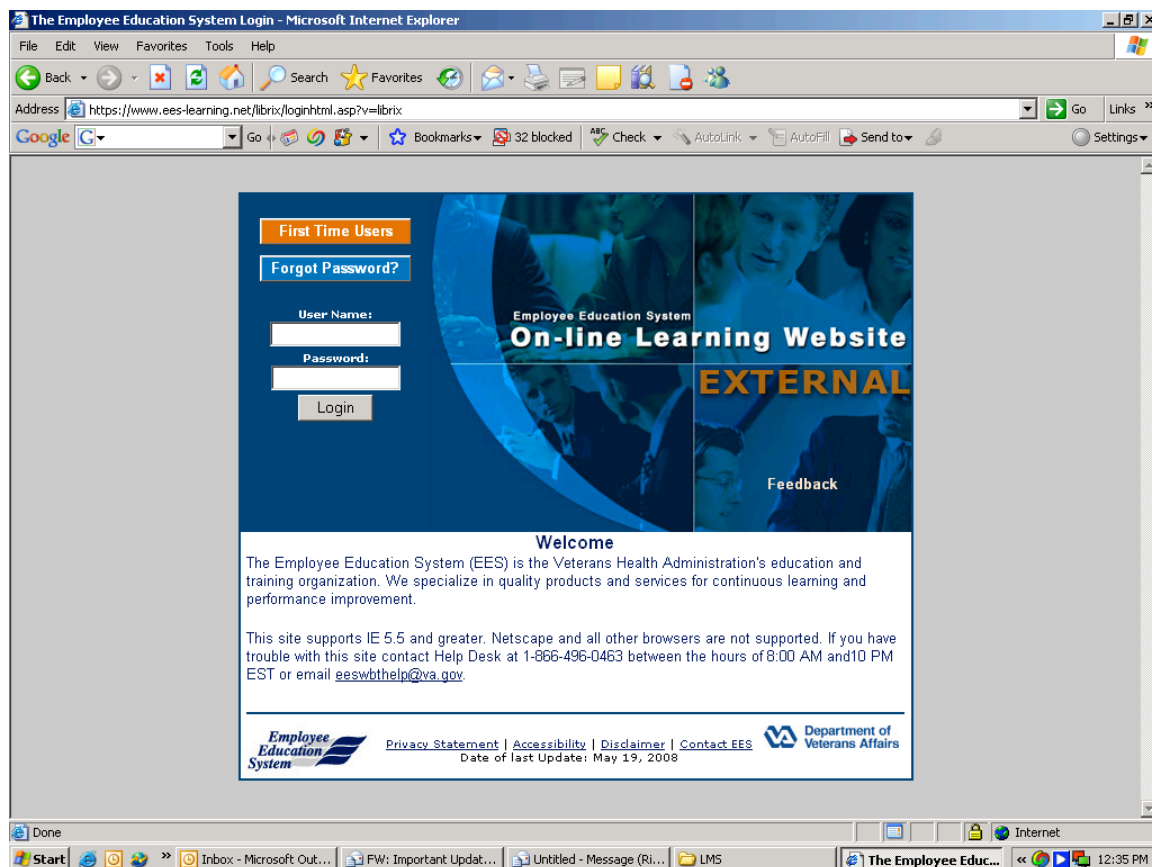# Pre-Appointment Information Security Requirements for VAPAHCS

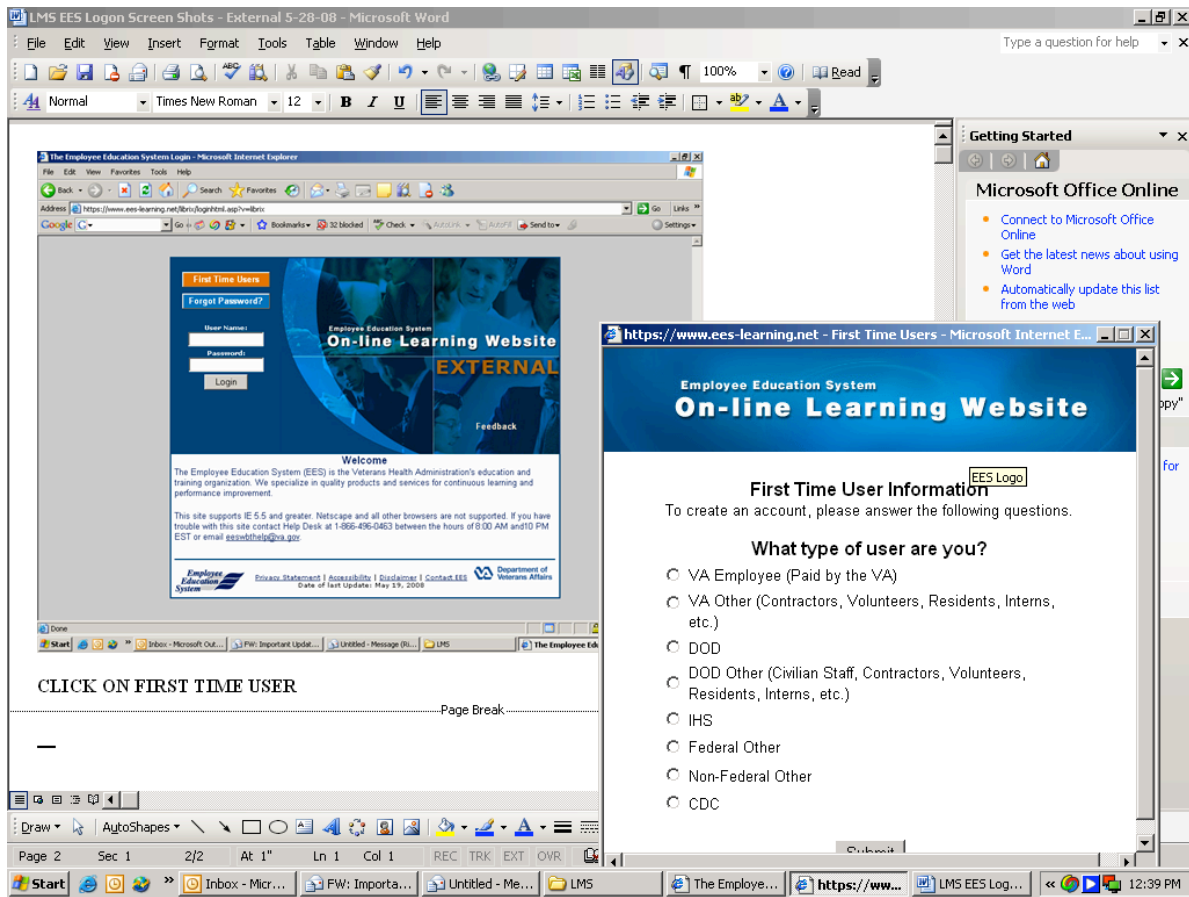## New Appointees (Paid and Non-Paid), Contractors, Volunteers, and CWTs

All New Appointees (Paid and Non-Paid), Contractors, Volunteers, and Compensated Work Therapy (CWT) workers are required to complete **VA Information Security Awareness FY09** and **VHA Privacy Policy Text Training FY09** in order to obtain a VA-issued ID badge and/or computer/phone access codes. **VA Information Security Awareness FY09** and **VHA Privacy Policy Text Training FY09** can be completed via the Employee Education System (EES) website. Below, you will find the link to the EES website and instructions for completing the required training.

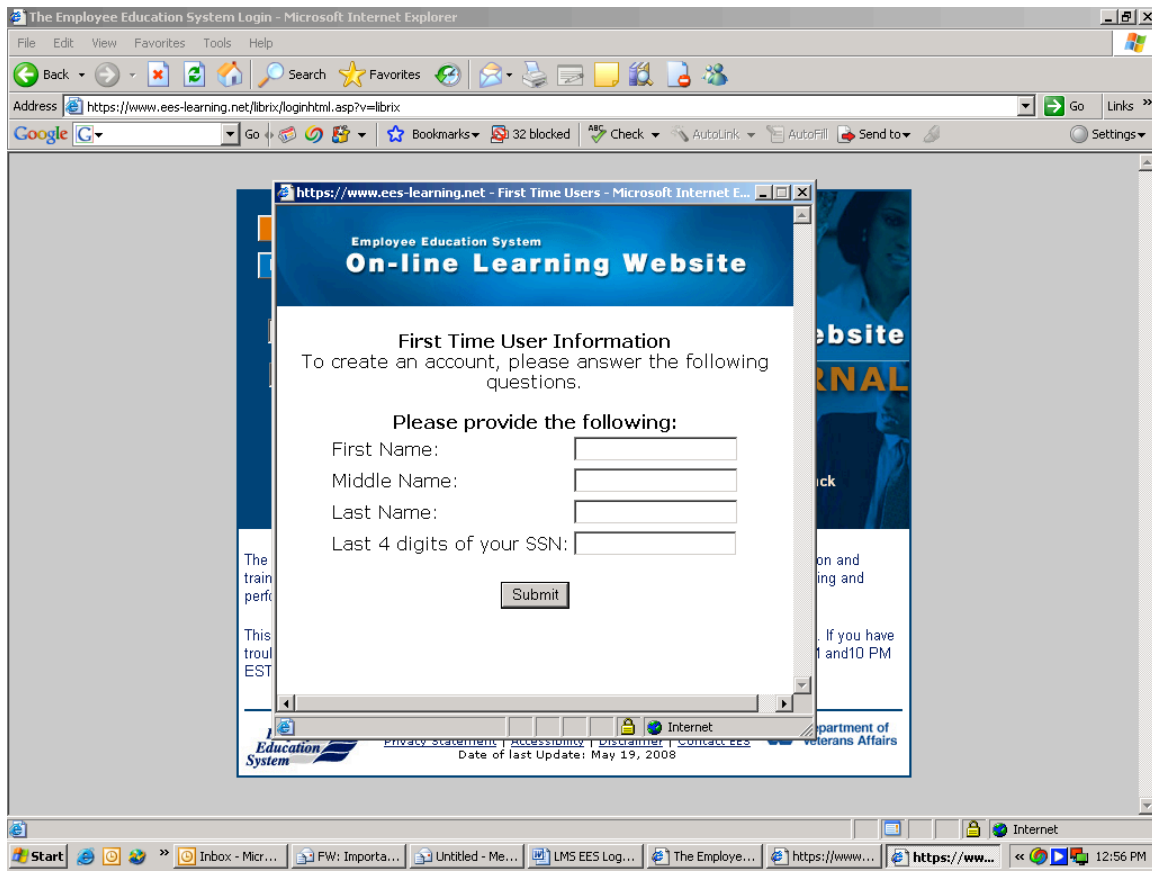**Log onto the EES website at the following web address:**

