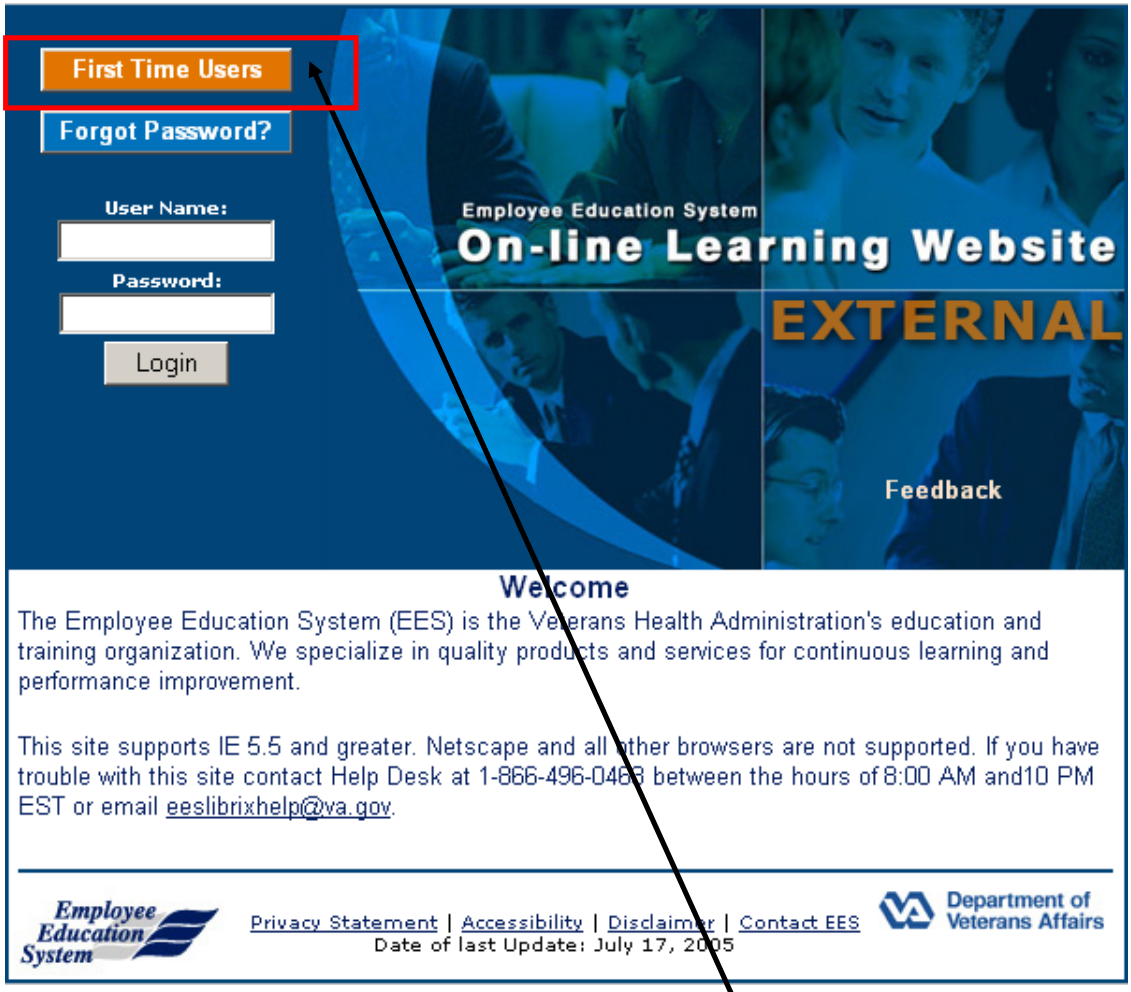
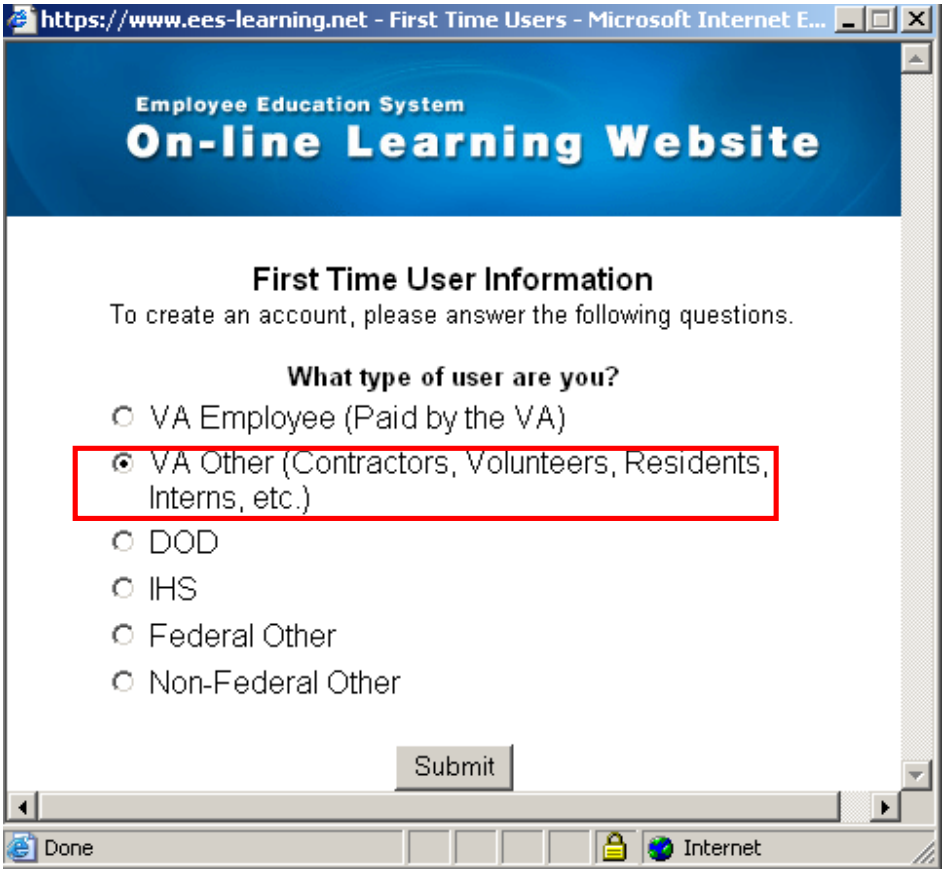
Signing up for the VA Employee Education System On-line Learning Website

