



TDY MEDICAL STAFFING, INC. dba

TDY GOVERNMENT SERVICES



Department of Veterans Affairs

**How to Access Your VA Privacy and Information Security
Awareness and Rules of Behavior Via the Web
(VA CYBER SECURITY TRAINING)**

Congress mandates that all contractors take this training prior to being granted access to VA Information Systems.

As a condition of employment with TDY, you **MUST** complete this training prior to your first day of work. Once you have completed the course, you will have the option to print the certificate of completion - You must print two copies – fax a copy to TDY at 215-599-4269 and bring a copy on your first day of work. Be sure to keep one copy for your personal records.

VA Privacy and Information Security Awareness Training and Rules of Behavior = Every Fiscal Year

Every VA facility has an Information Security Officer (ISO) to help you understand your information security roles and responsibilities. Ensure that you identify who that person is should you have any questions.

Please be aware that failure to complete training will impact your ability to complete your daily work duties. This training is available to take at your convenience and leisure via on-line at:

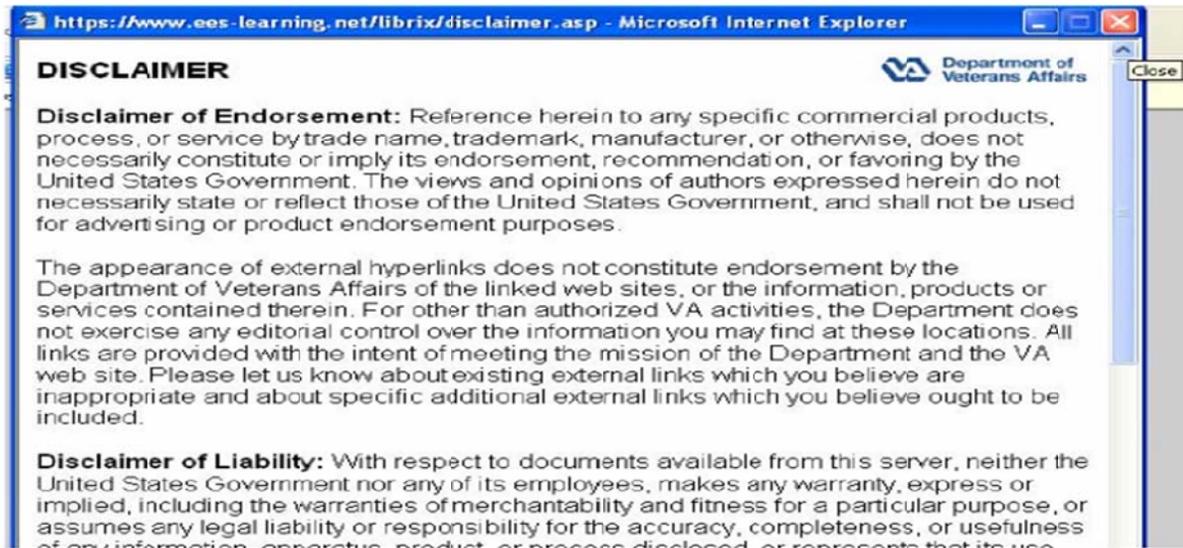
<https://www.ees-learning.net/>

NOTE: This mandatory training may be completed from any internet capable computer.

Step 1: Launch Internet Explorer. Go to URL:

