

PEPC Training Requirements for DOI/NPS PEPC Users

What is required to access PEPC?

A PEPC account. Do not have one yet? Please contact your [Park/Region PEPC Admin](#) to set up an account and assign you roles.

COMPLETE THE REQUIRED COURSES/ASSIGNMENT:



IF YOU DO NOT REGISTER FOR THE CERTIFICATION PATH ONCE, THEN PEPC WILL NOT RECOGNIZE THE ANNUAL COMPLETION OF THE ROLE-BASED PRIVACY TRAINING

1. Register for the Certification Path: [Certification Path Assignment](#)
2. COMPLETE: [Role-Based Privacy Training \(RBPT\)](#)
3. COMPLETE: [Information Management Training \(IMT/FISSA\)](#)
(typically already completed for network access)

Click on the links above to access training. Enroll and complete all **three** courses.

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

What happens next?

Course completion certificates are uploaded into the PEPC system the following day granting access to the system (***Make sure you registered for the Certification Path Assignment above**)

If you have an urgent need for immediate access to the system on the same day trainings were completed, please contact the [PEPC helpdesk](#).

(New users only) You will receive a welcome e-mail from PEPC that includes instructions for setting up a password.

**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.*

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).