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

This website can be reached from any internet connection in the world 24 hours a day, 7 days a week. Helpdesk issues should be directed to the information on the screen.

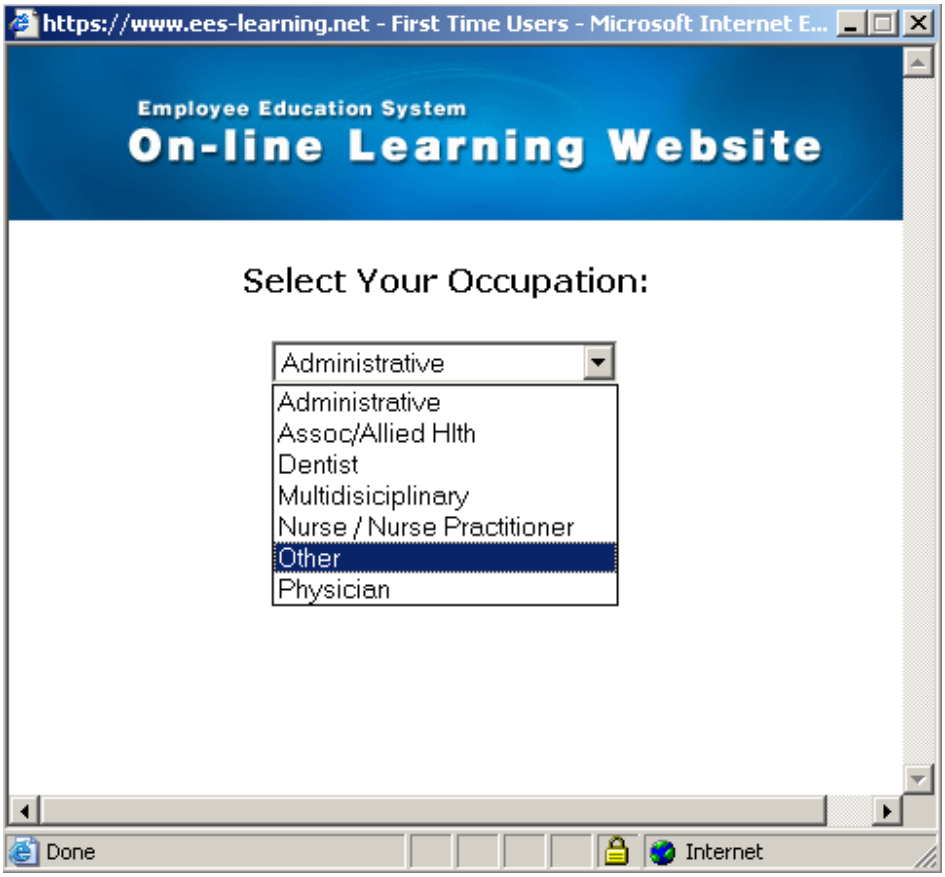


Click on First Time User

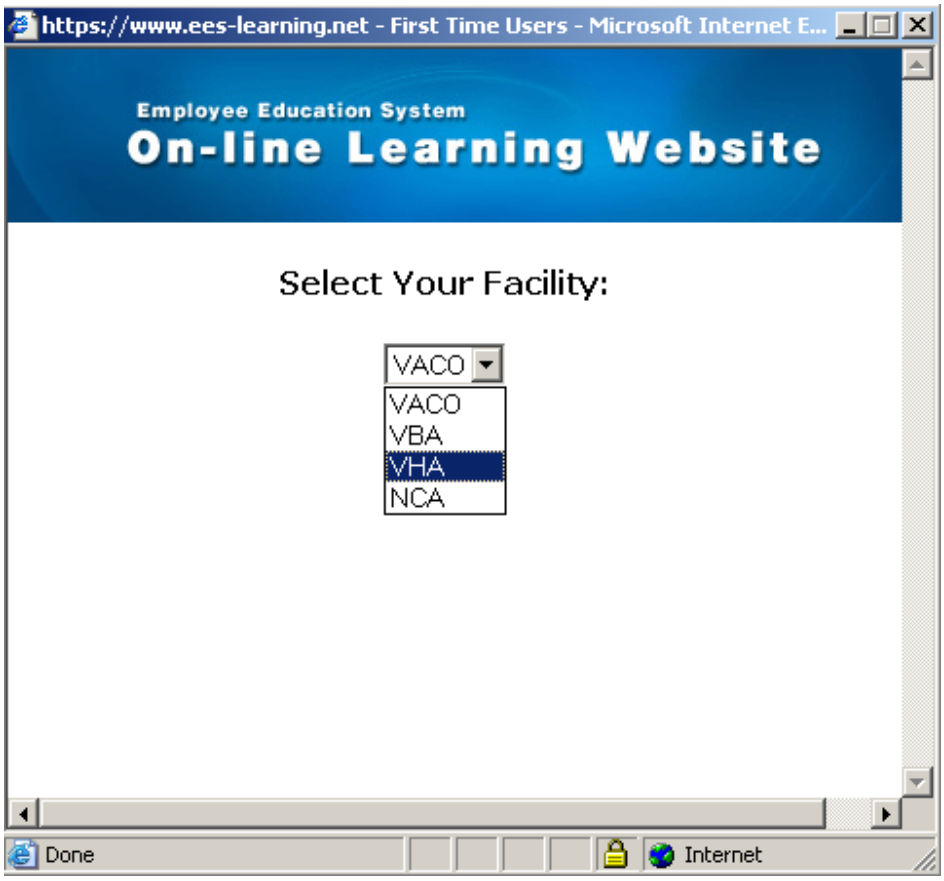


Click on VA Other

Enter Your First Name, Middle Name or Middle Initial, Last Name, and last 4 of your SSN

