

How to access ISA/PA training through EES

Instructions for creating an account and selecting the Information Security Awareness and Privacy Awareness training in the Employee Education System On-line Learning Website

IMPORTANT: You must use Internet Explorer in order for all functions of this website to operate correctly

Step 1

Please use the following link to access the external training necessary to gain VPN access.
<https://www.ees-learning.net>

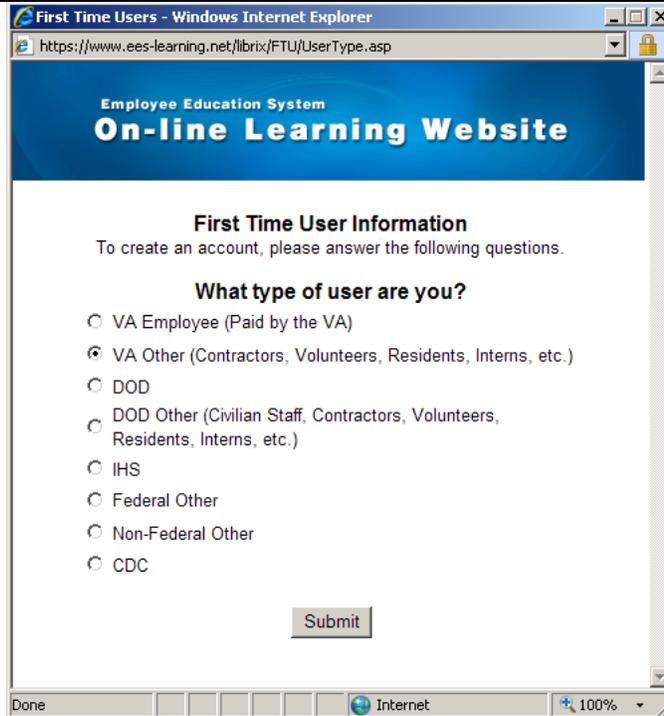
If you have previously created an EES account you can skip to [Step 8](#). Otherwise, you will need to click the "First Time Users" button to begin the account creation process.



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Step 2

Select VA Other (...) and click the Submit button.



First Time Users - Windows Internet Explorer
https://www.ees-learning.net/librix/FTU/UserType.asp

Employee Education System
On-line Learning Website

First Time User Information
To create an account, please answer the following questions.

What type of user are you?

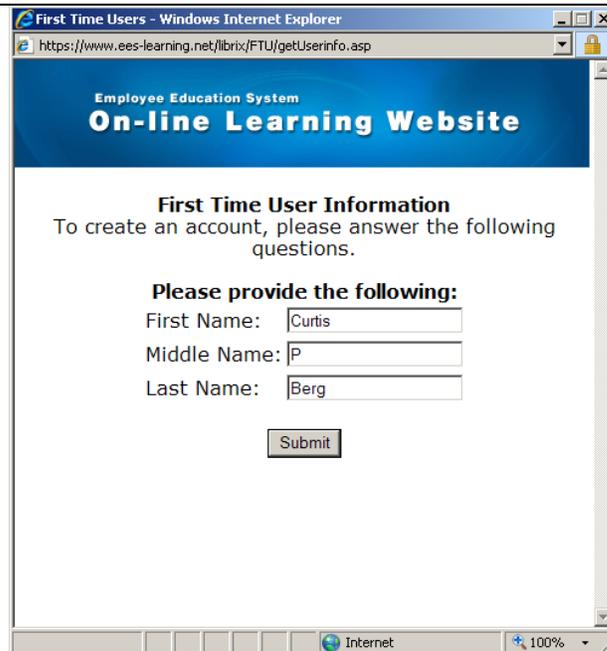
- VA Employee (Paid by the VA)
- VA Other (Contractors, Volunteers, Residents, Interns, etc.)
- DOD
- DOD Other (Civilian Staff, Contractors, Volunteers, Residents, Interns, etc.)
- IHS
- Federal Other
- Non-Federal Other
- CDC

Submit

Done Internet 100%

Step 3

Enter your *legal* first, middle, and last name and click the submit button.



First Time Users - Windows Internet Explorer
https://www.ees-learning.net/librix/FTU/getUserInfo.asp

Employee Education System
On-line Learning Website

First Time User Information
To create an account, please answer the following questions.

