

**Abbreviated Instructions for Account Creation, LOGIN, Course Registration
On the EES On-line Learning Website
Update 1/10/2011**

You must **LOGIN, register, complete the modules, pass the quizzes, and evaluate** the module in order to receive a certificate. (Takes 90 – 120 minutes). Please keep these instructions available during these procedures.

Please note that the system will save your information so you may stop the course, bookmark your location, and start again later. You can access your training account at a later time only if you **save/recall your log-in code**. It is important to print the completion certificate as soon as you complete the module just in case you forget your log-in code, as there is no way to retrieve this without your code. Once you complete the course remember to: Print a hard copy of the certificate, make a copy for your records, and include a copy with your application packet.

For general information go to: <http://www.va.gov/oaa/mandatory.asp>

OR

Use the step by step instructions here.

Go to the EES Librix On-Line Learning Website:

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

1. If you are a new user, click on **"First Time User"**. If you are a returning user and do not remember your username or password, click on **"Forgot Password"**. Follow the prompts to either create or retrieve your login information. If you have additional problems contact the Help Desk eeslibrixhelp@va.gov (1-866-496-0463).
2. After you have completed the steps for new account creation or forgot password, go back to the Login screen, enter your username and password, and click on **"Login"**. You will be taken to the **"My Courses"** page.
3. Click on the **"Available Courses"** link on the left-hand side bar above **"My Courses"**.
4. Search for your course by entering one or more keywords such as "Mandatory Training for Trainees" and click **"Search"** button.
5. You will be taken to the search results page. Select **"VHA Mandatory Training for Trainees – Released 2010,"** (older versions are now CLOSED).
6. Click on **"VHA Mandatory Training for Trainees - Released 2010"** to access the module.
7. If you have previously done the MTT but it has been more than a year (365 days) since you have done it, you now need to do the **Refresher** Course – (shorter). Search for the term **"Refresher"** in the EES/Librix site to access the Refresher training.
8. **Good news!** The Rules of Behavior no longer need to be printed and signed. They are a part of the course.
9. **Complete the module and print the certificate.**
 - If you are a new resident/fellow (starting in late June or July) submit the certificate with your application packet (return with other forms to the VCU GME Office)
 - If you are a returning resident/fellow, submit the certificate to the Education Service at the VAMC
 - Bring to Room 2K-129 (Ms. McMillan or Dr. Joseph) **or**
 - Fax to Education 675-5546 **or**
 - E-mail to Ms. McMillan: Cassandra.McMillan2@va.gov . 804-675-5249

If you have any further questions, please contact Dr. Lenore N. Joseph, Associate Chief of Staff for Education at the Richmond VA Medical Center. Lenore.Joseph@va.gov 675-6247