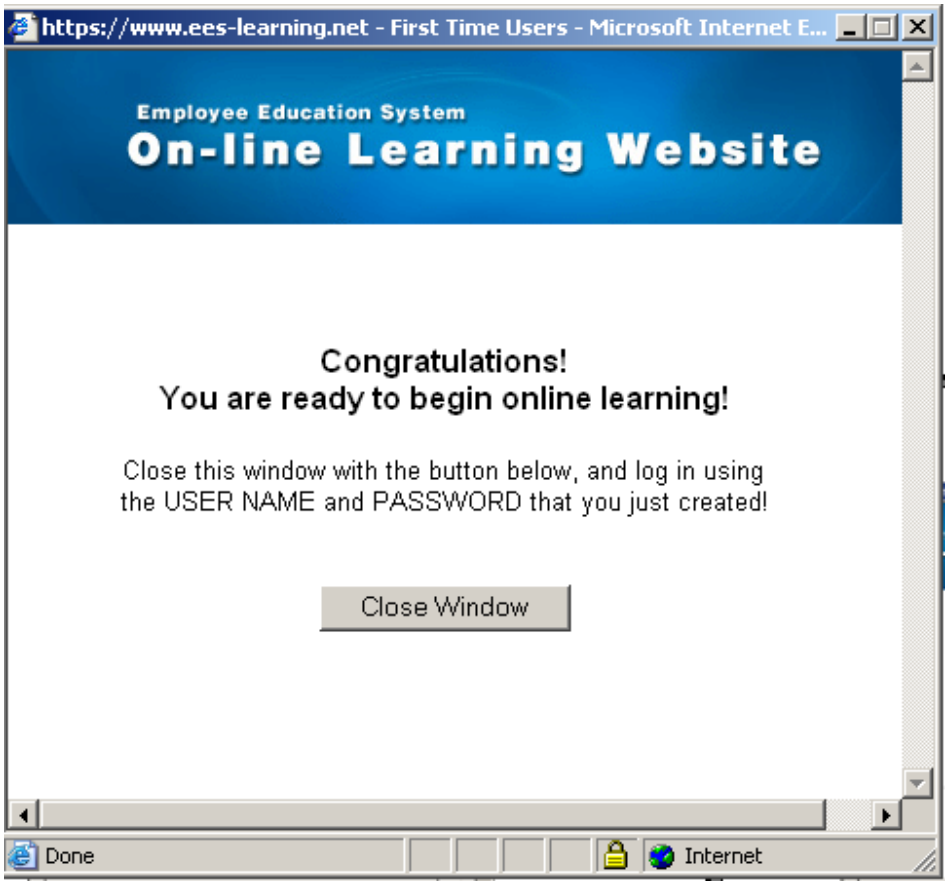


Select Other



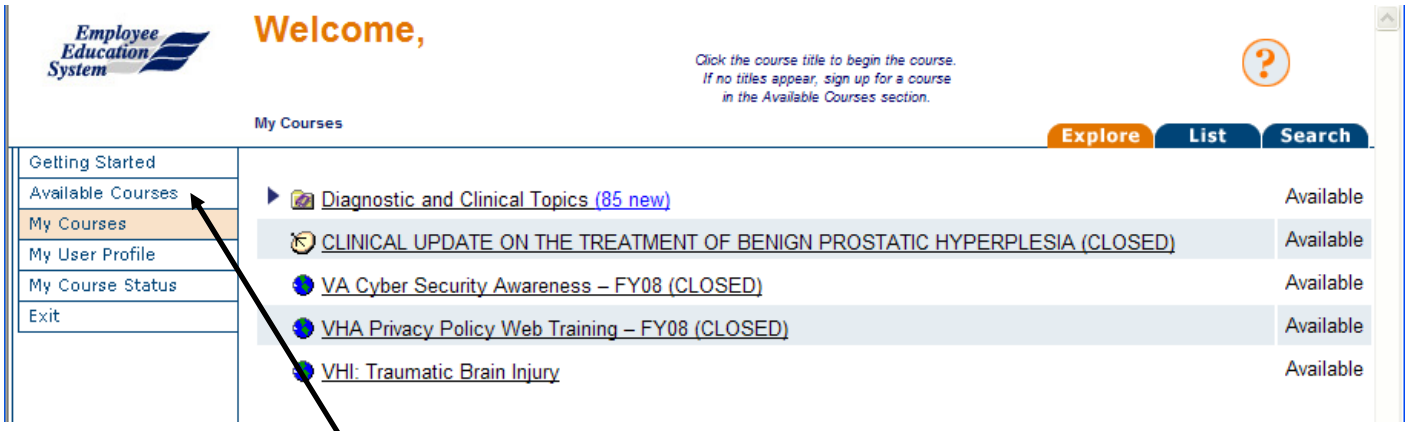
Select VHA for Veterans Health Administration

Create a username and password
WRITE THIS INFORMATION DOWN and keep it in a safe place.