Please provide the following:

First Name:

Middle Name:

Last Name:

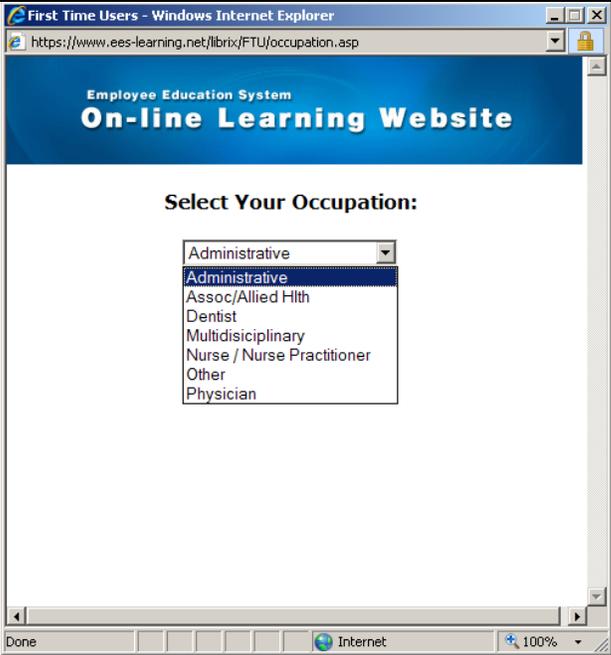
Submit

Internet 100%

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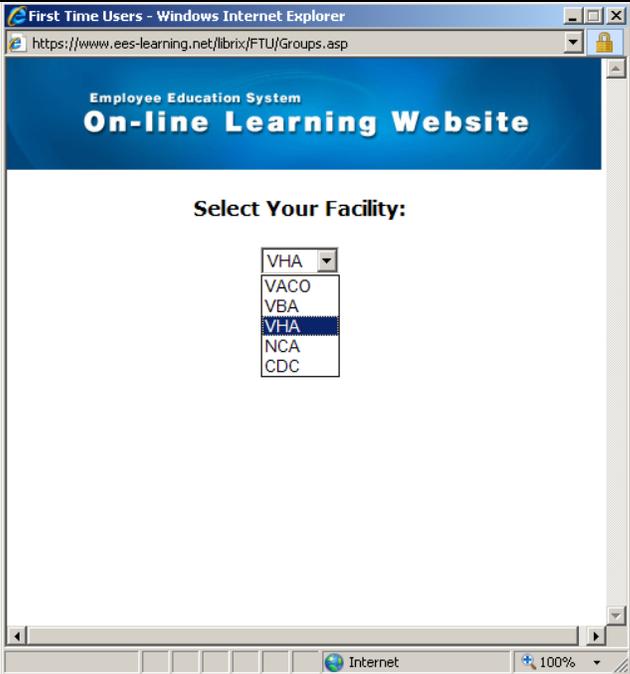
Step 4

Select your occupation from the drop down list. If you are an intern, resident, or fellow select "Assoc/Allied Hlth". If you are not on the list or are unsure select "Other". Click the submit button.



Step 5

For facility, select "VHA" from the dropdown list and click submit.



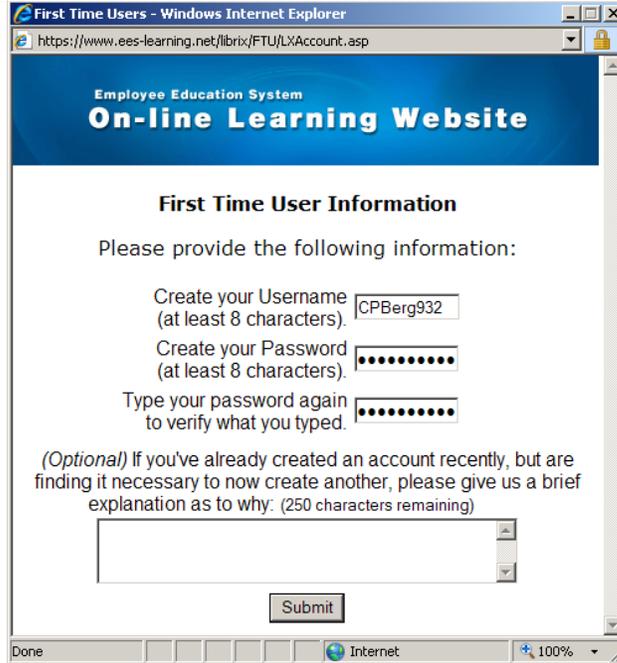
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Step 6

Create a username:
Your username must be at least 8 characters long. If you already have a VA network account you can use the same account name to make it easier to remember.

