PEPC Training Requirements for DOI/NPS PEPC Users (8/12/2021)

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

What is Required?

Before receiving access to PEPC, all required training must be completed and the individual must have a user profile in PEPC (see Quick Start Guide for Park Administrators for instructions on creating a user profile). Required training has two components:

1. Annual Information Management Technology (IMT) training[1] – IMT is required on an annual basis for all DOI employees and contractors with network access, so the PEPC program will assume completion for its users by virtue of being able to log in to the NPS Network.
2. Annual Role-Based Privacy Training (RBPT)[2] – Directions for completing RBPT are provided here.

How to Complete Role-Based Privacy Training (RBPT)

What you need to do:

1. Follow steps 1-3 in "NPS RBPT Certification Path Assignment Self-Identification Instructions" to self-enroll in RBPT Certification
2. Follow step 4 to see the newly assigned RBPT Certification "Annual Role-Based Privacy Training" (found at Record of Learning: All Certifications in DOI Talent, which can be reached by selecting My Learning > Record of Learning from the top menu and then clicking on the Certifications tab on the Record of Learning page)
3. If the Status column for "Annual Role-Based Privacy Training" does not say Certified, click on "Annual Role-Based Privacy Training" under Certification Name and follow the instructions to complete RBPT Certification
4. Notify the PEPC Helpdesk (pepc_helpdesk@nps.gov) that you have completed the training
   Note: For users with PEPC access, it is no longer required to contact the help desk when training is completed

What the PEPC Support Team will do:

1. Confirm that you have completed the correct required training
2. Update your PEPC user profile to indicate that the training is complete
3. PEPC and/or the PEPC Helpdesk will notify you that you are ready to go

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.

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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).

Help with Training

If you have any issues completing the required training, please follow the directions on the DOI Talent help page for seeking assistance.

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