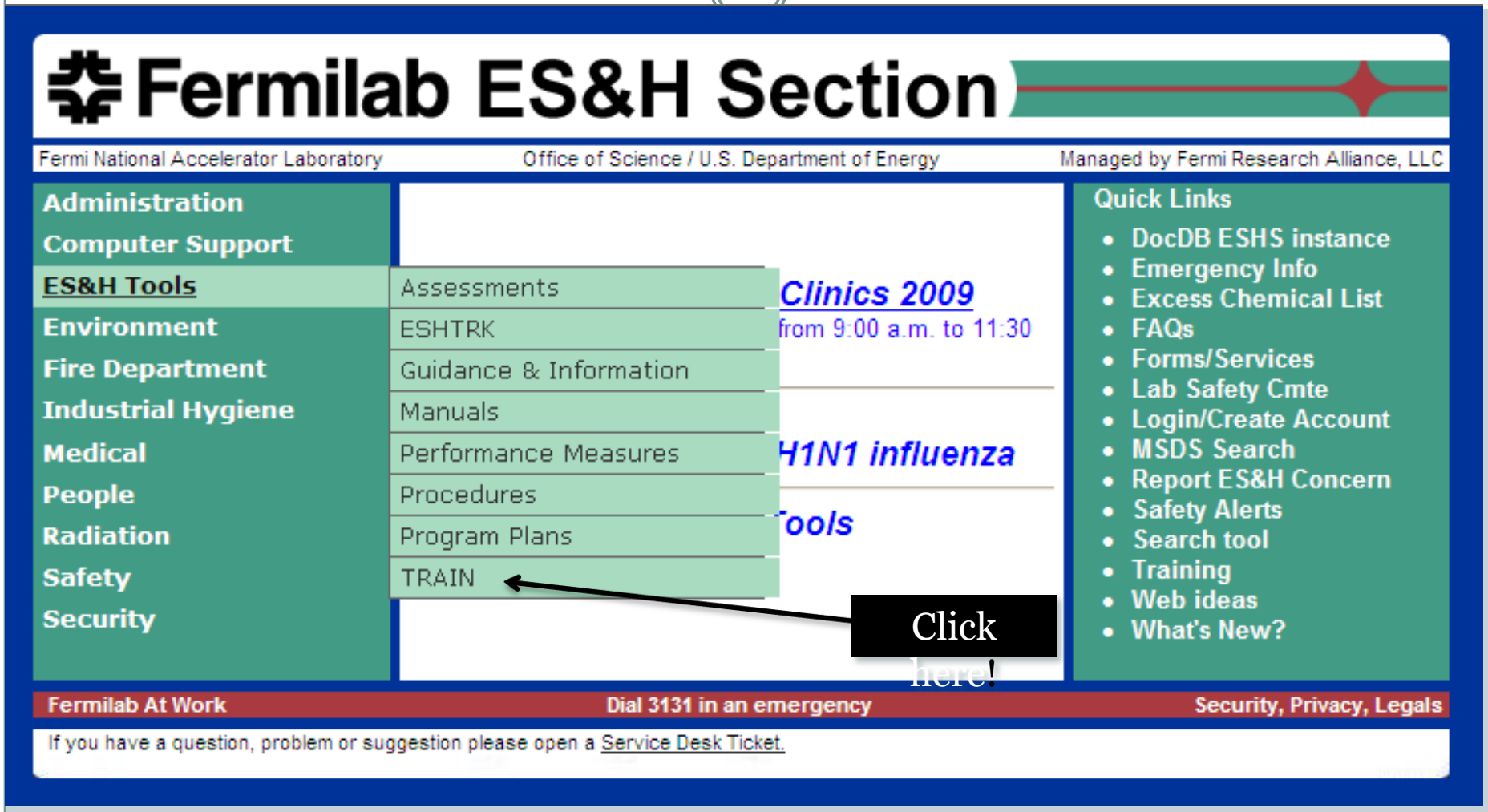
HOW-TO ITNA

DOES THE ITNA PROCESS BOGGLE YOUR MIND?