Create a password:
Your password must be at least 8 characters long and must contain at least three of the following four types of characters:
1) lower case letters
2) UPPER CASE LETTERS
3) numbers
4) special characters like ; ! @ # \$ % ^ &

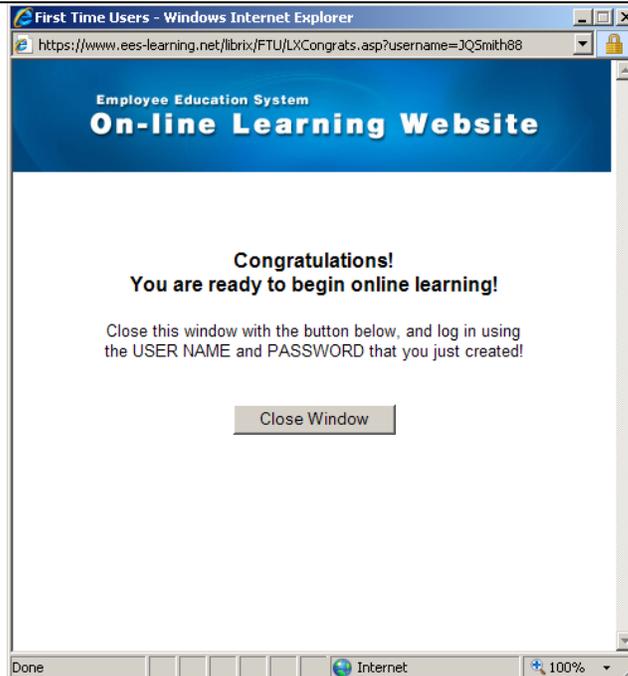
Example of good password:
J0!nM3L8t3r



The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer" with the URL "https://www.ees-learning.net/librix/FTU/LXAccount.asp". The page header reads "Employee Education System On-line Learning Website". The main heading is "First Time User Information". Below this, it says "Please provide the following information:". There are three input fields: "Create your Username (at least 8 characters)" with the value "CPBerg932", "Create your Password (at least 8 characters)" with a masked field of 8 dots, and "Type your password again to verify what you typed." with another masked field of 8 dots. An optional text area below contains the text "(Optional) If you've already created an account recently, but are finding it necessary to now create another, please give us a brief explanation as to why: (250 characters remaining)". A "Submit" button is at the bottom of the form. The browser status bar shows "Done", "Internet", and "100%" zoom.

Step 7

Once you have successfully entered all your information including a good username and password you will see the following screen.



The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer" with the URL "https://www.ees-learning.net/librix/FTU/LXCongrats.asp?username=JQ5smith88". The page header reads "Employee Education System On-line Learning Website". The main heading is "Congratulations! You are ready to begin online learning!". Below this, it says "Close this window with the button below, and log in using the USER NAME and PASSWORD that you just created!". A "Close Window" button is centered on the page. The browser status bar shows "Done", "Internet", and "100%" zoom.

