



PRIVACYEDGE

Registering Staff Members for the Red Flags 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 in by using the email address and password that they provided in the registration process.
5. The Log in is located in the right-sidebar of the PrivacyEdge Home Page.
6. Staff members can use a fictitious email if they don’t have one or would rather not use their own.

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 Red Flags.