

PEPC Training Requirements for Non-DOI/NPS PEPC Users (3/22/2021)

*****DOI/NPS users and/or Non-DOI/NPS users with an active DOI Talent account should instead see the "PEPC Training Requirements for DOI Users" instructions*****

Non-DOI/NPS users includes contractors and partners without a contractor.nps.gov or partner.nps.gov email address, non-DOI Federal agencies, state and local government employees, and any other user without an nps.gov email address.

What is Required?

Before receiving access to PEPC, all required training must be completed. Required training has two components:

1. Annual Information Management Technology (IMT) training¹
2. Annual Role-Based Privacy Training (RBPT)²

Directions for completing both required courses are described below.

Proof of Training

Please PDF or save your training certificates (instructions below) at the time of course completion, as they will not be available later. Attach your certificates in an email to the PEPC Help Desk pepc_helpdesk@nps.gov with a subject line of "Training Certificate" and CC your park/region PEPC point of contact to request PEPC access. **As of June 2020, PEPC Admins can no longer upload non-DOI User Proof of Training to PEPC.**

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.

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

Information Management and Technology (IMT) Awareness Training

Courses in this training module include: Federal Information Systems Security Awareness (FISSA), DOI Rules of Behavior, Privacy Awareness, Records Management, and ADA Section 508 Compliance.

This training and instructions for taking the training can be found at:

<https://www.doi.gov/doitalent/training-download>

Tips:

- ***It is highly recommended that you use Internet Explorer (version 9+) to complete course.***
- ***If you are having trouble seeing the "Next" button in the course, try and maximize your screen.***

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).

*When taking the training, you **MUST** print your certificate to PDF immediately upon course completion.*

If you don't make a PDF of the certificate when you reach the final screen, you may need to retake the course to create a new certificate.

Please save the certificate with your last name and the date of completion in the file name.

Role Based Privacy Training: DOI Incident Response (IR) Overview

The DOI Incident Response Overview course meets the annual RBP training requirement. You can access this course via the “eDOIU” portal, which requires the request for and approval of an account.

Go to <https://edoiu.doi.gov/login/index.php> and log in or create a “New Account.”

Once your account is approved and you have logged in, search for the course name by selecting the “Search Catalog” tab, entering “Incident Response” in the Search by box, and clicking the Search button.

The screenshot shows the eDOIU Search Catalog interface. The top navigation bar includes 'Home', 'Search Catalog' (highlighted with a red box), 'Enrollments', 'Transcript of Learning', 'Development Plan (IDP)', 'Calendar', and 'Help'. Below the navigation bar, the 'Search Catalog' tab is selected. The search results page displays 'Search Courses: 2 records shown'. On the left, there are filters for 'Type' (Blended (0), E-learning (2), Seminar (0)) and 'Content' (Assignment (0), Book (0)). The search criteria are 'Incident Response' in the 'Search by' box, with a 'Search' button (highlighted with a red box) and a 'Clear' button. The search results table lists two courses:

Course Name	Start date
Safety: USGS First Responder Awareness Level (HAZWOPER) (1552)	5 Feb 2017
DOI Incident Response (IR) Overview (highlighted with a red box)	28 Jul 2018

Click on the “DOI Incident Response (IR) Overview” search result to open the course.

On the next screen, click the “Enroll me” button:

The screenshot shows the 'Enrollment options' page for the 'DOI Incident Response (IR) Overview' course. The page includes a course description, training objectives, and a subject matter expert. The 'Self enrollment (Learner)' section is expanded, showing 'No enrollment key required.' and an 'Enroll me' button (highlighted with a red box).

Enrollment options

DOI Incident Response (IR) Overview

This course is designed to provide staff with Privacy or Significant Security responsibilities with an Overview for departmental Incident Response (IR) policy and guidance. Learners will develop an understanding of guidance related to incidents and events. Training Objectives: • Define terms, identify organizations, and outline the general functions of a Computer Security Incident Response Team (CSIRT).

- Awareness of laws, Departmental policies, and procedures, and will identify best practices employed to protect against these threats.
- Understand scenarios to build IR skills and identify potential issues that may be encountered during the IR processes.