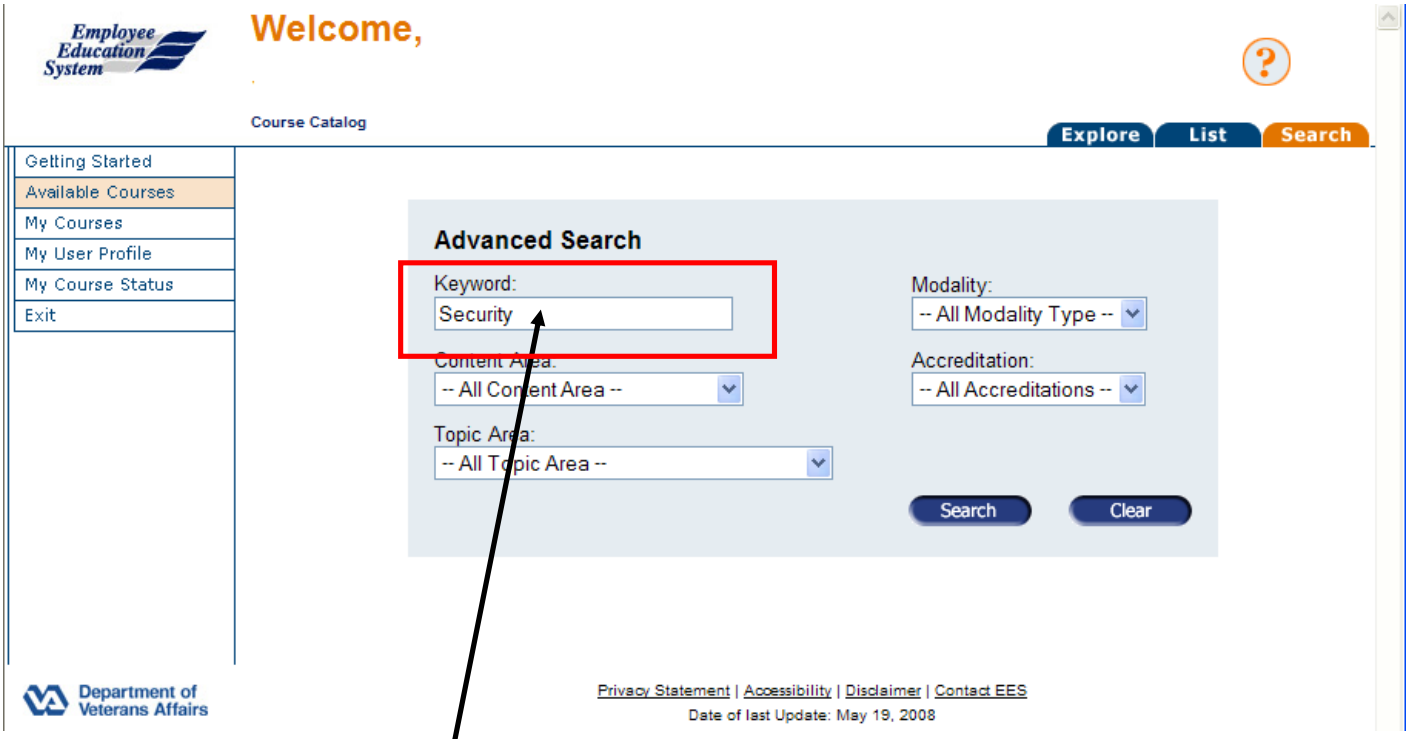

https://www.ees-learning.net - First Time Users - Microsoft Internet E...
Employee Education System
On-line Learning Website
Congratulations!
You are ready to begin online learning!
Close this window with the button below, and log in using
the USER NAME and PASSWORD that you just created!
Close Window
Done
Internet

Sign in using the username and password you just set as your account credentials.