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Step 8

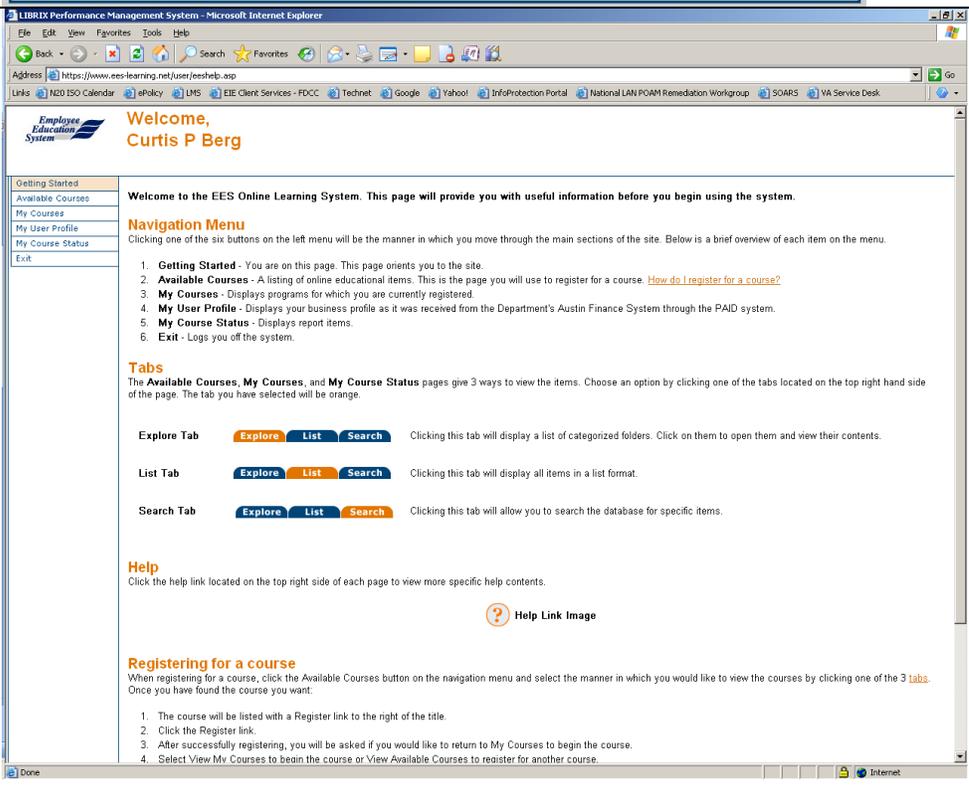
At the Welcome screen login using the username and password you have created.



The screenshot shows the login page for the Employee Education System (EES) On-line Learning Website. The page has a blue header with the text "Employee Education System On-line Learning Website EXTERNAL". Below the header, there are two buttons: "First Time Users" and "Forgot Password?". The login form includes fields for "User Name:" (containing "CPBerg932") and "Password:" (represented by a masked field of dots). A "Login" button is positioned below the password field. To the right of the login form is a "Feedback" link. Below the login form, a "Welcome" message reads: "The Employee Education System (EES) is the Veterans Health Administration's education and training organization. We specialize in quality products and services for continuous learning and performance improvement." Below this, a note states: "This site supports IE 5.5 and greater. Netscape and all other browsers are not supported. If you have trouble with this site contact Help Desk at 1-866-496-0463 between the hours of 8:00 AM and 10 PM EST or email eeswbthelp@va.gov." At the bottom, there is a footer with the "Employee Education System" logo, links for "Privacy Statement", "Accessibility", "Disclaimer", and "Contact EES", the "Date of last Update: May 19, 2008", and the "Department of Veterans Affairs" logo.

Step 9

From this screen you can access the "Getting Started" tab and find guidance on how to maneuver within the site.



The screenshot shows the main page of the EES On-line Learning System. The browser window title is "LIBRIX Performance Management System - Microsoft Internet Explorer". The address bar shows "https://www.ees-learning.net/User/eeshelp.asp". The page content includes a "Welcome, Curtis P Berg" message. A "Navigation Menu" section lists six items: "Getting Started", "Available Courses", "My Courses", "My User Profile", "My Course Status", and "Exit". Below this, a "Tabs" section explains that the "Available Courses", "My Courses", and "My Course Status" pages have three tabs: "Explore", "List", and "Search". The "Explore" tab is currently selected. A "Help" section provides a "Help Link Image" (a question mark icon). A "Registering for a course" section provides instructions on how to register for a course, including clicking the "Available Courses" button and selecting a view option from the three tabs.

