

Submitting IA Training Certificate Video Job Aid

Key References in this Video	
Steps involved in completing Information Assurance Training requirements:	<ul style="list-style-type: none"> • Complete Cyber Awareness Challenge (contact your security specialist for which training site you should use.) • Obtain a completion certificate and save it as .pdf file. • Check the document for size; if over 1 meg, follow steps to compress the .pdf file • Digitally sign the certificate • Access pIE website and upload signed certificate to pIE database.
Cyber Awareness Challenge URL:	https://public.cyber.mil/training/cyber-awareness-challenge/
If your completion certificate is greater than 1 meg, compress the .pdf file	https://www.adobe.com/acrobat/online/compress-pdf.html
Portal to Information Environment (pIE):	https://ieapp.hpc.mil
HPC Help Desk	Phone: 1-877-222-2039 or 937-255-0679 (0800 – 2000 Eastern Time, M – F) Email: help@helpdesk.hpc.mil HPC Help Desk Web Portal: https://helpdesk.hpc.mil