PEPC Training Requirements for DOI/NPS PEPC Users – FY20

****Non-DOI/NPS users should instead see****
****the "PEPC Training Requirements for non-DOI/NPS Users - FY20" instructions****

Background

Before receiving access to PEPC, all required training must be completed.

Required Components

Required training has two components:

1. Annual Information Management Technology (IMT) training[1]
2. Annual Role-Based Privacy Training (RBPT)[2]

All DOI employees and contractors with NPS network access are required to take the IMT training.

Directions for completing the remaining required FY20 RBPT course in DOI Talent are described below.

Training Due Dates

RBPT courses must be completed after 6/10/2020 and before 8/15/2020 to gain or retain PEPC access for the upcoming year.

Current accounts with completed FY19 required training will remain active until:

- the 2020 course has been taken and the PEPC team has marked training as complete, or
- 8/16/2020; whichever occurs first.

Accounts that do not satisfy the RBPT training requirement by 8/16/20 will have their account inactivated until the training requirement is complete.

Proof of Training

The PEPC Team is coordinating with DOI Talent to confirm course completion and will automatically update your User Profile status in PEPC once you have completed the following steps. User Profiles will be updated on a regular basis. Please *do not* submit your proof of training to the PEPC Help Desk.

Note that it is a violation of DOI security policy for more than one employee to use the same PEPC account, so each user must have a separate account. Violations could result in closure of an account.

Help with Training

If you have any issues taking the required training, send an email to pepc_helpdesk@nps.gov and the PEPC team will work with you and your Park/Region PEPC Admin to resolve the issue.

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[1] IMT includes cybersecurity (FISSA), privacy, records management, section 508 compliance, controlled unclassified information (CUA), and the DOI rules of behavior (ROB)

[2] Because PEPC is a System of Record under the Privacy Act of 1974, as amended (5 U.S.C. 552a), in addition to DOI-wide required training, all PEPC users must take an annual Role-Based Privacy Training (RBPT) in accordance with DOI Privacy Departmental Manual Chapters (383 DM 3).

DIRECTIONS for completing required training to receive or re-activate PEPC access:

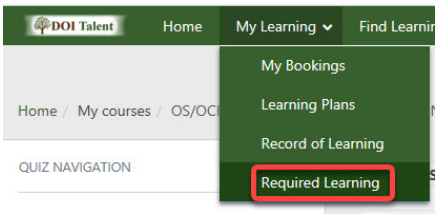
Open the Course

If you have been assigned Role-Based Privacy Training, you will receive a notification email from DOI Talent.

Click on the link at the bottom of the email to open the training in DOI Talent:

https://doitalent.ibc.doi.gov/totara/program/view.php?id=338

Alternatively, you can open DOI Talent and click "My Learning" on the upper right and select "Required Learning":



If you do not see:

- **"Required Learning" on the "My Learning" menu or**
- **A RBPT course listed in your Required Learning list,**

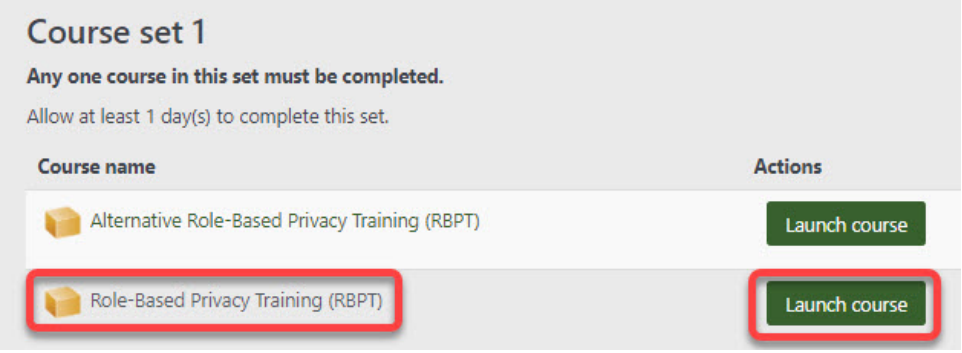
Stop here and contact your PEPC Admin to facilitate course assignment in DOI Talent with the PEPC Team.