http://www.ees-learning.net
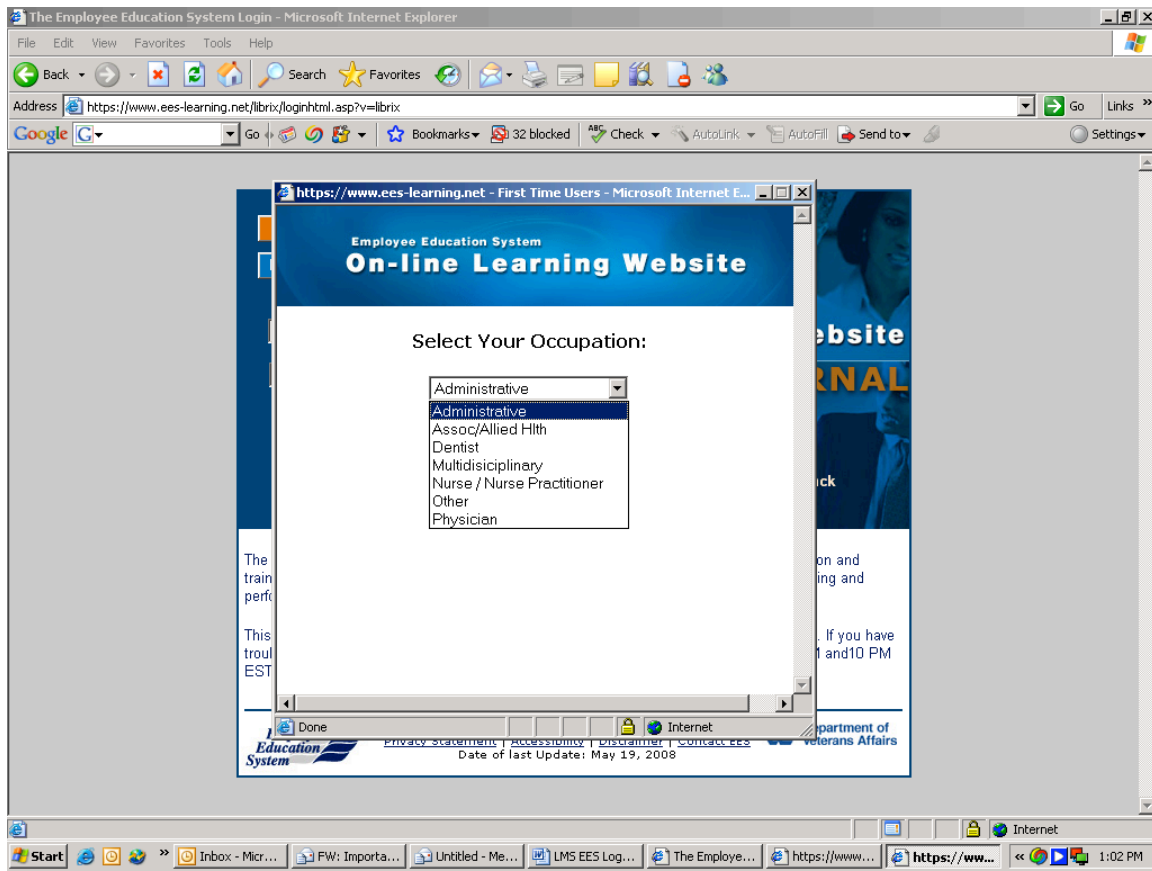

Click on "First Time User."

Check the category of VA user you will be (Paid VA employee or VA Other).
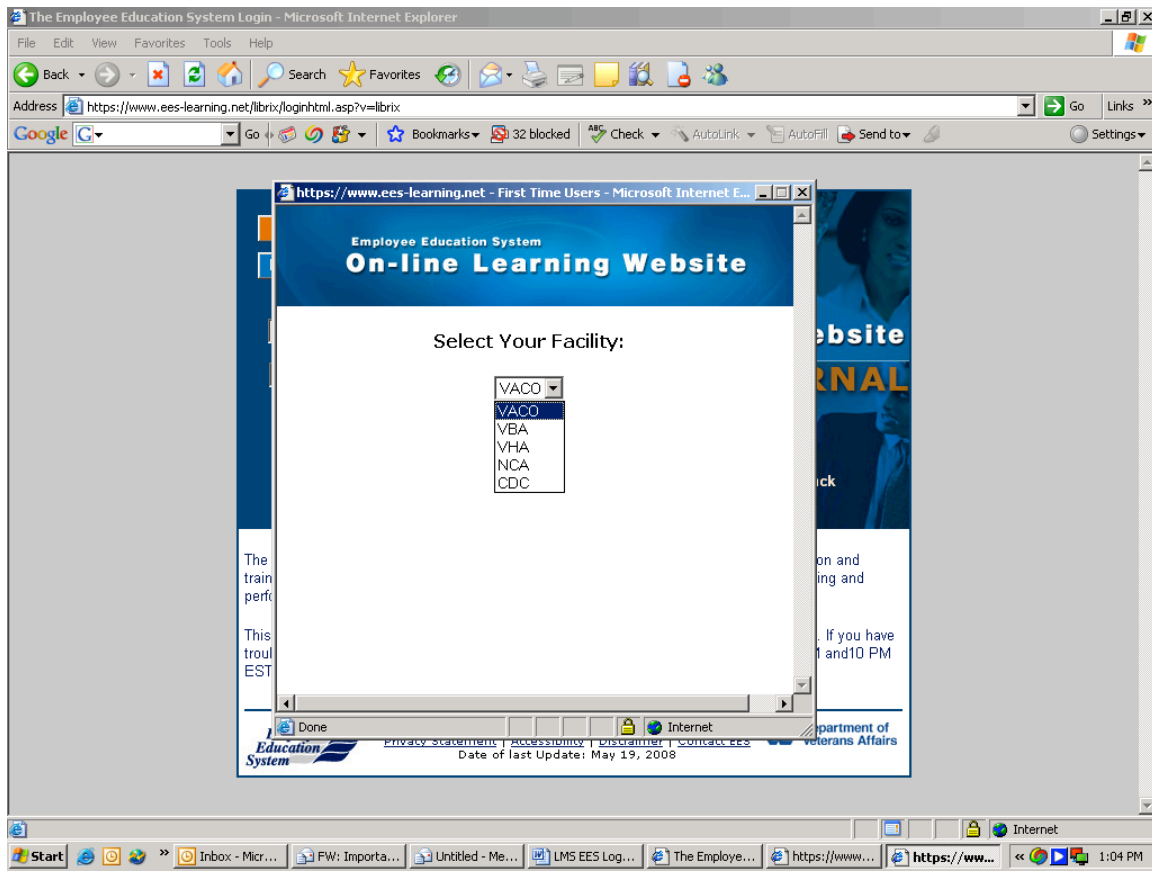
Enter your full (legal) first name, middle name, and last name.