Signing up for the Information Security Awareness Course



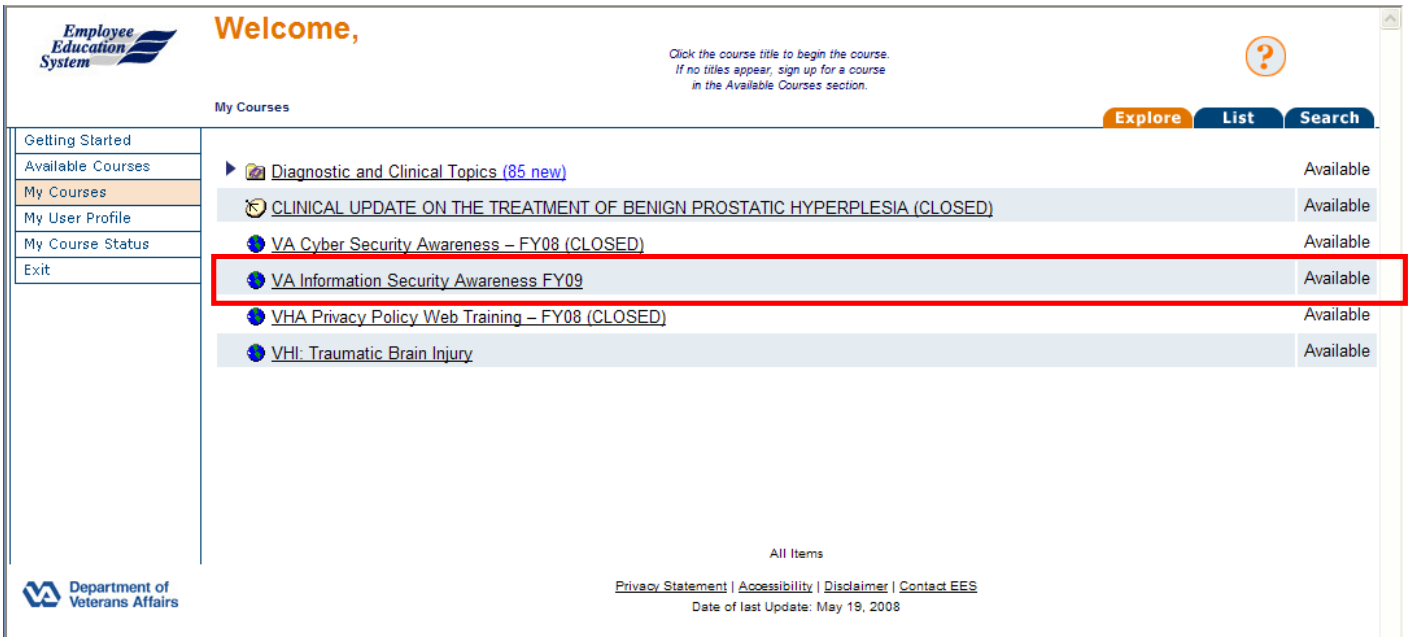
Click on Available Courses



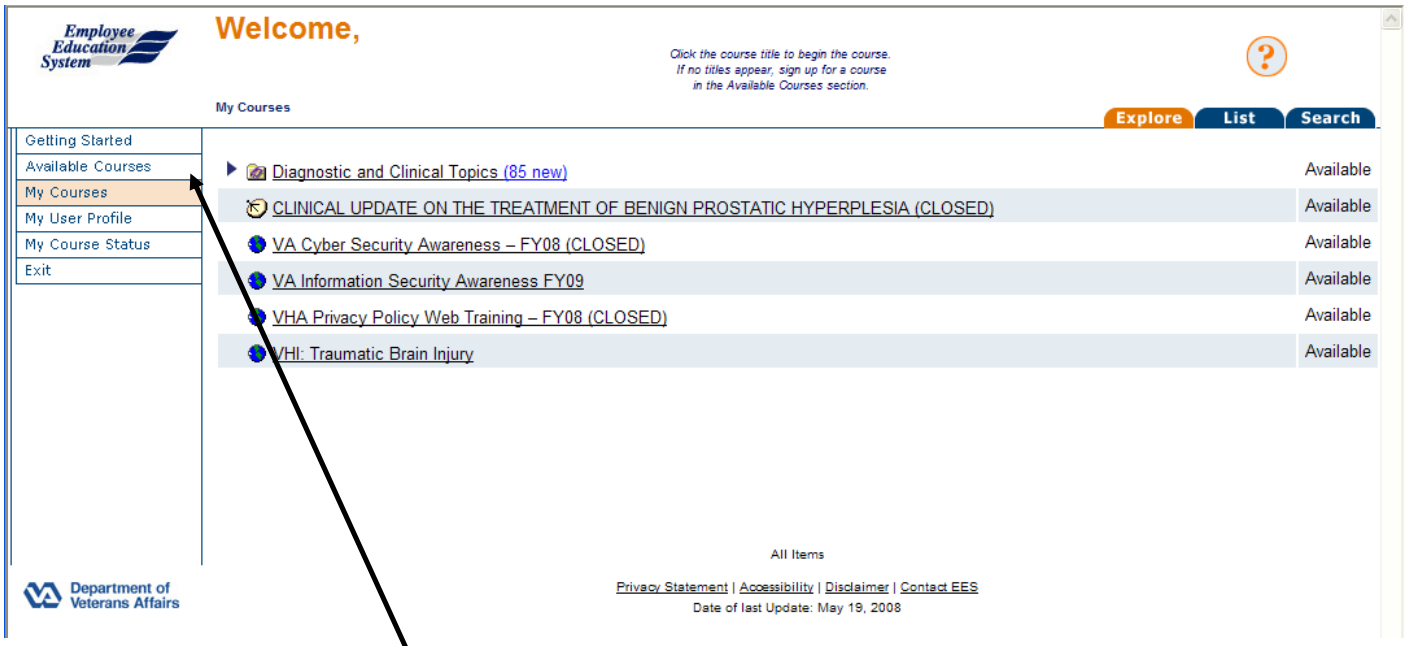
Search for keyword "Security"

Select VA Information Security Awareness FY09. Click on the hyper link "Sign Me Up"

