



PIH.RHIIP.TA Message # 2011-39 Distributed on June 16, 2011

The Office of Public and Indian Housing (PIH) is pleased to provide Public Housing Agencies (PHAs) with a centralized online location to access PIH Enterprise Income Verification (EIV) system webcast training sessions. PHAs may access PIH EIV system training videos at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/rhiip/piheivwebcasts](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/piheivwebcasts).

PHAs are reminded that as a condition of initial and continued access to the PIH EIV system, HUD and PHA staff are required to complete the following training sessions:

- **Annual Security Awareness Training**

- All EIV system users, including those individuals who will access printed or electronic information derived from the EIV system, must complete this training **every 12 months**.
- PHAs may view the Updated EIV System training session, which aired on September 23, 2010, or complete the online **Federal Information Systems Security (ISS) Awareness** training session offered at: <http://iase.disa.mil/eta/index.html#onlinetraining>.
- Effective October 1, 2011, HUD's Chief Information Office will require HUD business stakeholders to complete the aforementioned **Federal ISS Awareness** training.

- **Initial EIV System Training**

- All new EIV system users must view the Initial EIV System training session, which aired on September 24, 2010, **prior to accessing the EIV system**.
- New EIV system users must also view the Updated EIV system training which aired on September 23, 2010, **prior to accessing the EIV system**. This training session provides guidance for use of EIV's Debts Owed to PHAs & Terminations module.
- New EIV system users may also desire to view the prior Initial EIV System training session which aired on February 11-12, 2009.

- **Updated EIV System Training**

- All EIV system users must view the Updated EIV System training session which aired on May 2, 2011, by **October 30, 2011**.

**Certificate of Completion:** HUD will offer a *Certificate of Completion* for the May 2, 2011 training session for those individuals who desire confirmation of completed training. However, it should be noted that a *Certificate of Completion* is **not required** in order for an individual to be granted access to the EIV system or to be certified for continued EIV system access.

Certificates are available to **only** HUD staff, Public Housing Agency (PHA) staff, PHA-hired management agents, PHA-hired consultants. HUD will begin accepting requests for certificates on **July 1, 2011**. Individuals that desire to receive a *Certificate of Completion* must submit the HUD-provided Certificate Request form to [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV). As a benefit of being a subscriber of the PIH.RHIIP.TA mailing list, subscribers will automatically receive the Certificate Request form prior to the July 1<sup>st</sup> publication date.