Enter the <u>last</u> four numbers of your Social Security Number (SSN).
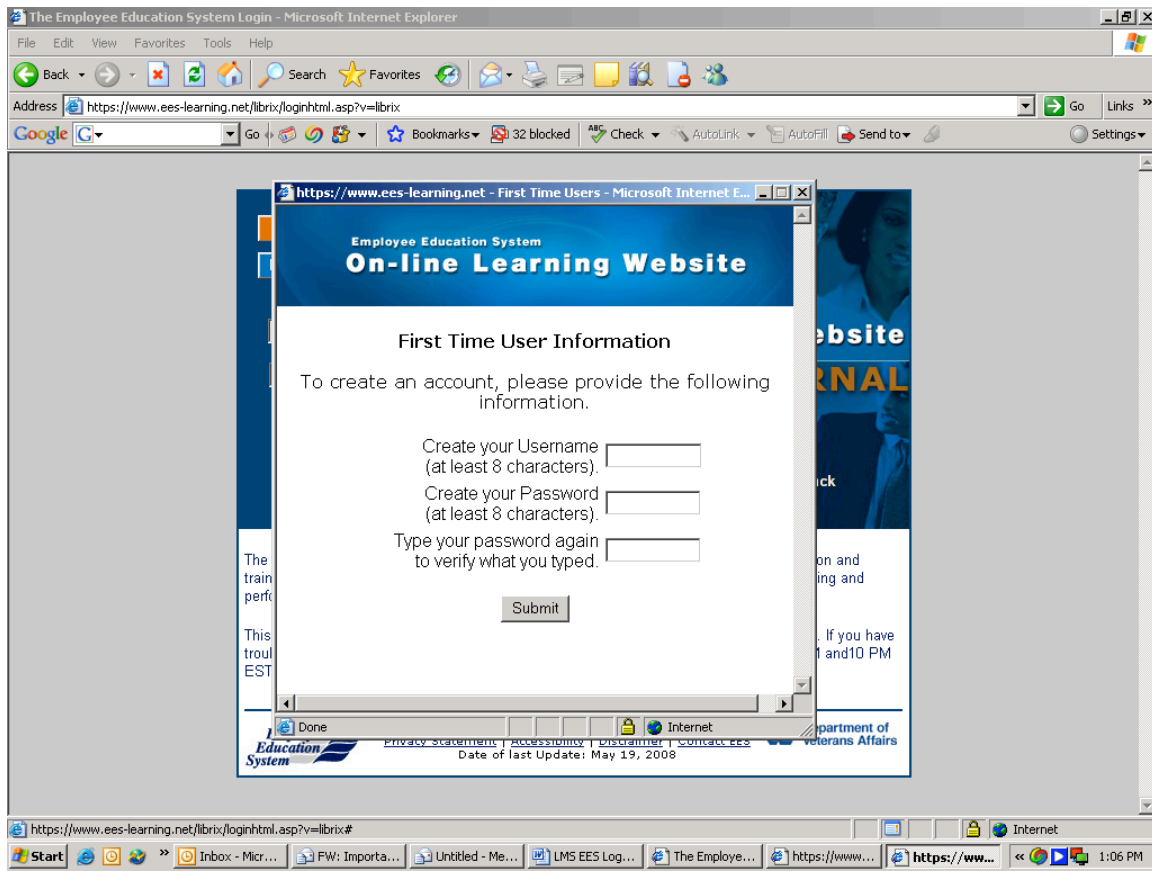
Click on the "Submit" button.

From the drop-down menu, select one entry. Then click on the "Submit" button.

From the drop down menu, select "VHA."
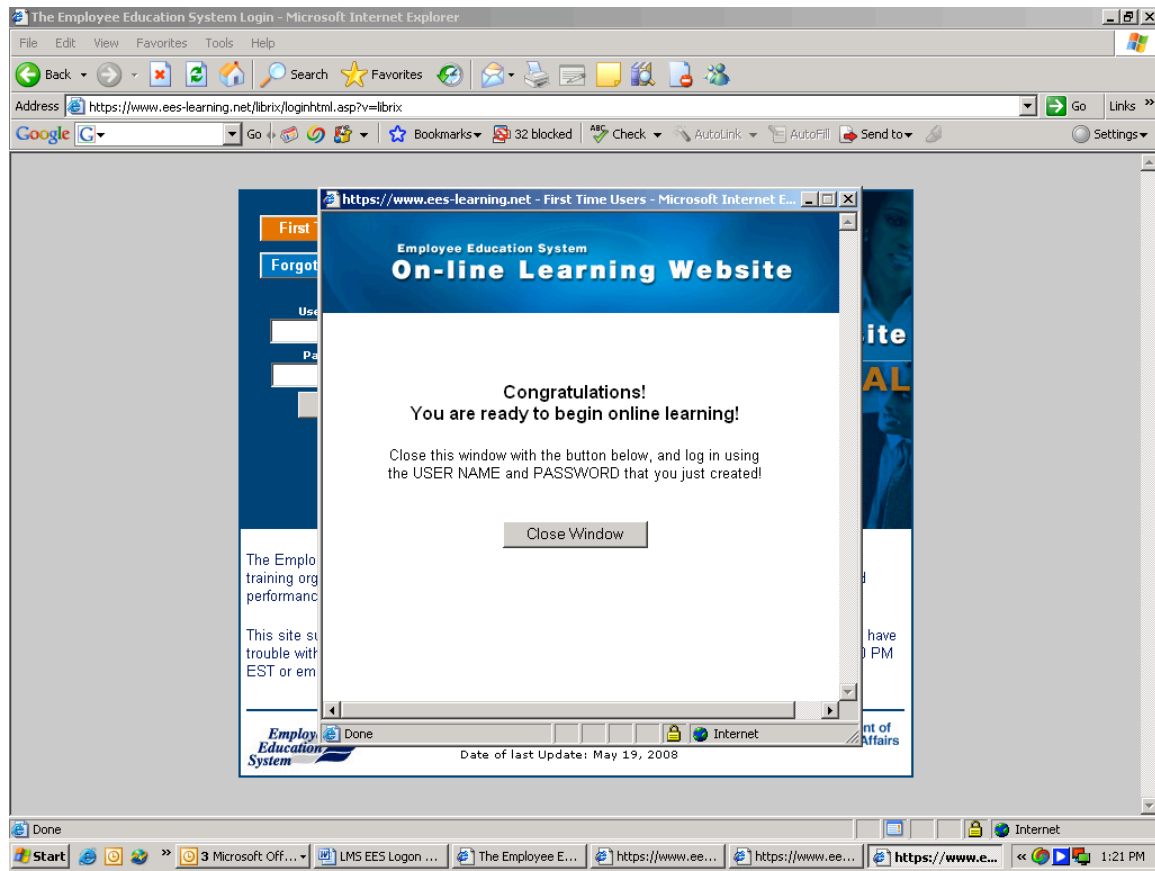
Click on the "Submit" button.

Create a special username that you will use.