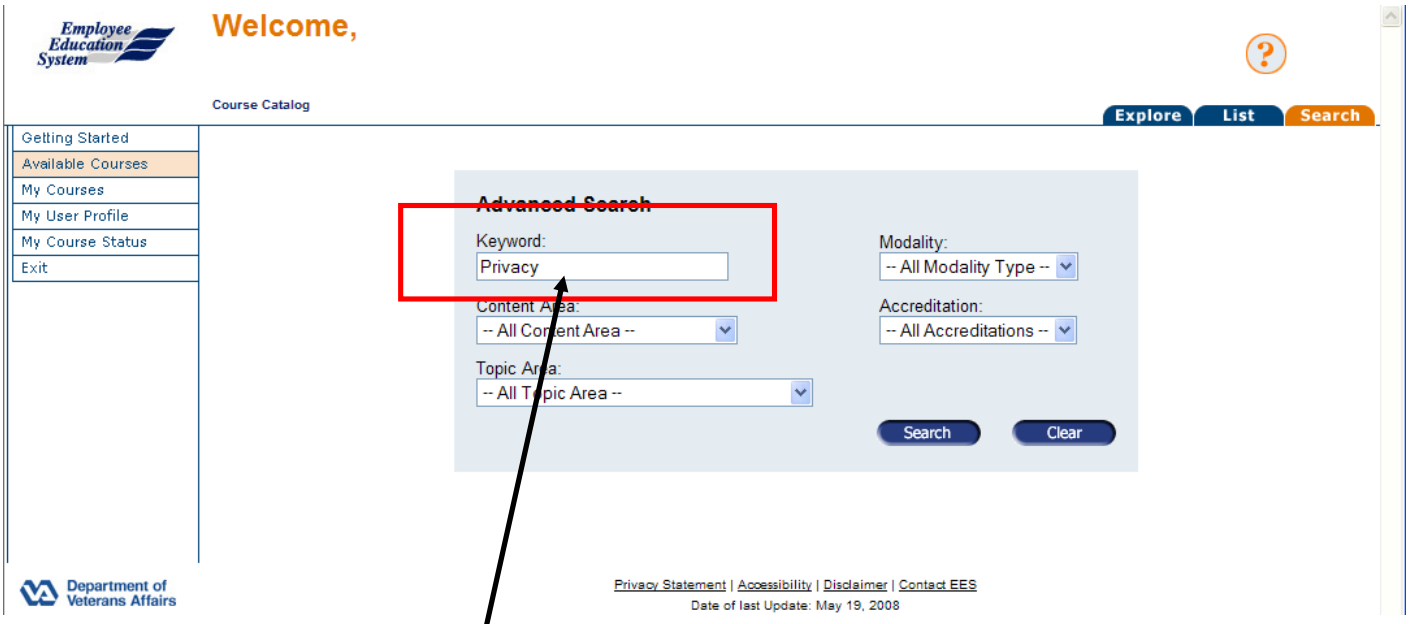
The course will now appear on your profile.



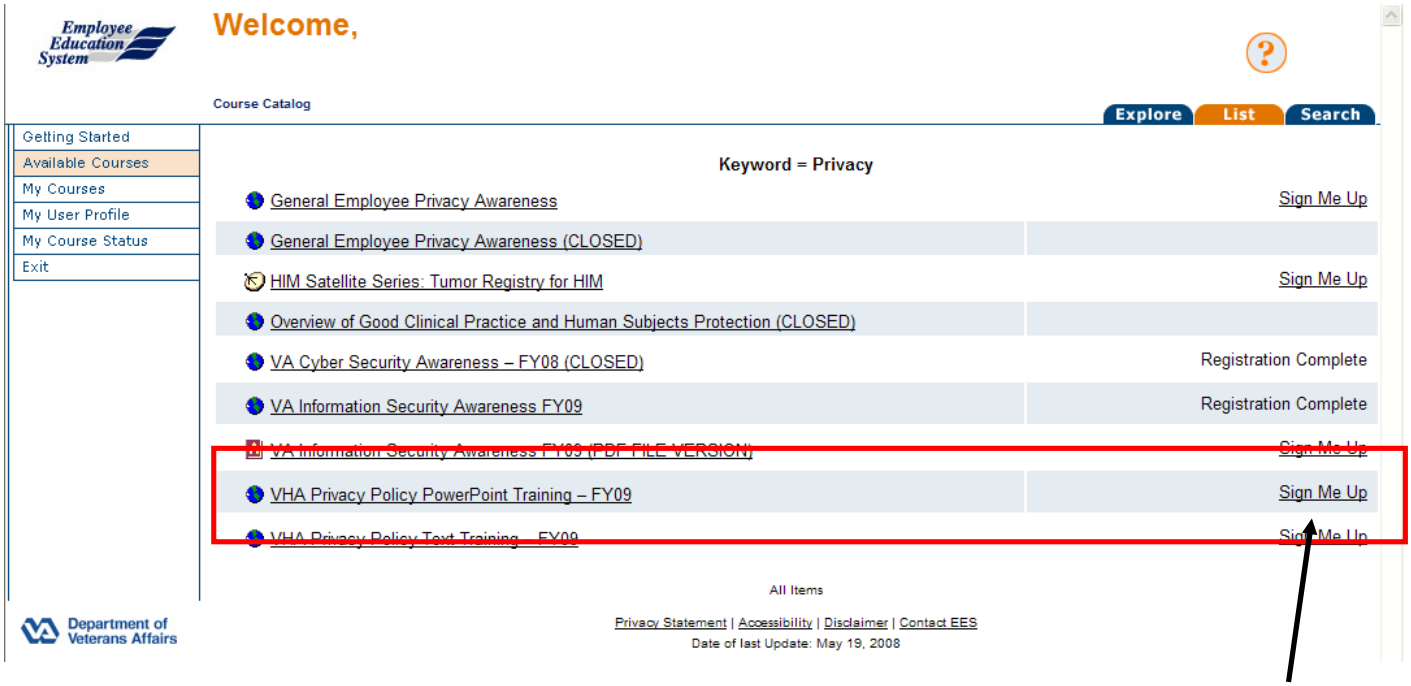
Signing up for the Privacy Awareness Course