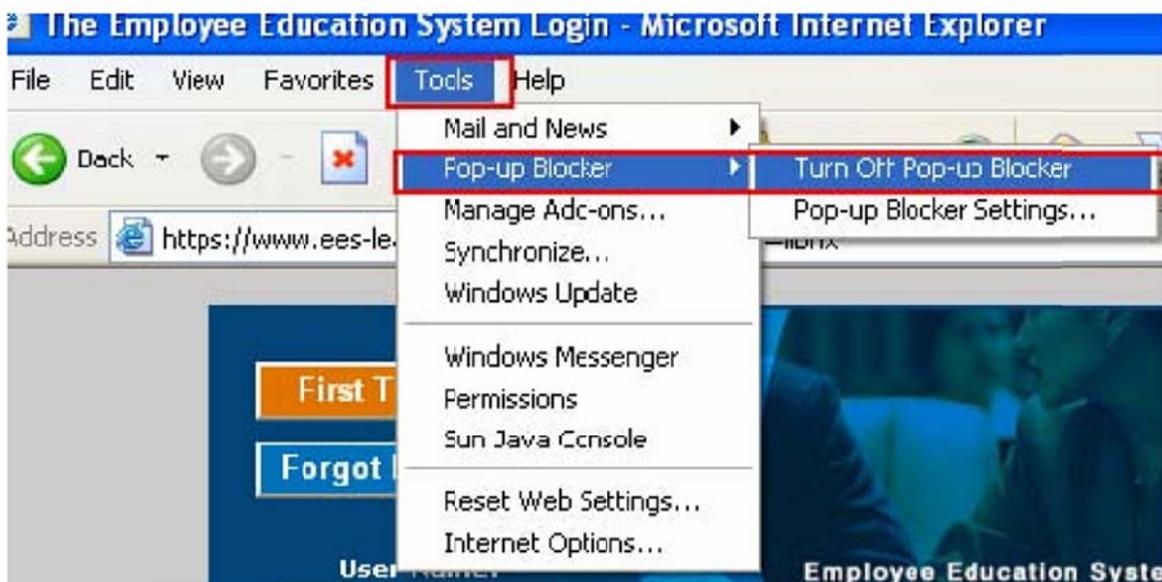
<https://www.ees-learning.net/> On the World Wide Web.

A “Disclaimer” will pop up as follows:

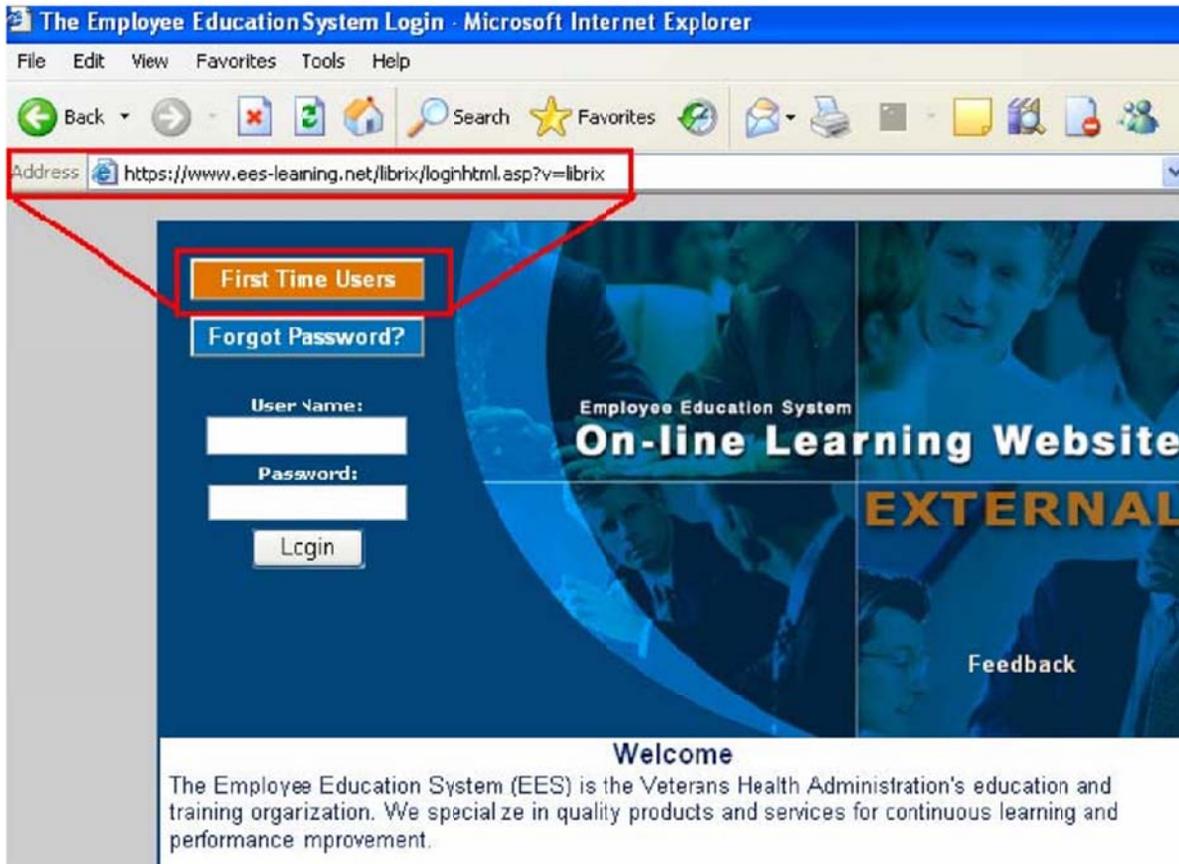


Close this box by clicking on the Red X, and proceed to Step 2.

NOTE: If the “Disclaimer” does not come up as seen, turn off your pop-up blocker as shown below.



Step 2: Click on the “First Time Users” Button



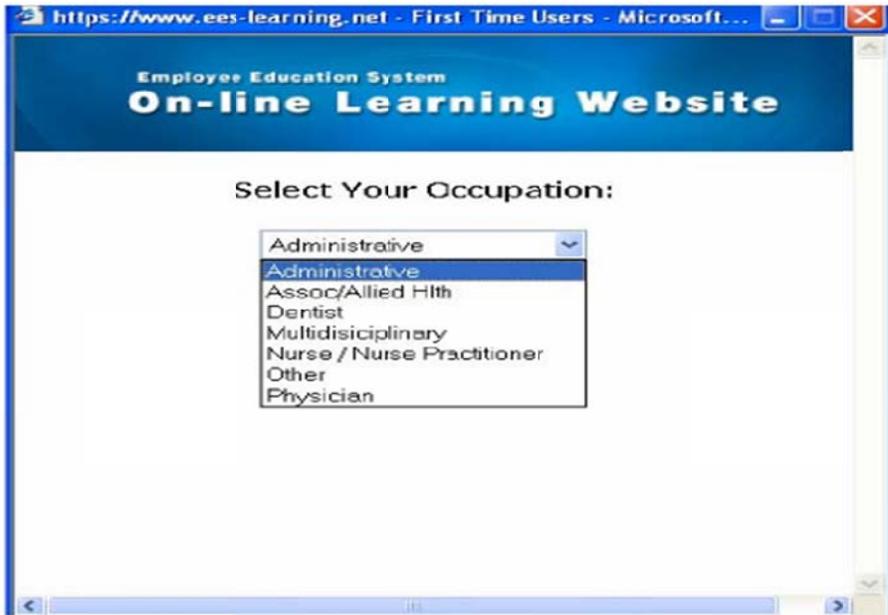
Step 3: Choose the box that applies to you and press the “Submit” button.

The screenshot shows the 'First Time User Information' form. The form title is 'First Time User Information' and it asks the user to answer the following questions. The question is 'What type of user are you?' and the options are:

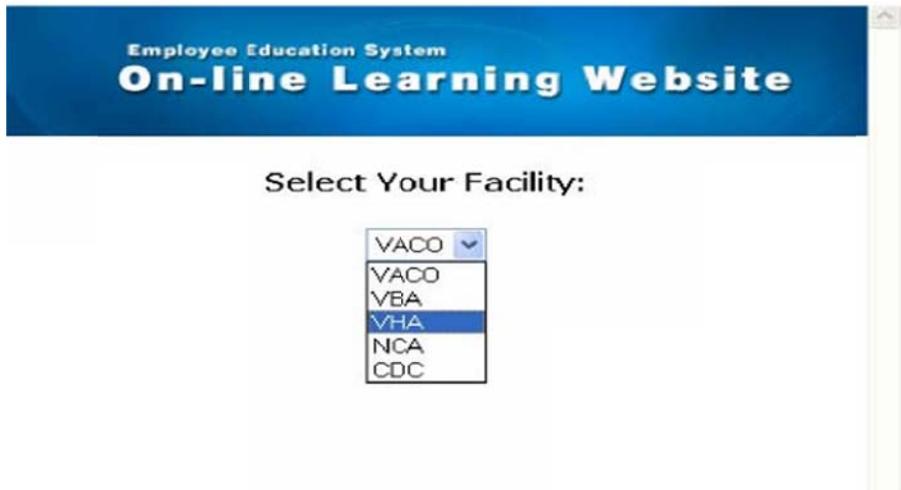
- VA Employee (Paid by the VA)
- VA Other (Contractors, Volunteers, Residents, Interns, etc.)
- DOD
- DOD Other (Civilian Staff, Contractors, Volunteers, Residents, Interns, etc.)
- IHS
- Federal Other
- Non-Federal Other
- CDC

A 'Submit' button is located at the bottom of the form.

Step 4: Select your Occupations from the “Occupation Box” and press the “Submit” Button



Step 5: Select Your Facility: “VHA” and press the “Submit” Button



Step 6: Complete the First Time User Information as requested.

Don't forget to write down your newly created

Username and Password for future reference



https://www.ees-learning.net - First Time Users - Microsoft...

Employee Education System
On-line Learning Website

First Time User Information

To create an account, please provide the following information.

Create your Username (at least 8 characters)

Create your Password (at least 8 characters)

Type your password again to verify what you typed.



https://www.ees-learning.net - First Time Users - Microsoft...

Employee Education System
On-line Learning Website

Congratulations!
You are ready to begin online learning!

Close this window with the button below, and log in using the USER NAME and PASSWORD that you just created!

Enter in your newly created Username and Password

Step 7:

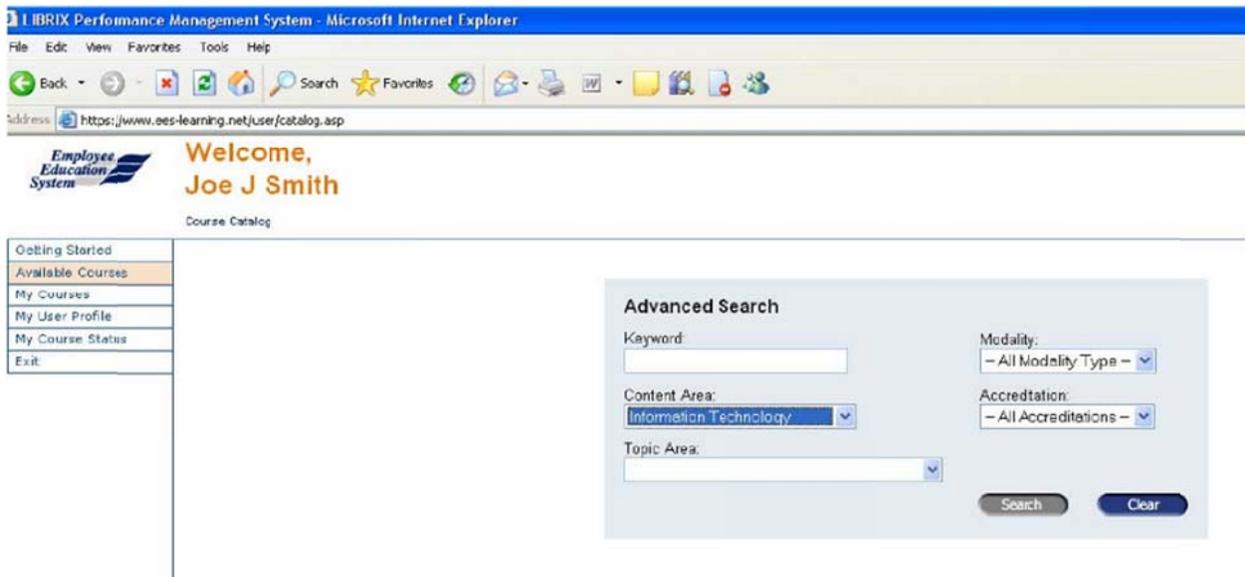
The screenshot shows a web browser window titled "LIBRIX Performance Management System - Microsoft Internet Explorer". The address bar displays "https://www.ees-learning.net/user/mycourse.asp". The page header includes the "Employee Education System" logo and a welcome message: "Welcome, Joe J Smith". A note states: "Click the course title to begin the course. If no title appear, sign up for a course in the Available Course section." Below the header is a "My Courses" section with an "Explore" button. A sidebar on the left contains navigation links: "Getting Started", "Available Courses", "My Courses", "My User Profile", "My Course Status", and "Exit". The main content area lists several courses: "Diagnostic and Clinical Topics (85 new)", "CLINICAL UPDATE ON THE TREATMENT OF BENIGN PROSTATIC HYPERPLASIA (CLOSED)", "VA Cyber Security Awareness - FY08 (CLOSED)", "VHA Privacy Policy Web Training - F/08", and "VHI: Traumatic Brain Injury".

