

Pre-Appointment Information Security Requirements for VANYHHS New Appointees (Paid and Non-Paid), Contractors, Volunteers and CWTs *U.S. Department of Veterans Affairs New York Harbor Healthcare System (VANYHHS)*

All New Appointees (Paid and Non-Paid), Contractors, Volunteers, and Compensated Work Therapy (CWT) workers are required to complete **VA Information Security Awareness** and **VHA Privacy Policy Text Training** in order to obtain a VA-issued ID badge and/or computer/phone access codes. **VA Information Security Awareness** and **VHA Privacy Policy Text Training** 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.

Employee Education System Website: <https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

Accessing the EES Website & Setting up an Account

Open the link provided above on a non-VA computer that can access the internet. If you are unable to access a non-VA computer, a VA official may provide you with supervised access to a VA computer that can access the internet.

Once the link has been opened, follow the instructions for setting up an account by clicking on the **FIRST TIME USERS** button in the top left hand corner of the screen. You will then experience a pop-up window that reads "First Time User Information." Under "What type of user are you?," select the category that best describes your user status (i.e. VA Employee or VA Other) and click the **SUBMIT** button.

The next screen prompts you to enter the following information: First Name, Middle Name, Last Name, and Last four (4) Digits of Your Social Security Number (SSN). Once you have entered your information correctly, click the **SUBMIT** button. You will then be prompted to "Select Your Occupation." From the drop-down menu, select the category that best describes your user status and then click **SUBMIT**. You will then be prompted to "Select Your Facility." From the drop-down menu, select **VHA** and then click the **SUBMIT** button.

The next screen prompts you to create your own user name and password (both must contain at least 8 characters). Additionally, the password that you create must contain at least three of the following four types of characters: lower case letters, upper case letters, numbers, and special characters. You will be asked to enter your password a second time to verify what you initially typed. After you have entered all of the requested information, click on the **SUBMIT** button.

If you entered everything correctly, the next page will prompt you to click the **CLOSE WINDOW** button to log onto the EES website with your newly created user name and password. Once the pop-up window closes and you are at the EES homepage, enter the user name and password that you just created and click the **LOGIN** button. **PLEASE MAKE NOTE OF YOUR USERNAME AND PASSWORD FOR FUTURE USE.**

Accessing and Completing the VA Information Security Awareness Course

Once you have logged onto the EES website, the screen will display a **WELCOME** message. On the left hand side of the screen, click on **AVAILABLE COURSES**. In the **ADVANCED SEARCH** box, select "Information Technology" from the **CONTENT AREA** drop-down menu and then click **SEARCH** button. Locate **VA Information Security Awareness** on the list of available course, and click on the **SIGN ME UP** link to the right of the course title. You will be redirected to the **MY COURSES** page, and **VA Information Security Awareness** will be listed as "Available" to the right of the course title.

Click the **VA Information Security Awareness** link. On the next page, you will be prompted to select whether or not you will be using assistive technology. **IF YOU ARE NOT VISUALLY IMPAIRED, YOU WILL NOT BE USING ASSISTIVE TECHNOLOGY.** Make the appropriate selection, and click **NEXT**.

On the next page, read the instructions on how to navigate through the course. Click the yellow arrow in the bottom right hand corner of the screen to navigate and complete the course. Throughout the course, you will encounter will be various "Knowledge Checks" to test your knowledge of the course material. Answer the questions to the best of your ability, and click **NEXT** to continue with the course.

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At the end of the course, you will receive a message congratulating you for completing of the **VA Information Security Awareness** course and electronically signing the VA National Rules of Behavior. Follow the on-screen instructions to print out your certificate of completion, or alternatively, click **CLOSE** to be redirected to a screen that displays a small certificate icon with a **Employee Education System (EES)** link next to it. Click on the link and your certificate of completion will appear. Click the **PRINT** button in the top left hand corner to print your certificate. After your certificate has been printed, go back to the main window and click **EXIT COURSE** to be redirected to the **MY COURSES** page.

On the **MY COURSES** page, make sure that “Completed” appears to the right of the **VA Information Security Awareness** course title. If it states “Available” or “In Progress,” you need to go back into the course until completed.

Accessing and Completing the VHA Privacy Policy Text Training Course

Once you have logged onto the EES website, the screen will display a **WELCOME** message. On the left hand side of the screen, click on **AVAILABLE COURSES**. In the **ADVANCED SEARCH** box, select “Legal & Ethical Issues” from the **CONTENT AREA** drop-down menu and then click **SEARCH** button. Locate **VHA Privacy Policy Text Training** on the list of available course, and click on the **SIGN ME UP** link to the right of the course title. You will be redirected to the **MY COURSES** page, and **VHA Privacy Policy Text Training** will be listed as “Available” to the right of the course title.

Click the **VHA Privacy Policy Text Training** link. On the next page, you will be prompted to launch a PDF version of the **VHA Privacy Policy Text Training** course via the “click here” link. Click the link and read the course material. After reading the course material, go back to the main window and click the other “click here” link to exit the course.

At the end of the course, you will receive a message thanking you for completing the **VHA Privacy Policy Text Training** course. Click the **Employee Education System (EES)** link next to small certificate icon to view your certificate of completion. Click the **PRINT** button in the top left hand corner to print your certificate. After your certificate has been printed, go back to the main window and click **EXIT COURSE** to be redirected to the **MY COURSES** page.

On the **MY COURSES** page, make sure that “Completed” appears to the right of the **VHA Privacy Policy Text Training** course title. If it states “Available” or “In Progress,” you need to go back into the course until completed.

Proof of Completed Training

In order to obtain a VA-issued ID badge and/or computer/phone access codes, you must provide proof that you have completed the **VA Information Security Awareness** course and the **VHA Privacy Policy Text Training** course. If you exit the course before you print the certificate, you can go back to print proof that you completed the course by clicking on **MY COURSES** on the left hand side of the main page of your EES account. You will need to click the link to each course you completed in order to print proof that you completed the course.

Once you have printed proof that you have successfully completed the **VA Information Security Awareness** course and the **VHA Privacy Policy Text Training** 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. See the sample printouts provided at the end of this document.

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Logging Out of Your Employment Education System (EES) Account

When you have finished printing out proof that you completed the **VA Information Security Awareness** course and the **VHA Privacy Policy Text Training** course through the EES website, you should log out by clicking on **EXIT** on the left hand side of the main page of your EES account.

If you have trouble using the EES website, please contact the Help Desk by phone at 1-866-496-0463 between the hours of 8:00 AM and 10:00 PM EST or by e-mail at eeswbthelp@va.gov

If you have any questions with regard to the information contained in this guide, please contact Personnel Security Office at (718) 630-3660.