Create a special password – one that you are <u>not</u> already using on any VA networked computer.
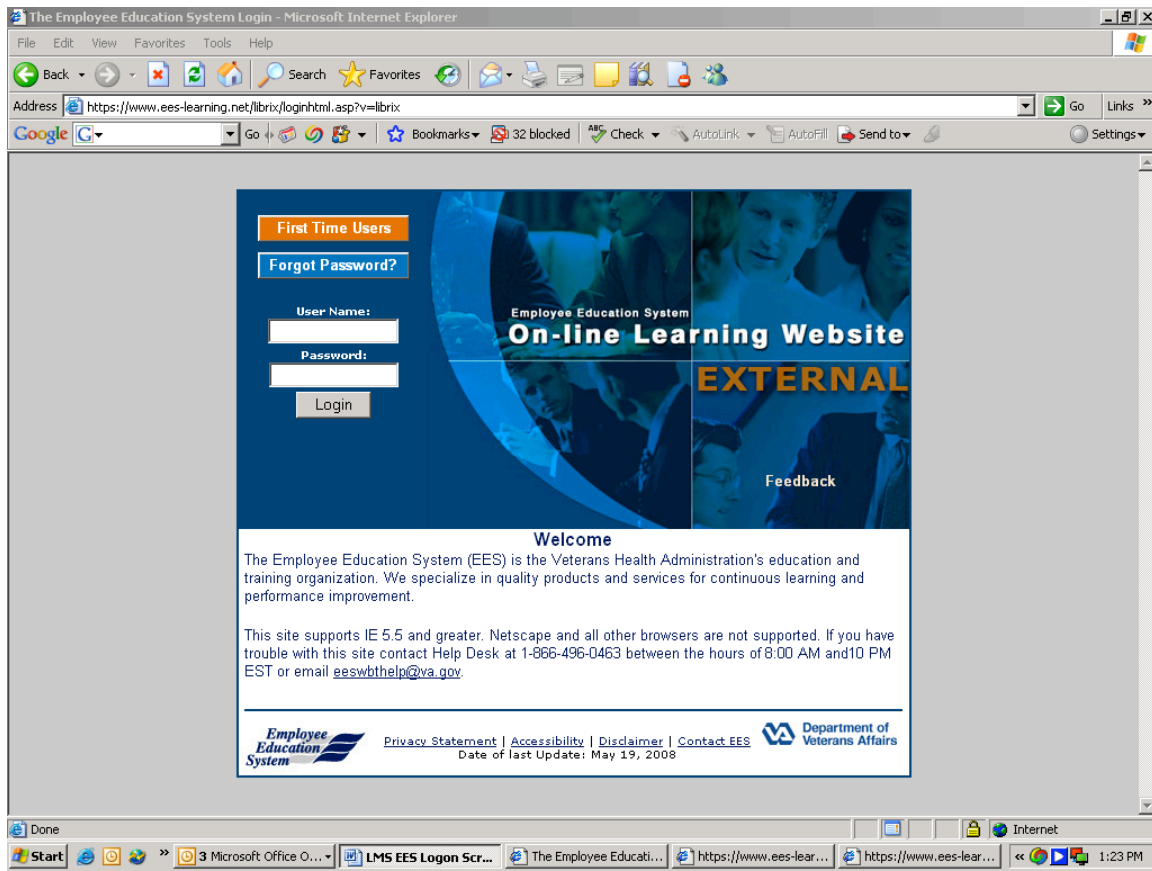
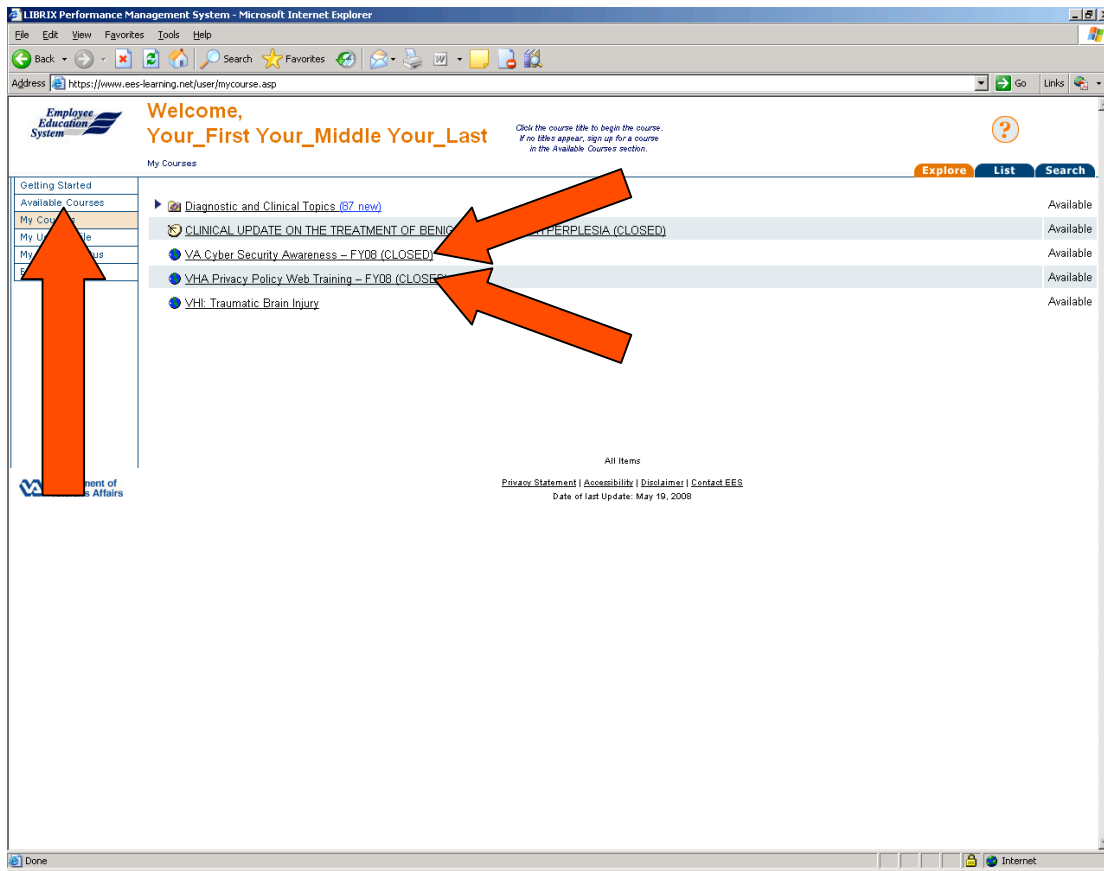**Type your new password in again.**

Click on the "Submit" button.

Follow the instructions.

Close the Window.

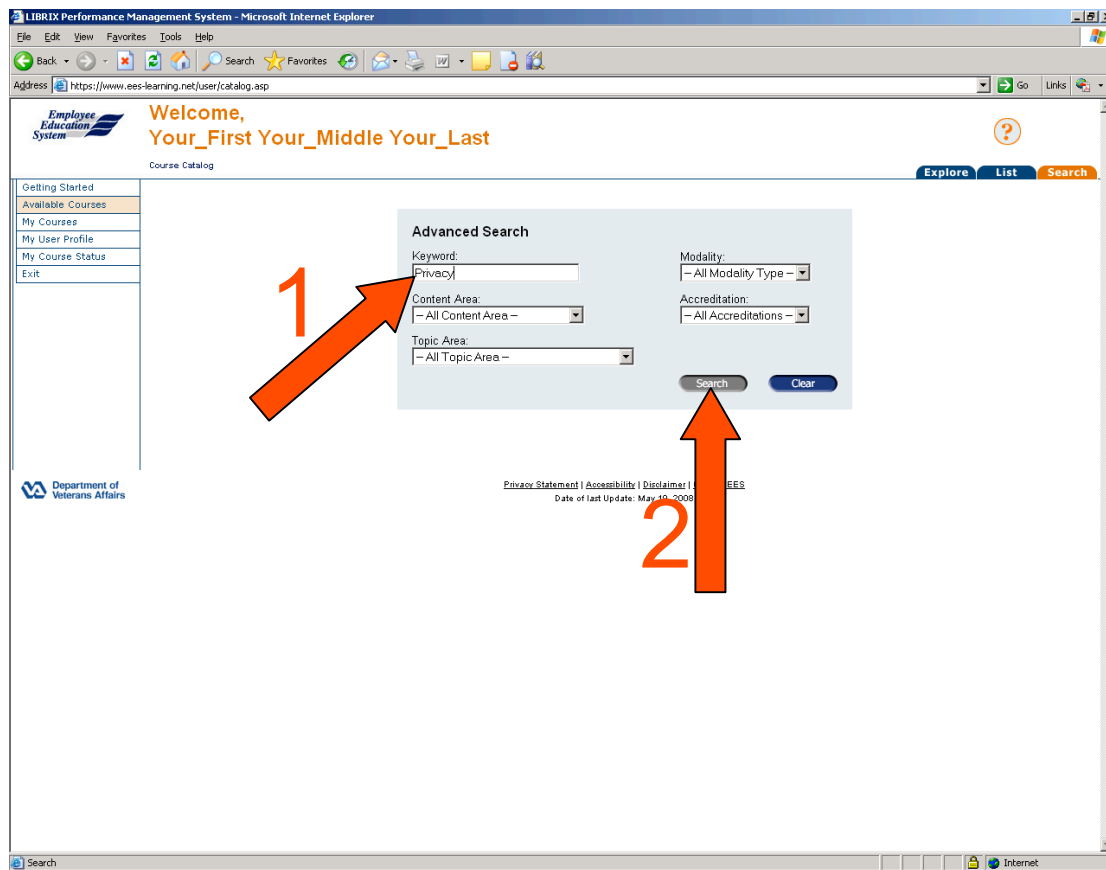**Enter the User Name and Password that you just created.**

Click the "Login" button.

You will see the EES Welcome Screen.

