

**Abbreviated Instructions for
Account Creation, LOGIN, Course Registration
On the EES On-line Learning Website**

You must LOGIN, register, take the exam, and evaluate the course in order to receive a certificate. Please keep these instructions handy during these procedures.

*Please note that the system will save your information so you may stop the course and pick up again later, but **it will NOT save a record of your completion of the course.***

Once you complete the course you MUST:

**"Screen Print" a copy of the certificate and email to:
Christine.Jones3@va.gov and Renata.Hunter@va.gov**

You are strongly encouraged to maintain a copy of your certificate as well. All trainees must complete this course you should not begin your VA rotation without providing evidence that you completed the course (i.e. your certificate).

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
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. Click on the **"Sign Me Up"** link on the right side of the screen and you will be taken back to the **"My Courses"** screen, where your new course will now be listed.
6. Click on your course name link to go to the course.