If the course “VA Privacy and Information Security Awareness and Rules of Behavior FY11” course title fails to appear in the “My Course” box, sign up for a course in the “Available Courses” section.

To sign up for course: Click on the Available Courses tab.

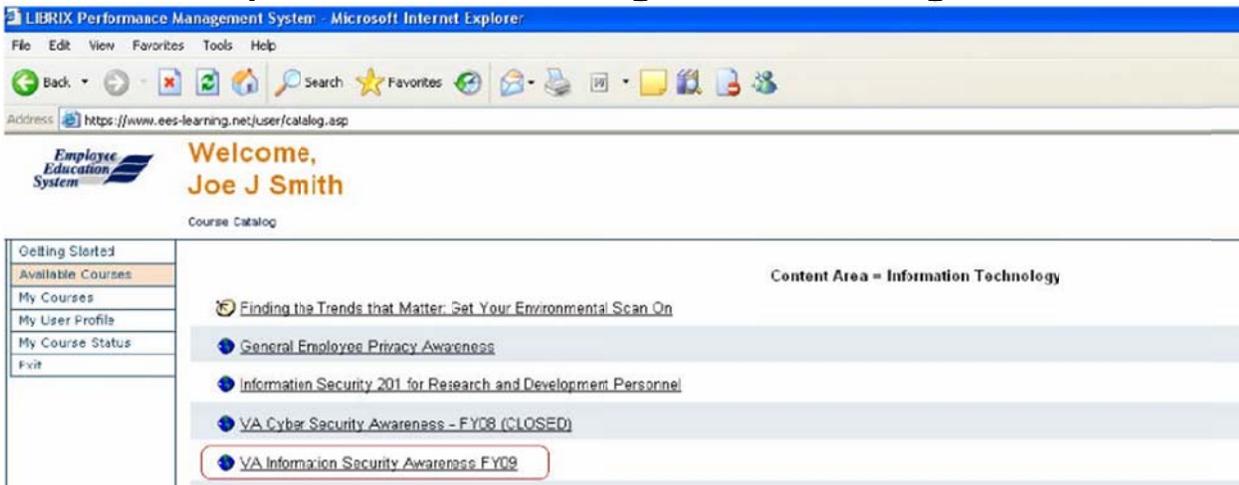
The screenshot shows the same web browser window, but the address bar now displays "https://www.ees-learning.net/user/catalog.asp". The page header is identical, but the main content area is titled "Course Catalog". The sidebar navigation is the same, but the "Available Courses" tab is highlighted. An "Advanced Search" form is visible on the right side of the page, featuring the following fields: "Keyword:" with a text input field; "Content Area:" with a dropdown menu set to "All Content Area"; "Topic Area:" with a dropdown menu set to "All Topic Area"; "Modality:" with a dropdown menu set to "All Modality Type"; and "Accreditation:" with a dropdown menu set to "All Accreditations". There are "Search" and "Clear" buttons at the bottom of the form.

