

## **Directions for accessing the “VA Research Data Security & Privacy” Web Course**

**Step 1: Determining Employment Status-** Please carefully determine which category you belong to because it affects how you must access the course.

All employees taking this course will fall into one of the following two categories:

1. VA employees: Are in the VA “Paid Database” which means a paycheck comes directly from the VA or U.S. Treasury

-OR-

2. New employees or Non-VA employees: A new employee is one that has been hired less than two weeks ago. If you are under contract with VA as “work for hire”, “without compensation” (WOC) or Intergovernmental Personnel Agreement (IPA), or if you are a volunteer, resident, intern, or student you are not a VA employee. Anyone who is not paid directly from the VA or U.S. Treasury is a Non-VA employee.

Please Note: It is important that you log-in with the correct employment status so the record of your completing the course is recorded in a retrievable database for the VA Office of Research & Development records.

### **Step 2: Determine if you need to use the pilot LMS to access the course.**

VA employees at the following locations MUST use the pilot LMS (Learning Management System) to access the course. If you do not fall into one of these groups, please skip to the “VALO Login” portion of the directions.

- Ann Arbor, MI- VA Medical Center
- Battle Creek, MI- VA Medical Center
- Cincinnati, OH- VA Medical Center
- Danville, IL-VA Medical Center
- Detroit, MI,-VA Medical Center
- Indianapolis, IN- VA Medical Center
- Saginaw, MI- VA Medical Center
- Tucson, AZ- VA Medical Center
- VHA National Center for Patient Safety
- VA Office of Cyber and Information Security (Select Echelon II Information Security Officers)

If you are a VA employee at one of the above sites, access the LMS system at <https://www.lms.va.gov> .

The course “VA Research Data Security and Privacy” may already be on your LMS Learning Plan. If not do the following:

1. Search the Catalog for “VA Research Data Security and Privacy”
2. Click on ‘Go to Content’. The course will automatically be put on your LMS training history after completion.

### **Step 3: Login to VALO.**

Most people will access the course through the VALO system. Access to VALO depends upon whether you are a VA employee or a contractor/other non-VA employee.

VA employee access:

#### **VA Computer**

If you have already logged into VALO since January 31, 2007 just log into VALO and select the course.

If you are new to VALO you will need to register using a Username and Password with a specific format. Go to this page to see the username instructions (only accessible from within the VA) and to proceed to logging into VALO: <http://vaww.sites.lrn.va.gov/vacatalog/valoredirect.asp>.

#### **Non-VA Computer**

If you are accessing VALO from a non-VA computer use this link: <http://www.vcampus.com/vcekpvalo/>

#### **Help**

If you need assistance or have forgotten your password contact VALO support by e-mail: [eeswbthelp@va.gov](mailto:eeswbthelp@va.gov) or call 1-866-496-0463.

Password Tip: When entering your password while registering on VALO the first time, only enter the first 20 characters of your username in the Password box. Make sure your full username is entered following the correct format in the username box. Use link at the bottom of that page to get to the VALO login page and enter your username and password to log into VALO.

Non-VA employee access: go to this page and self enroll:

<https://www.vcampus.com/vcekpvalo/servlet/ekp?TX=SELFREGISTRATION>

### **Step 4: Find the course in VALO.**

This process is the same for both VA and Non-VA employees. Once in VALO, do the following:

1. Click the Catalog link in the Knowledge Tool Box on the right of the home page.
2. Click on the Mandatory Training Catalog to see a list of the VA provided courses on the left.
3. Click on the "VA Research Data Security & Privacy" link
4. Click the Enrollment button until you get to the Current Learning Modules page. You will see the course listed on that page.
5. Click "VA Research Data Security & Privacy" link, launching the course.

### **Step 5: Print the Course Certificate of Completion.**

Immediately after the course is completed, you can print a certificate of completion. However, if you ever need another copy or would like to see all the courses you have completed, you can access the records 24 hours after completing the course on the VALO "Records/Transcripts" page.

Your training records can be accessed by following these steps:

1. Click on the “My Courses” tab on the upper left of the main page.
2. Click on the “Records/Transcript” link
3. Under “Learning Program/Module”, click on the completed course link your interested in revisiting.

**Help and Support:**

For assistance contact EES support at this e-mail address: [eeswbthelp@va.gov](mailto:eeswbthelp@va.gov) or call 1-866-496-0463. Please keep in mind that the average turn around time for support is 24 – 48 hours. You only need to call once to be on the call back cue, and calling more than once will **slow** the system.