Once you access the course via the assigned link, you should see "- Member of audience" at the top left of the screen when you enter the course. This means you have correctly been assigned the course in DOI Talent.

The PEPC Team recommends completing the "Role-Based Privacy Training (RBPT)" course in Option 1, which is the second choice in the screenshot at right:

The "Alternative" option is available for users who have satisfied the requirement through an external course outside of DOI Talent.

Click "Launch Course" for your chosen option.



Take the Course

FY20 RBPT has a new course design, and now all four required steps are viewed in a single screen:

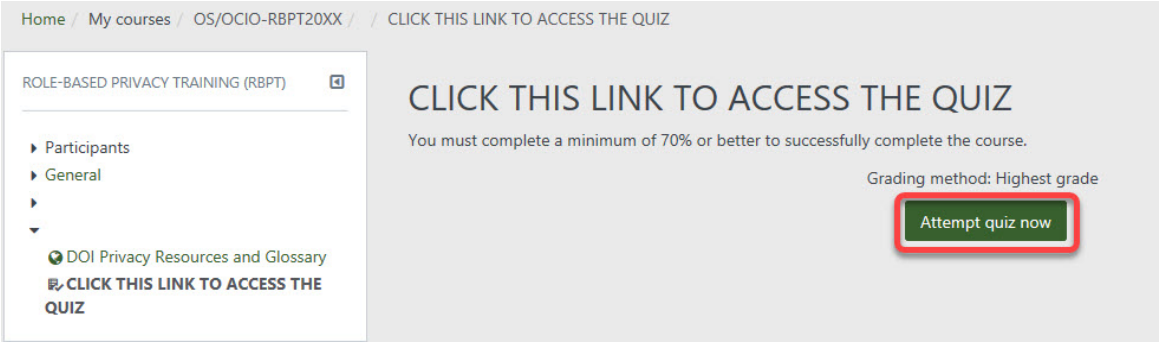
Instructions for completing this course (described below in more detail):

- Step 1 - **Download** and read ONE of the RBPT course documents below.
- Step 2 - Review the Privacy Resources and Glossary document.
- Step 3 - Complete the RBPT quiz with a minimum score of 70%.
- Step 4 - Complete the annual RBPT Self-Certification.

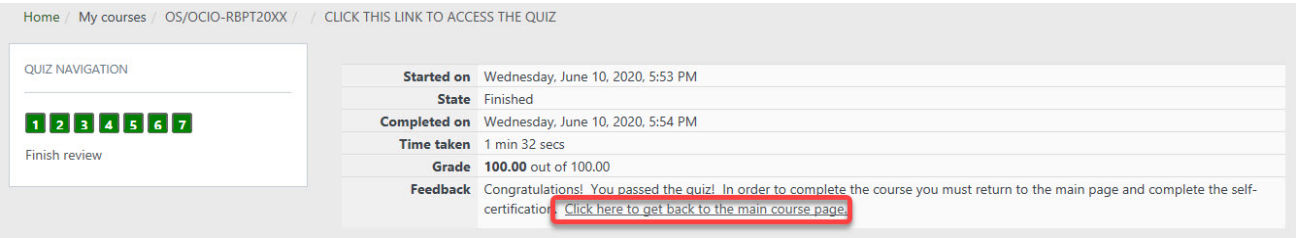
1. Step 1 – Select and download **one** of the summary documents:
    a. Click the linked document Title to download the file. The method of the document download may vary by browser (e.g. it will open in a separate popup in MS Edge and Chrome).
    b. Once you have downloaded and opened the document, read and scroll through all of it. Save a local copy for future reference or close the popup window.
    c. **Refresh the browser screen to have the small circle on the right checked off.**

2. Step 2 – Click the DOI Privacy Resources and Glossary document link.
    a. This should also open in a popup window in MS Edge and Chrome.
    b. Once you have opened the document, read and scroll through all of it.
    c. Save a local copy for future reference or close the popup window.