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Step 10

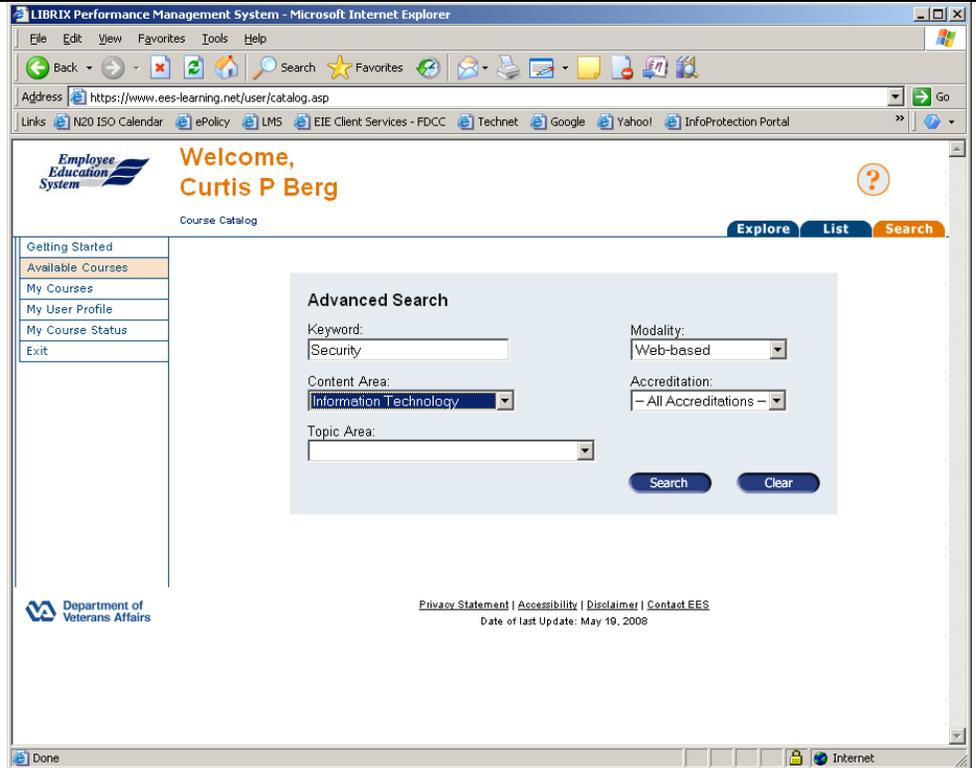
For FY11, the Privacy and Information Security Awareness training have been combined into a single module. In order to access this course click on the "Available Courses" tab and under Advanced Search type in the following:

Keyword = Security

Modality = Web-based

Content Area = Information Technology

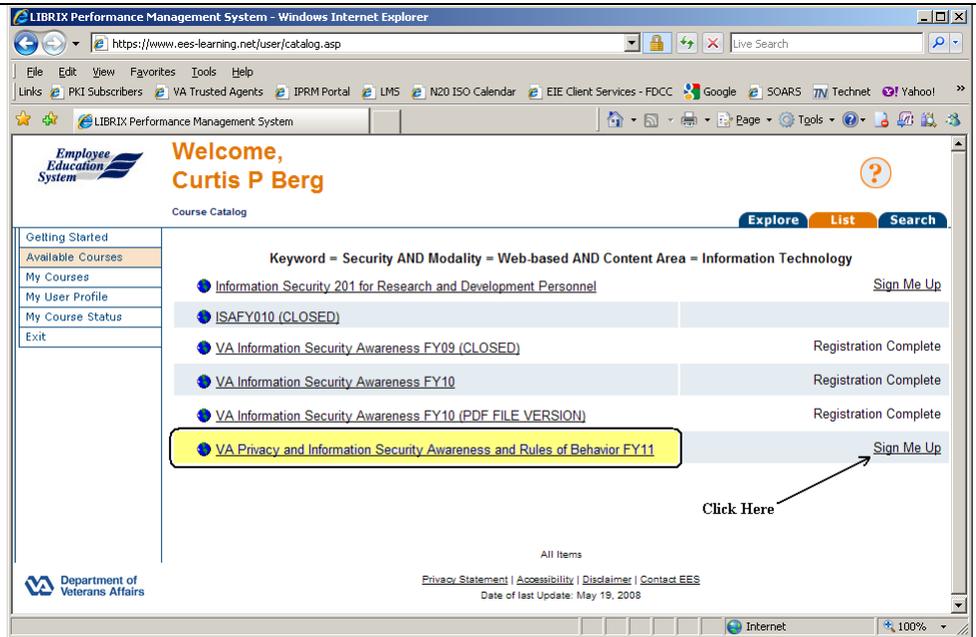
Click the Search button



Step 10

Your search should return several courses.