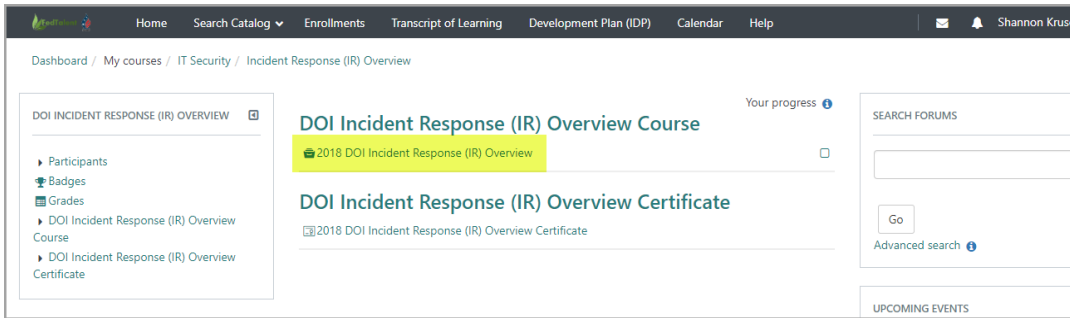
Subject Matter Expert: Lance Kelson

▼ Self enrollment (Learner)

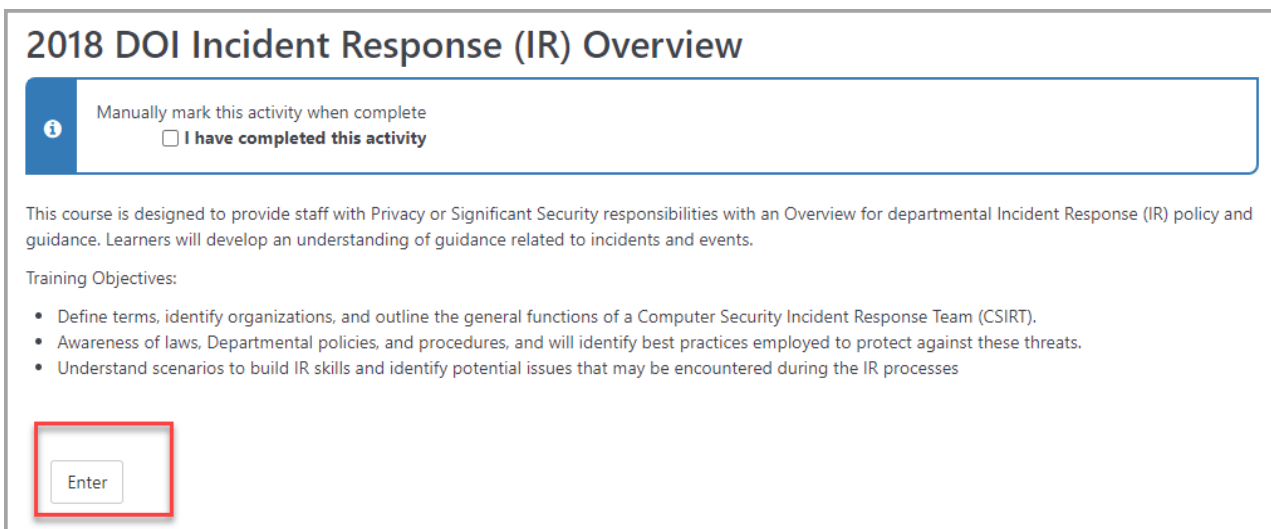
No enrollment key required.

Enroll me (highlighted with a red box)

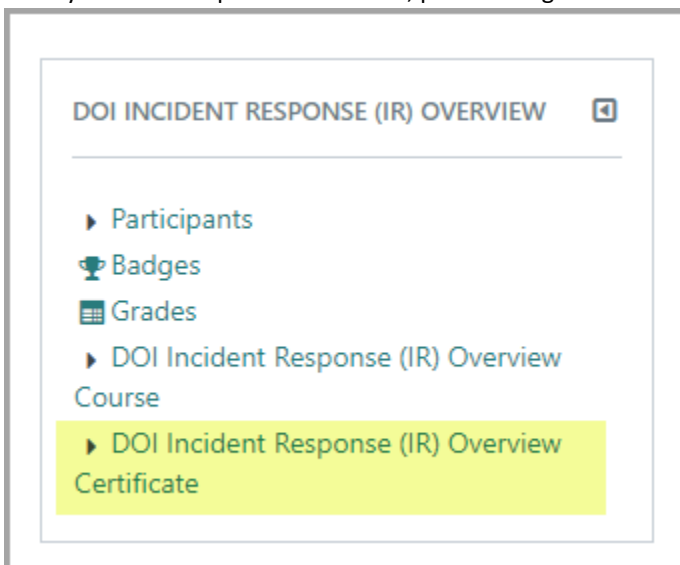
Click the linked “2018 DOI Incident Response (IR) Overview” text next to the file cabinet icon below the course name to launch the course:



Then click the “Enter” button to launch the course:



Once you have completed the course, print and sign the Certificate of Completion linked in the menu on the left:



When you have completed both required trainings, send your training certificates to the PEPC Help Desk pepc_helpdesk@nps.gov and CC your NPS point of contact to have your PEPC access granted or renewed.