Notice that the two classes you need to take from FY08 are closed. You can not take these courses. You will need to search for the <u>Privacy</u> and <u>Security Awareness</u> courses for FY09.
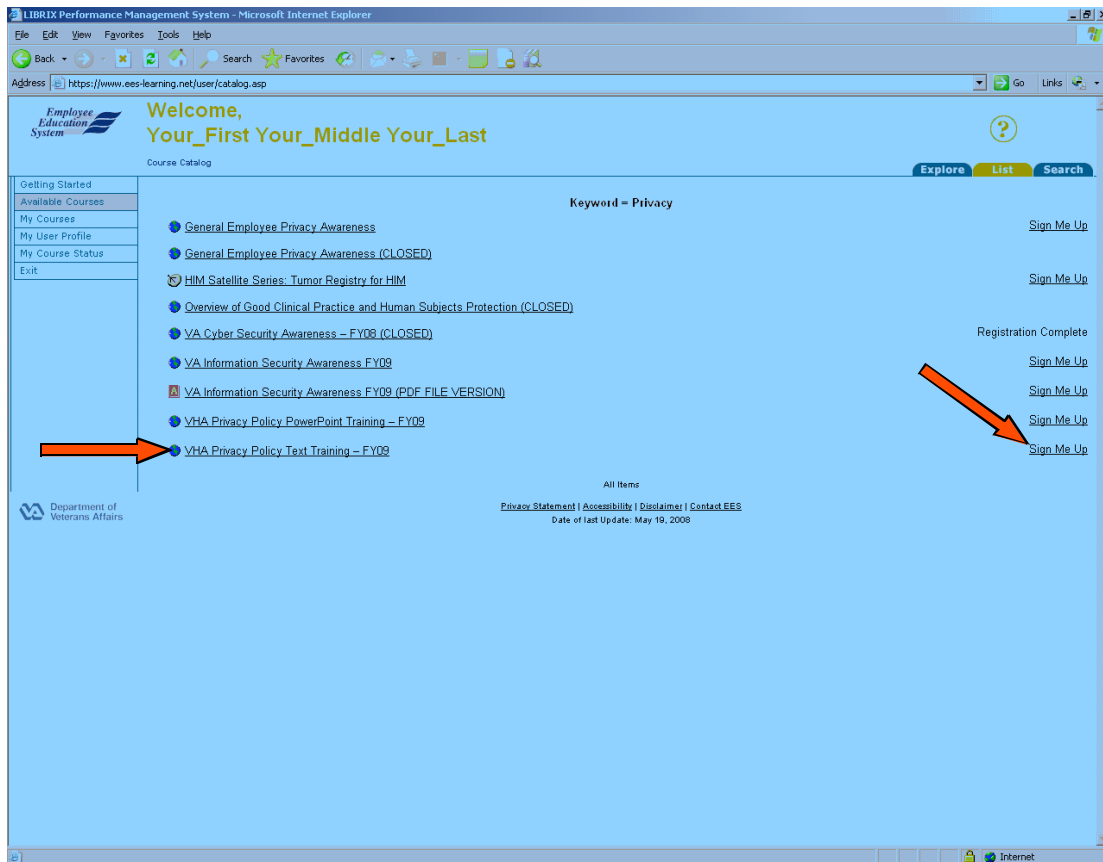
On the Left side, Click: Available Courses
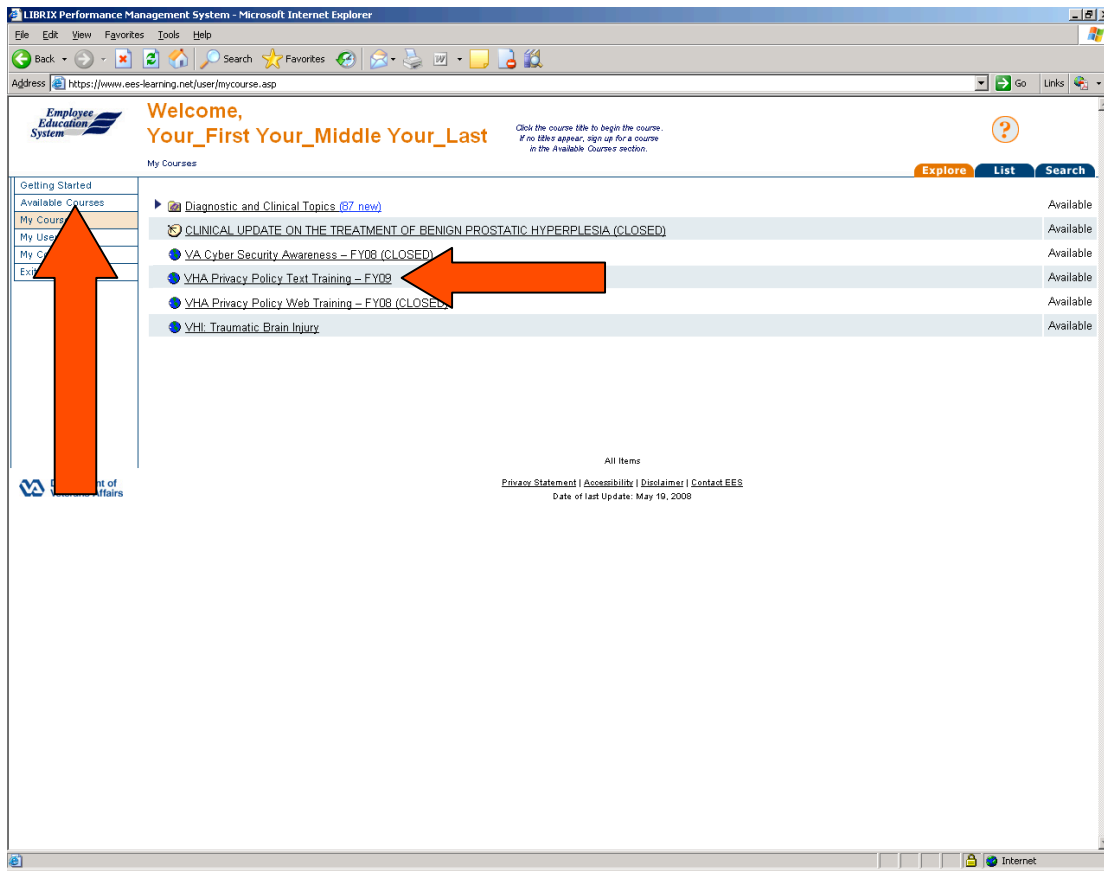
This will open the Advanced Search.

In the Keyword Field, enter "Privacy."

Click: Search

On the Results Screen, find the course, "VHA Privacy Policy Text Training – FY09."
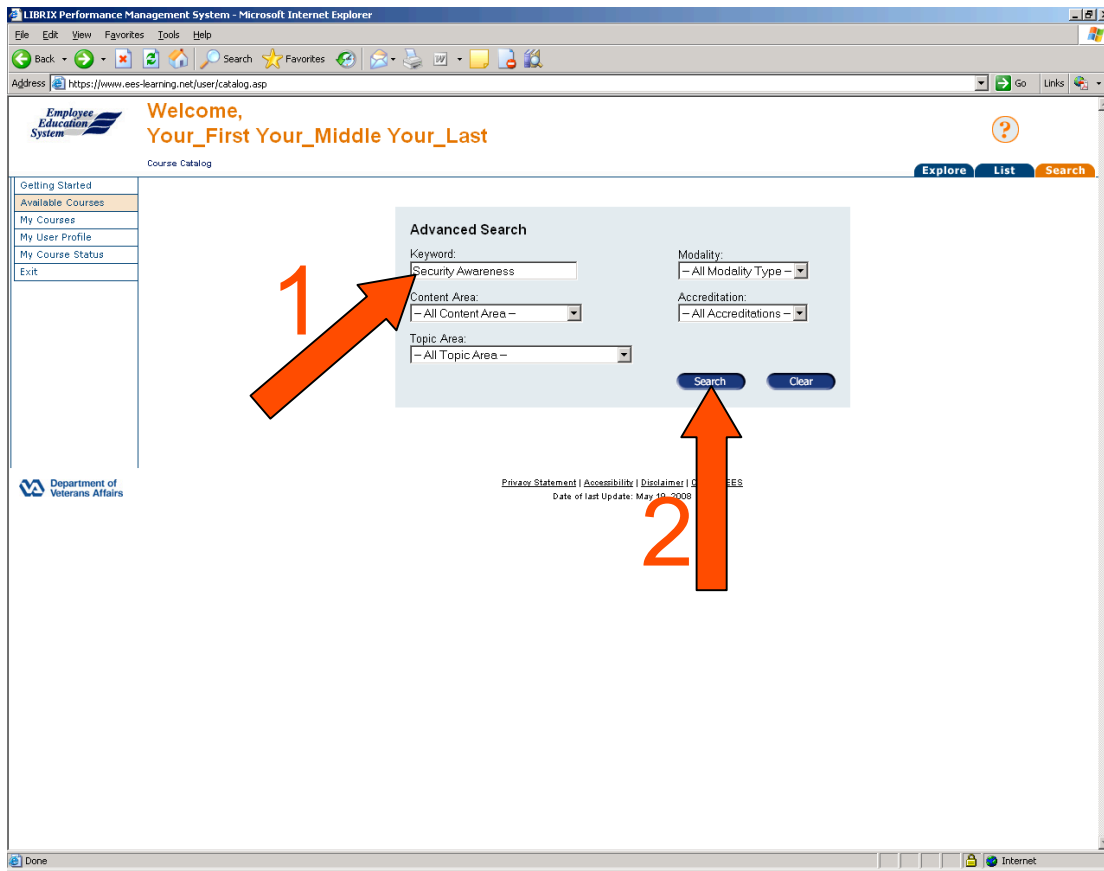
Find and Click the Sign Me Up link.

Notice the class you just signed up for is now available.

