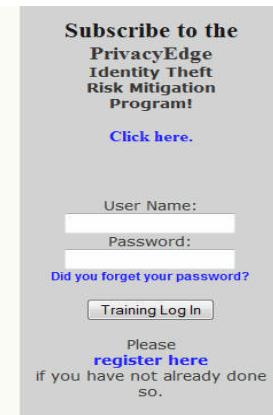


Registering Staff Members for the PrivacyEdge Identity Theft Prevention Program

vetPracticeID

To get started and train all of your staff members – they will need to register in the training program.

1. Provide all staff members with the vetPracticeID and the PrivacyEdge web address (theprivacyedge.com). They will need this to register.
2. Direct them to the PrivacyEdge Home Page (theprivacyedge.com).
3. Staff members can register for the eLearning course by clicking on the “register here” hyperlink located in the right-sidebar of the PrivacyEdge Home Page.
4. After registration, staff members can Log into the training by using their User Name and Password that they provided in the registration process.
5. The Training Log In is located in the right-sidebar of the PrivacyEdge Home Page.



The screenshot shows a registration and login form for the PrivacyEdge Identity Theft Risk Mitigation Program. At the top, it says "Subscribe to the PrivacyEdge Identity Theft Risk Mitigation Program!" with a blue "Click here." link. Below that are two input fields: "User Name:" and "Password:". There is a blue link "Did you forget your password?" below the password field. A "Training Log In" button is located below the password field. At the bottom, it says "Please register here if you have not already done so." with "register here" in blue.

What you can expect in the eLearning experience.

After logging in, staff members will begin the eLearning course at the Introduction - Welcome to Your PrivacyEdge-u-cation! This Lesson will educate them about Identity Theft, the Regulatory Requirements, and the Impact that Identity Theft is having on practices.

In the Safeguarding Information Lesson, your staff will learn how to Safeguard Private Personal Information using the SWORDS Assessment Tool©.

The Course ends with the Red Flags Lesson, where your staff members will be trained on how to Detect and Respond to illegal use of someone else's private information.