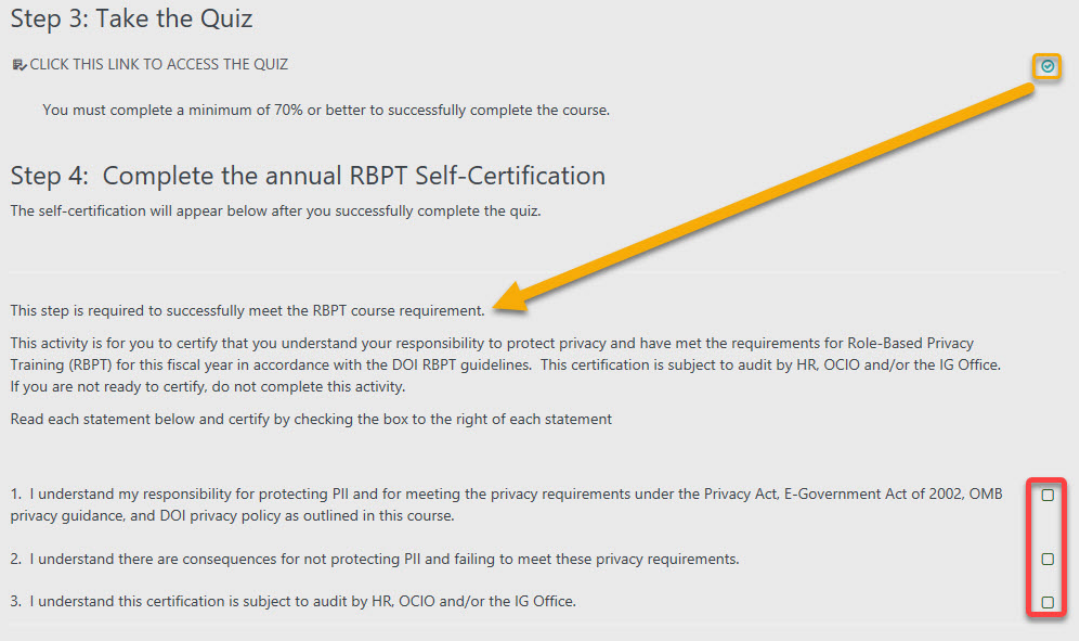
3. Step 3 – Take the Quiz.
    a. Click the link where indicated to open the quiz.
    b. This will open a new screen in DOI Talent to launch the Quiz. Click the green "Attempt quiz now" button to launch the quiz:



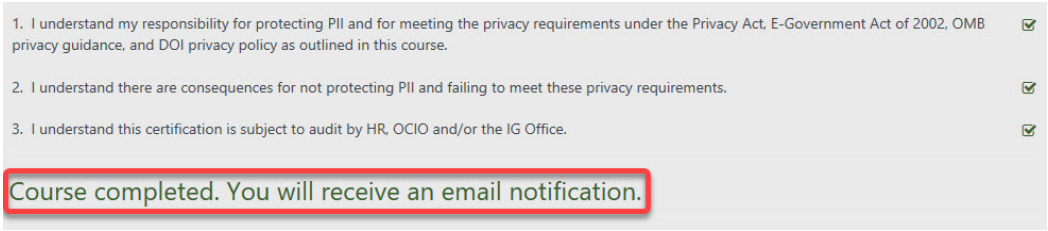
    c. After you have completed your quiz with 70% correct answers or better, click the link to "get back to the main course page" to prompt DOI Talent to mark the quiz as complete and enable the self-certification step:



4. <u>Step 4 - Complete the annual RBPT Self-Certification.</u>
    a. The self-certification will appear in the course page after the quiz requirement is satisfied.
    b. Review the statements and check off the box for each one to complete the Self Certification:



    c. After you check each one, the page will save and refresh automatically. After you have checked all three options, the following message will appear, indicating course completion:



New for FY20 RBPT – no further action required on your part!
The PEPC Team is coordinating with DOI Talent to confirm course completion and will automatically update your User Profile status in PEPC.

You will know when your confirmation has been processed by the removal of the alert on your PEPC Homepage indicating that RBPT is due soon. The course completion information will be updated regularly. Thank you for your patience in the interim.

If you have an acute need to access PEPC sooner, contact the PEPC Help Desk and we will do our best to help you: pepc_helpdesk@nps.gov

Thank you for your patience and participation in satisfying this important annual training requirement!