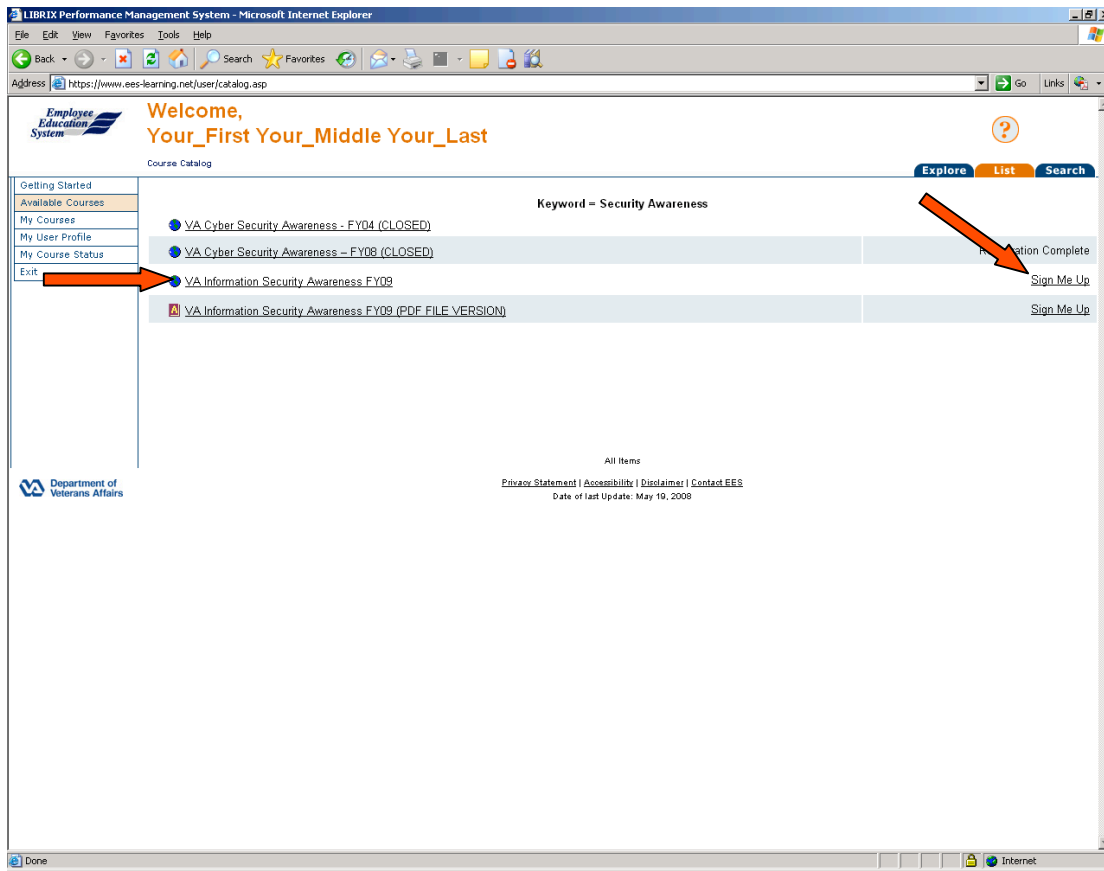**You now need to search for the Information Security Awareness course.**

Find and Click: Available Courses

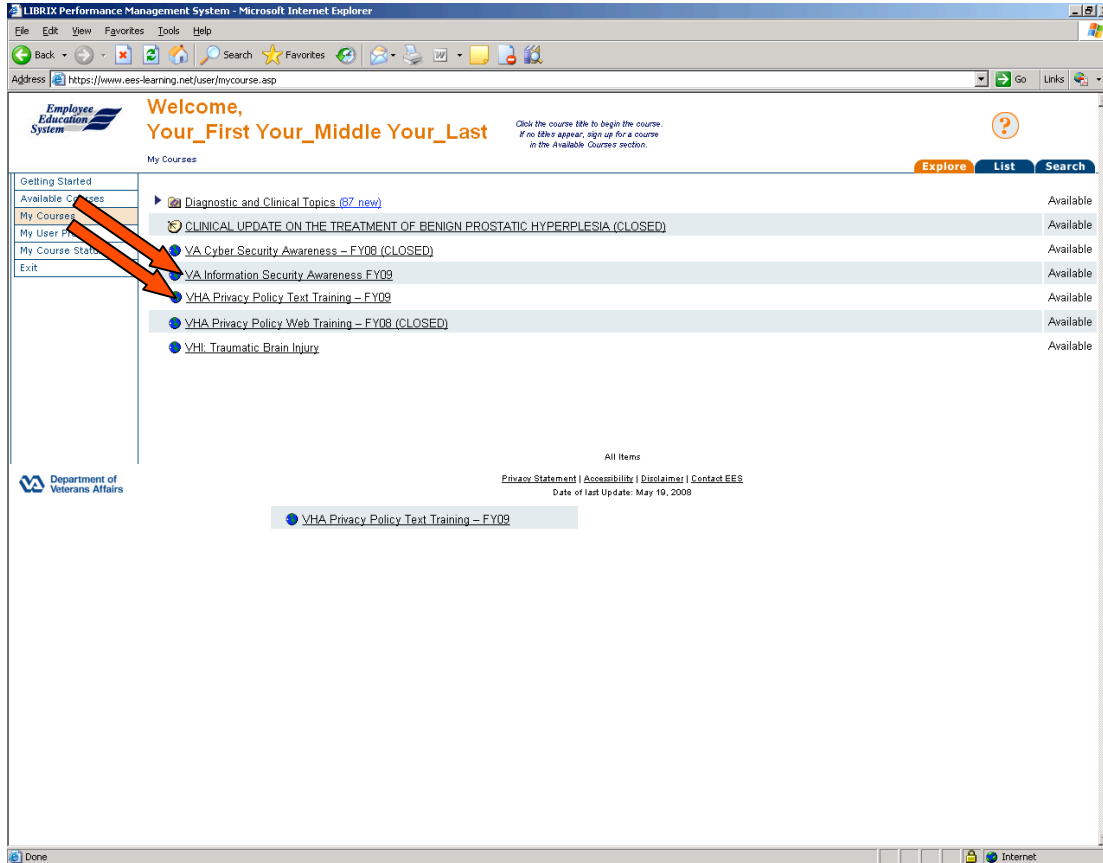**This will again open the Advanced Search.**

In the Keyword Field, enter "Security Awareness."

Click: Search

On the Results Screen, find the course, "VA Information Security Awareness – FY09."

Find and Click the Sign Me Up link.

You will now see the both required classes you have to complete. These are:

1) **VA Information Security Awareness – FY09**
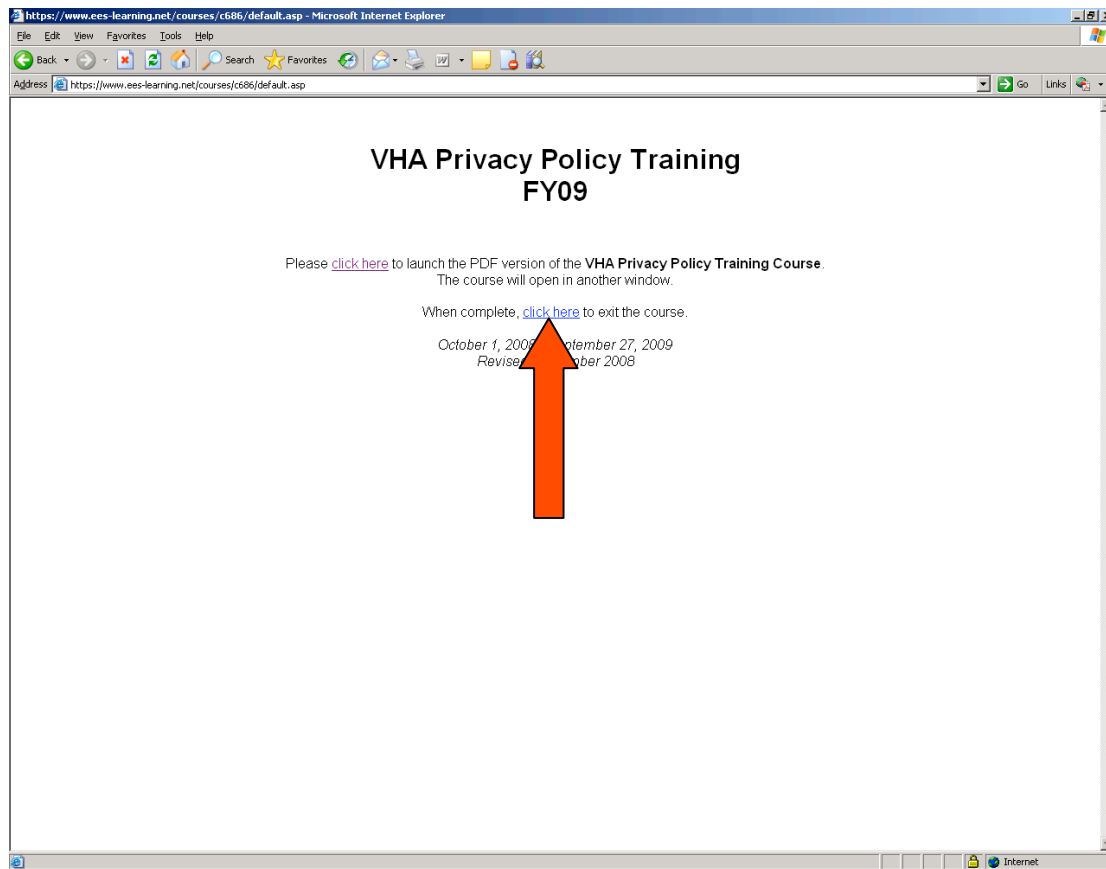2) **VHA Privacy Policy Text Training – FY09.**

Click on the course title to begin taking each course.

After completing each course, you will be able to print a Certificate of Completion.