Click on Available Courses

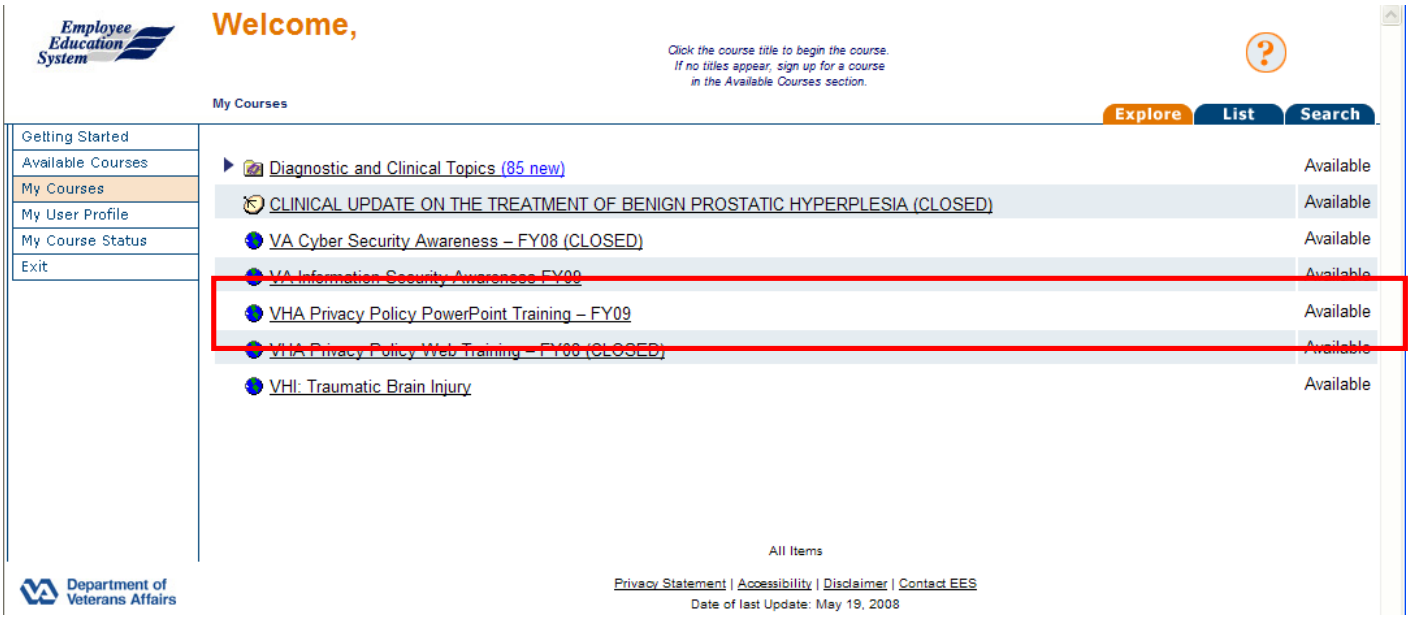


Search for keyword "Privacy"



Select VHA Privacy Policy PowerPoint Training – FY09. Click on the hyper link "Sign Me Up"

The course will now appear on your profile.



Now that you're signed up for the courses click on the hyper link to begin the training..

Copies of these two certificates must be attached to the Application for Computer Account in order for the account information/paperwork to be forwarded to IRM. If these forms are received without the certificates the forms will be returned to the Service Chief. The official training certificates and the 8 page VA National Rules of Behavior will be stored by the service on all non-VA employees.