Select "Information Technology" from the Content Area box. Click Search.



Choose **VA Privacy and Information Security Awareness and Rules of Behavior FY11** – click **“Sign Me Up”** (to the right of the course title)

There will be questions asked throughout the training course.

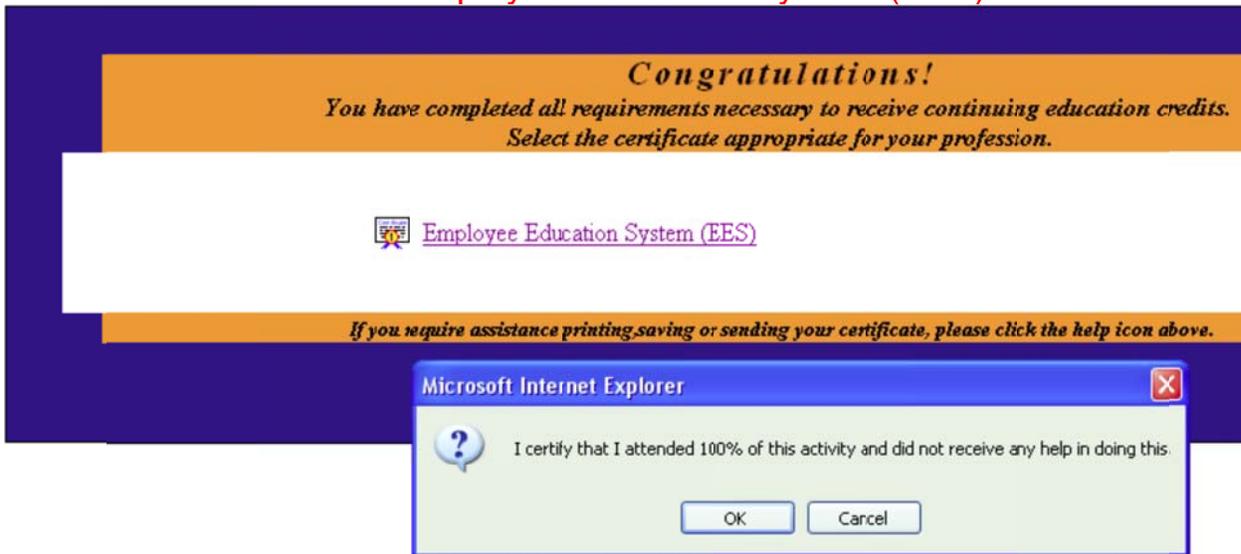


IMPORTANT NOTE:

When you have completed the course, you will see the following screen:



Click on Employee Education System (EES)



“Click OK”

Your Certificate of Completion will be displayed (shown below) and available for you to print or save. You must print two copies – fax a copy to TDY at 215-599-4269 and bring a copy on your first day of work. Be sure to keep one copy for your personal records.

Print



Employee Education System

Certificate of Completion

This is to certify that

Joe J Smith

has completed a course entitled

VA Information Security Awareness FY09

The Employee Education System has presented this
Continuing Education Activity for 1 contact hour(s)

The Employee Education System maintains responsibility for the program.

This On-Line Course was completed on Oct 9 , 2008



A handwritten signature in black ink that reads "Joy W. Hunter".

Joy W. Hunter
Dean, VA Learning University