

## HPMS E-Mail

**Date:**            **March 25, 2014**

**Subject: Follow-Up: Security Computer-Based Training Recertification Requirement**

On March 24, 2014, CMS distributed an HPMS e-mail announcing a change in the agency's policy for the annual user recertification process. In short, all individuals with a CMS user ID will now be required to complete CMS' Information Systems Security and Privacy Awareness Computer Based Training (CBT) on an annual basis. For those users that have already been required to complete the CBT, such as CMS staff and CMS contractors, there is no change to your process. For all other users, you must now complete the CBT when it is time to recertify your CMS user ID.

There is no need to complete the CBT until you receive a personal e-mail notification from CMS. You will receive this notification when it is time to complete your annual recertification.

For reference, below you will find an email that was distributed to impacted users via the EUA system:

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Subject: NOTICE TO ALL INDIVIDUALS WITH A CMS USERID:

You are receiving this email as part of CMS's ongoing effort to ensure that all of its data and information systems are protected. You, as an individual with a CMS USERID, are required to complete CMS's Information Systems Security and Privacy Awareness Computer Based Training (ISSPA-CBT) annually. This training is WEB based and can be completed from any computer, preferably a computer with Internet Explorer (IE). This requirement is being phased in starting February 2014. Do not complete the training until you personally receive an email with the instructions. We will stagger sending out these emails based on the month that you were originally issued a CMS USERID. An email will be sent to you, at the email address we have on file. The email will include instructions on where you can find the training. The training site will know that you have completed the training once you view the certificate. Please save or print the certificate for your records. Do not send us the Certificate of Completion unless it is requested.

Please direct your questions to: [CBT@cms.hhs.gov](mailto:CBT@cms.hhs.gov).

Best Regards,

CBT Training and Awareness Team  
Enterprise Information Security Group  
Centers for Medicare and Medicaid Services  
[CBT@cms.hhs.gov](mailto:CBT@cms.hhs.gov)

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