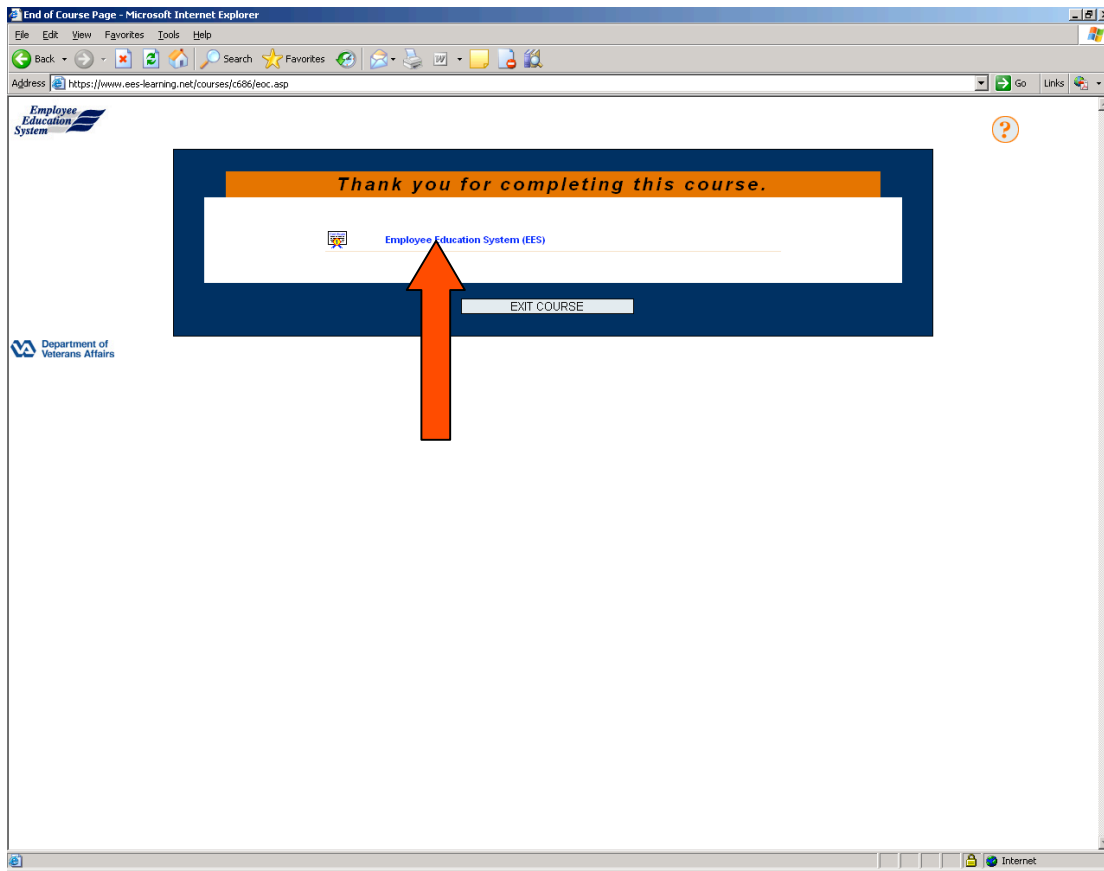**Instructions for printing Certificates of Completion are below.**

Once you have printed proof that you have successfully completed the VA Information Security Awareness FY09 course and the VHA Privacy Policy Text Training FY09 course, please hold on to your printouts as you will be prompted to provide this documentation to the appropriate VA official(s) prior to receiving a VA-issued ID badge and/or computer/phone access codes.

Instructions for Printing the Completion Certificate for VHA Privacy Policy Training FY09
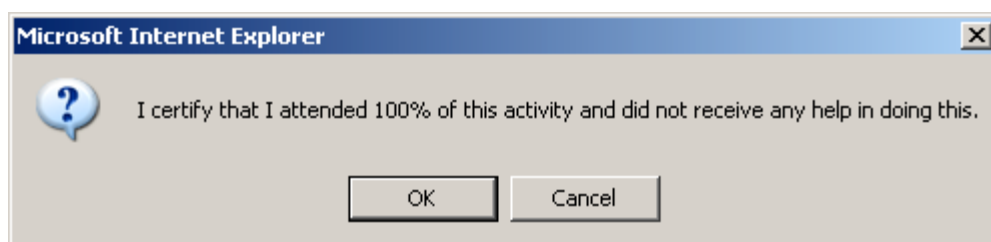

After completing the course content and all online tests you will be brought to this page.

To open your Certification of Completion, Click: Click Here.
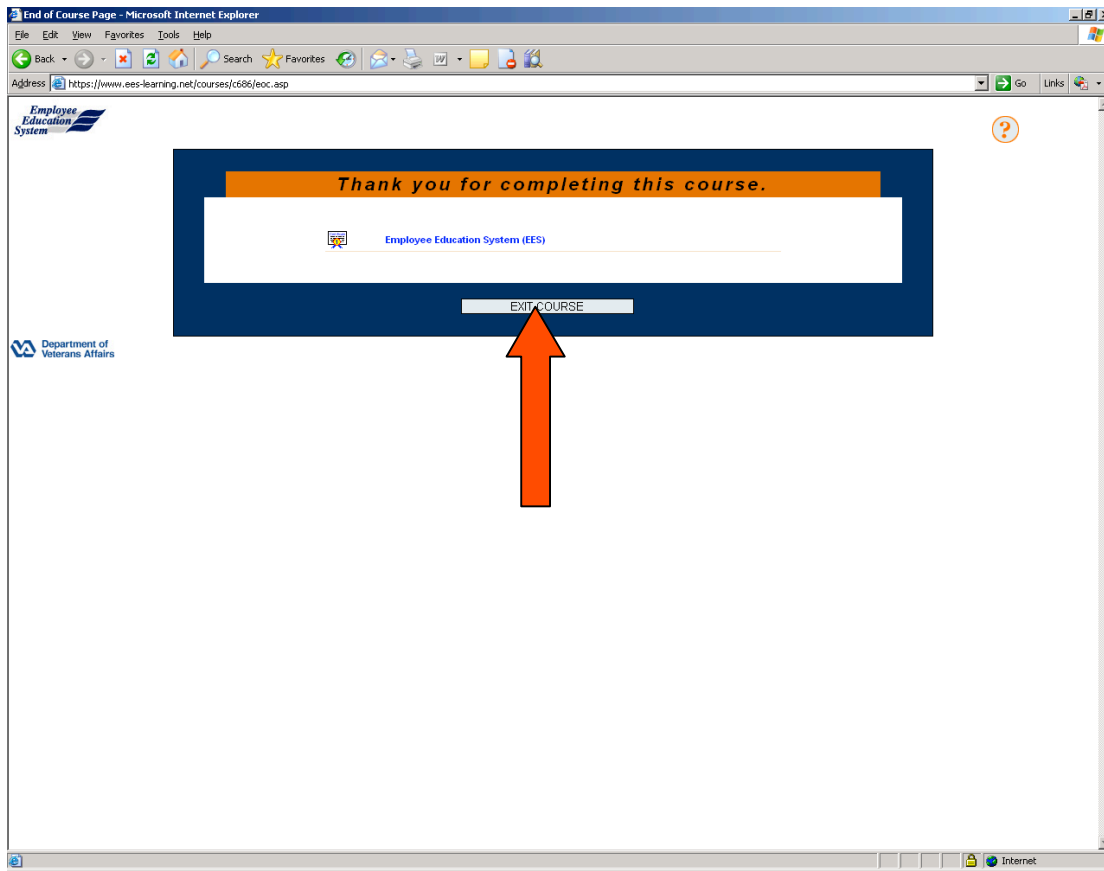
You will be brought to this page.

Click: Employee Education System (EES)

You will be asked to Certify your Completion.   If you click OK, your Completion Certificate will appear.

Please print a copy. You may also save a copy for future reference.
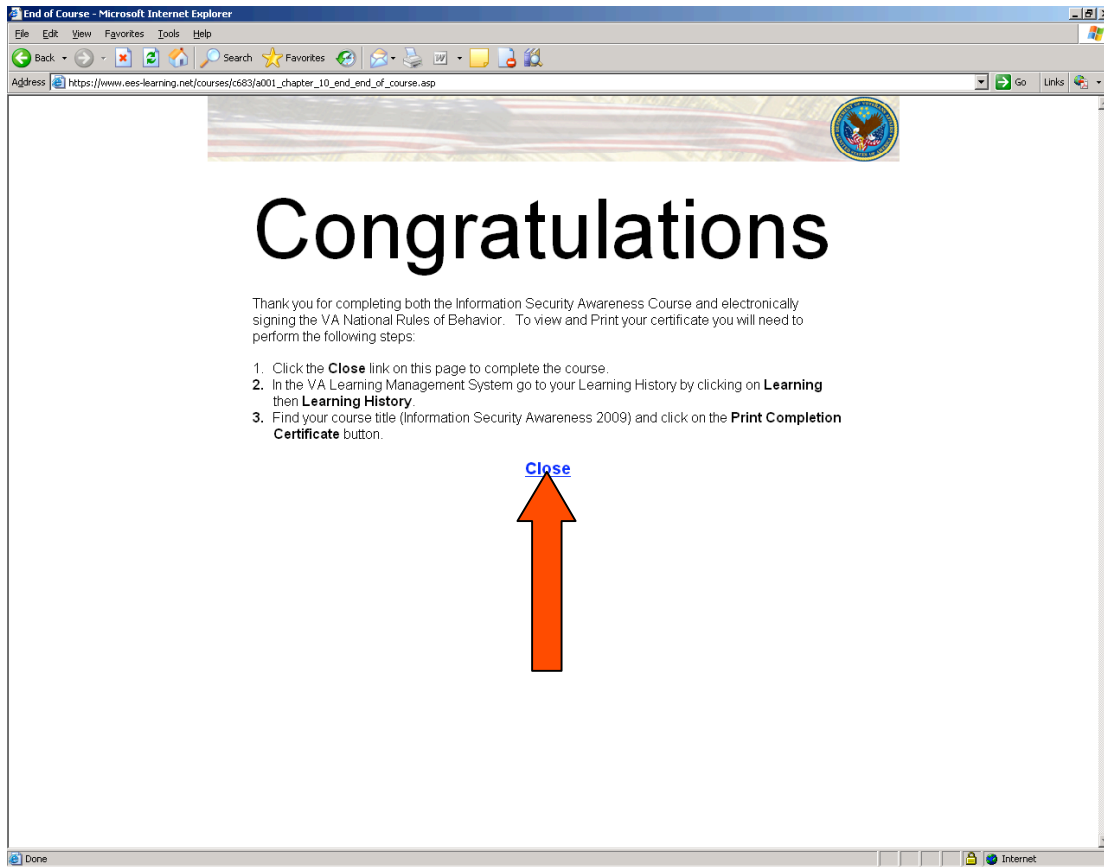
Close the Certificate Window.

