

Instructions for Completion of Information Security Awareness and Rules of Behavior Training (VA 31167), and Privacy and HIPAA Training (VA 10204)

Completion of Information Security and Rules of Behavior Training and Privacy/HIPAA Training are a condition of employment at the Department of Veterans Affairs.

Here at the Robert J. Dole VA Medical Center we have established links for you to have easy access to these two courses and their associated signature pages.

Please follow these instructions to complete these training courses:

1. Copy this link <http://www.wichita.va.gov/careers/> to your browser address bar for the Internet.
2. Read and follow these instructions.
3. Print this sheet and close this file.
4. Click on each of the two hyperlinks for the courses identified above to access the print file versions of these courses. DO NOT print these materials as the files are quite sizeable and cause printer errors when downloaded.
5. Review the course material in each file
6. Close the file
7. Go to the associated signature page for the course. For example, the course entitled, Information Security Awareness and Rules of Behavior (VA 31167), has a signature page entitled Certificate of Completion Information Security Awareness and Rules of Behavior.
8. Print the signature page
9. Follow instructions on both pages for printing and signing your name, and dating each page
10. Make copies of these documents for your records
11. Bring signed and dated Certificates of Completion for both courses to the VA Human Resources Office (Bldg 7) when you arrive for your fingerprinting appointment.

Failure to return these signature pages may delay employment start date.

If you have questions, please contact Human Resources at (316) 651-3625.