To register for the "VA Privacy and Information Security Awareness and Rules of Behavior FY11" course click the "Sign Me Up" link to the right of the course.



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Step 11

You should now see the course in your "My Courses" list

You can now begin the desired course by clicking on the corresponding link.

The screenshot shows a web browser window titled "LIBRIX Performance Management System - Windows Internet Explorer". The address bar shows the URL "https://www.ees-learning.net/user/mycourse.asp". The page content includes a navigation menu on the left with options like "Getting Started", "Available Courses", "My Courses", "My User Profile", "My Course Status", and "Exit". The main content area is titled "My Courses" and displays a list of courses. The course "VA Privacy and Information Security Awareness and Rules of Behavior FY11" is highlighted in yellow and marked as "Available". Other courses listed include "VA Information Security Awareness FY09 (CLOSED)", "VA Information Security Awareness FY10", and "VA Information Security Awareness FY10 (PDF FILE VERSION)", all of which are marked as "Completed". The page footer includes the "Department of Veterans Affairs" logo and a "Privacy Statement | Accessibility | Disclaimer | Contact EES" link.

Step 12

It is important to print your certificate of completion when you reach the end of the course.

When you reach the last page click the "Certificate" link.

The screenshot shows a web browser window titled "End of Course - Windows Internet Explorer". The address bar shows the URL "https://www.ees-learning.net/courses/c1106/a001_chapter_10_end_end_of". The page features a blue header with the text "VA Privacy & Information Security Awareness End of Course" and a "Page 91 of 91" indicator. The main content area displays "Congratulations" in large text, followed by a message: "Thank you for completing the Privacy and Information Security Awareness Course and electronically signing the VA National Rules of Behavior." Below this, it says "Click the Certificate link on this page to complete the course and be able to print your certificate." and "If you have access to Personal Health Information, you must also complete VHA Privacy Policy Training." At the bottom of the page, there is a blue link labeled "Certificate".

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Step 13

You will next be brought to this page. You will need to click the "Employee Education System (EES)" link in the middle of the page to display the certificate of completion.

The screenshot shows a Windows Internet Explorer browser window titled "End of Course Page - Windows Internet Explorer". The address bar displays the URL "https://www.ees-learning.net/courses/c1106/EOC.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons for navigation and utility. The main content area features the "Employee Education System" logo in the top left and a help icon in the top right. A central blue box contains the following text:

Congratulations!
*You have completed all requirements necessary to receive continuing education credits.
Select the certificate appropriate for your profession.*

Click here

 [Employee Education System \(EES\)](#)

If you require assistance printing, saving or sending your certificate, please click the help icon above.

EXIT COURSE RETURN TO COURSE

At the bottom left of the page, the "Department of Veterans Affairs" logo is visible. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

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Step 14

You can print the certificate and/or save it as a digital file using one of the following methods.

1. Click <Alt>+<Print Screen> and then paste it into a Word document or email message.
2. Click File→Save As.. and save it as Webpage, complete (*.htm,*html).

Accreditation Certificate - Windows Internet Explorer
https://www.ees-learning.net/certificates4-5/eescert.asp?whichcert=9

File Edit View Favorites Tools Help
Links PKI Subscribers VA Trusted Agents IPRM Portal LMS N20 ISO Calendar EIE Client Services - FDCC Google

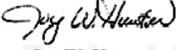
Print


Employee Education System
Certificate of Completion
This is to certify that
Curtis P Berg
has completed a course entitled
VA Privacy and Information Security Awareness and Rules of Behavior FY11

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 training was completed on Oct 20, 2010



Joy W. Hunter
Dean, VA Learning University

Done Internet 100%

Step 15

You need to submit the certificate of completion to the appropriate person for credit:

- If you are a VA staff member (resident, student, volunteer) you should submit your certificate to your direct supervisor
- If you are a contractor you should submit the certificate to the VA contracting officer, Contracting Officers Technical Representative (COTR) or other designated VA POC

For expediency, you can also send a copy to the Portland Information Security Officer by fax at 360-759-1929 or by email to por.iso@va.gov. This will help ensure the quickest response in getting your network accounts activated.