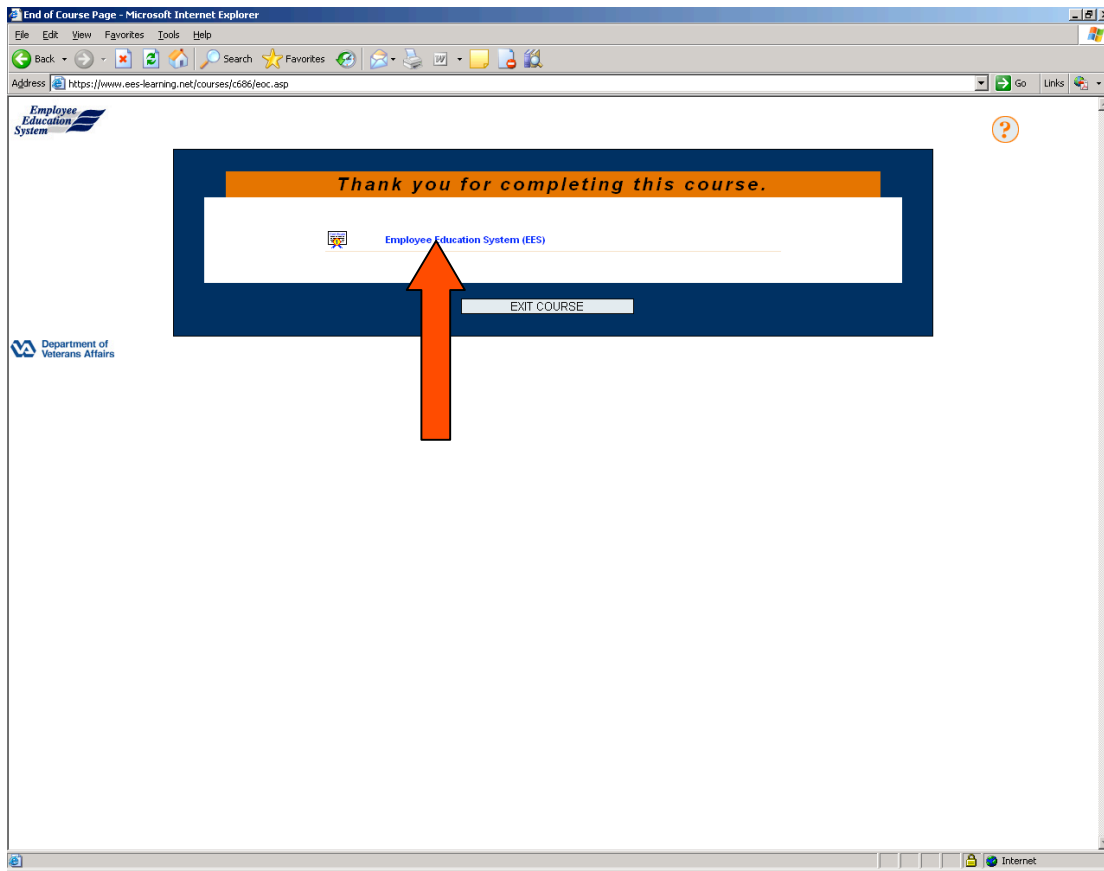**You will be returned to this window.**

Click: EXIT COURSE.

You will be returned to the main EES screen.

Instructions for Printing the Completion Certificate for VA Information Security Awareness FY09
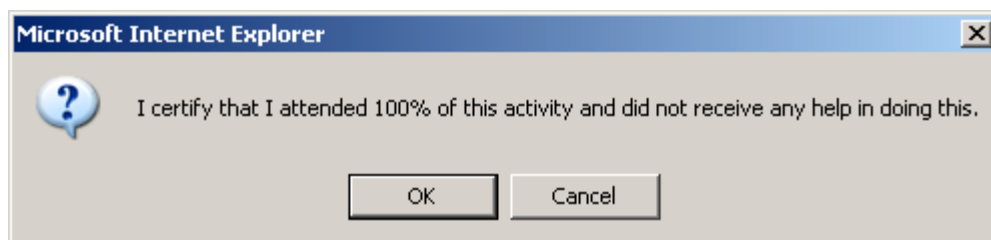

After completing the course content and all online tests you will be brought to this page.

To open your Certification of Completion, Click: Close.
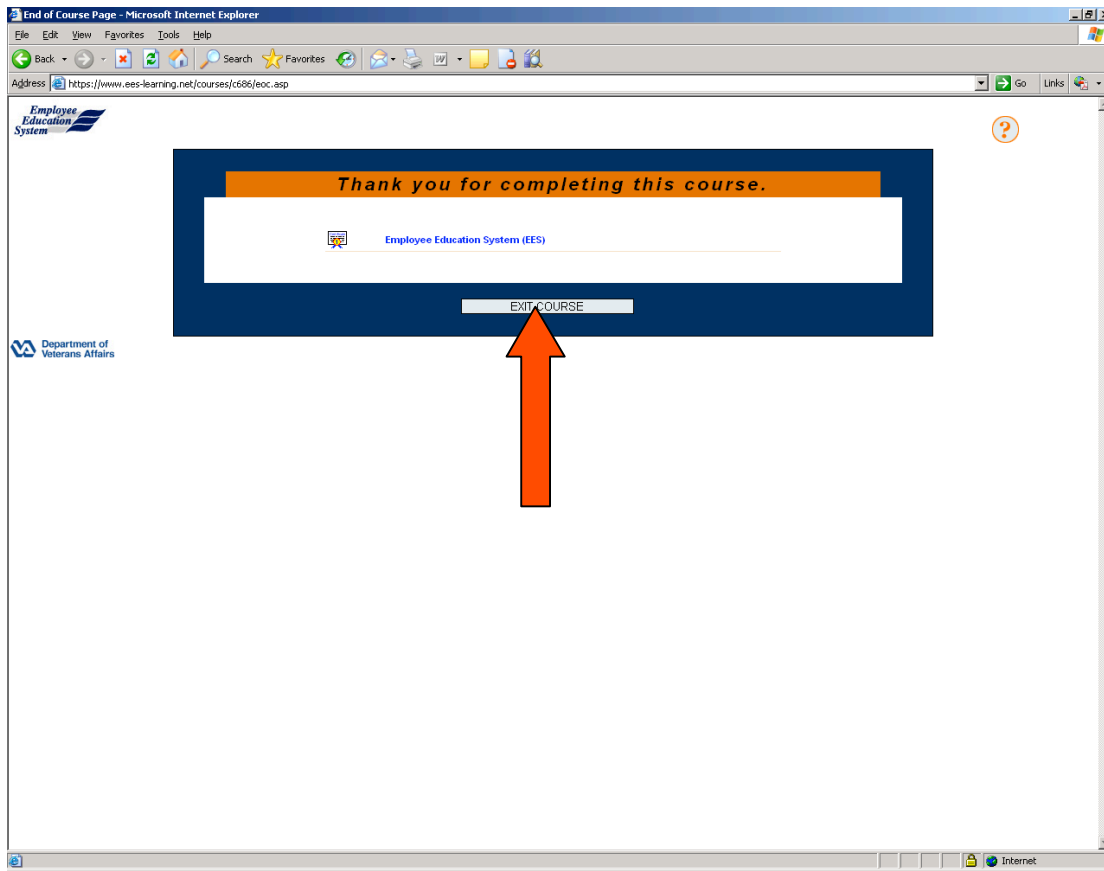
You will be brought to this page.

Click: Employee Education System (EES)

You will be asked to Certify your Completion.   If you click OK, your Completion Certificate will appear.

Please print a copy. You may also save a copy for future reference.

Close the Certificate Window.

You will be returned to this window.

Click: EXIT COURSE.

You will be returned to the main EES screen.