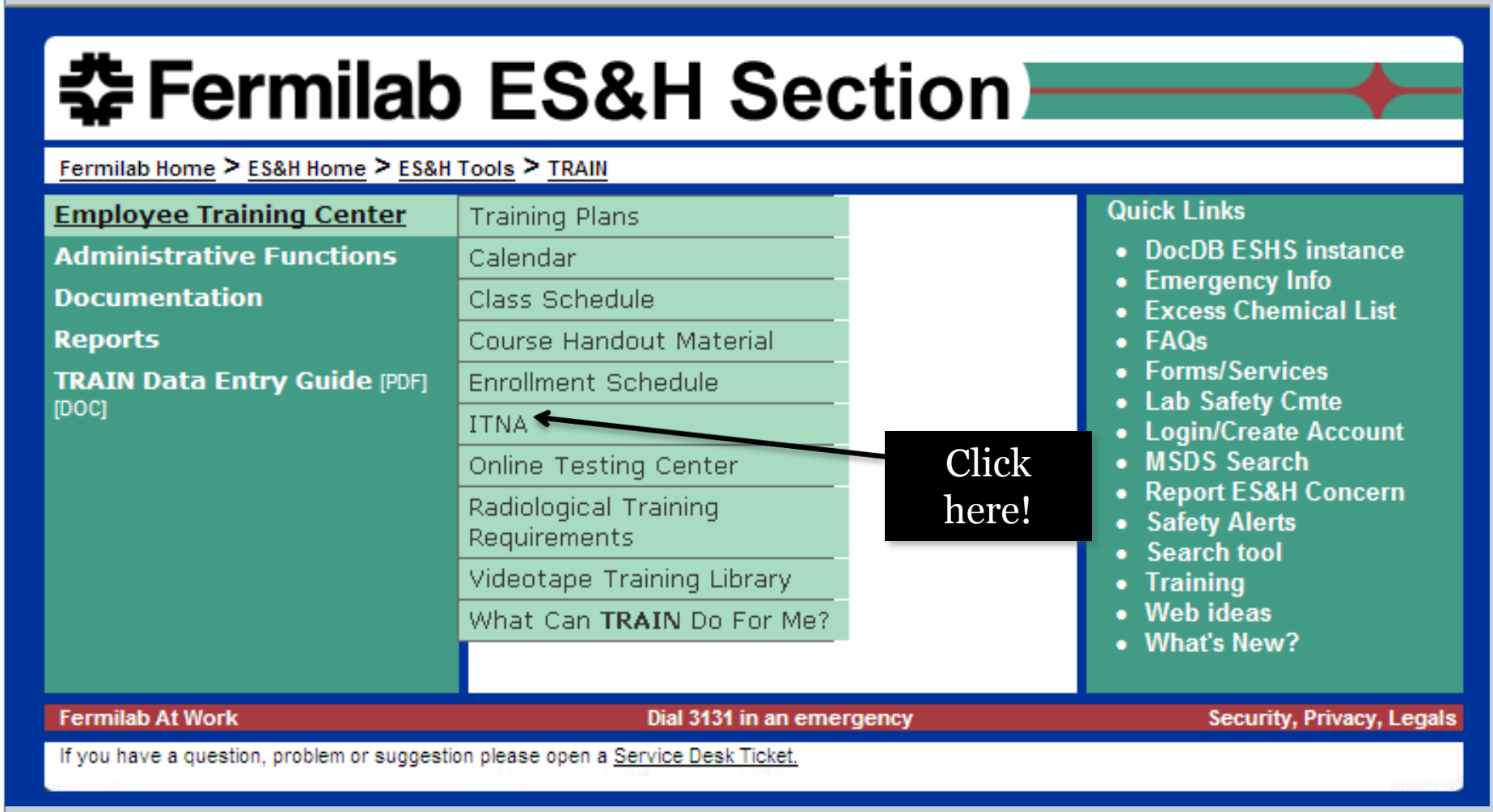
DOES IT HANG OVER YOUR HEAD AT LEAST ANNUALLY TO REVIEW YOUR EMPLOYEES' TRAINING NEEDS?

WELL THEN, THIS IS THE SLIDESHOW FOR YOU!

Step 1: ES&H Tools – click TRAIN

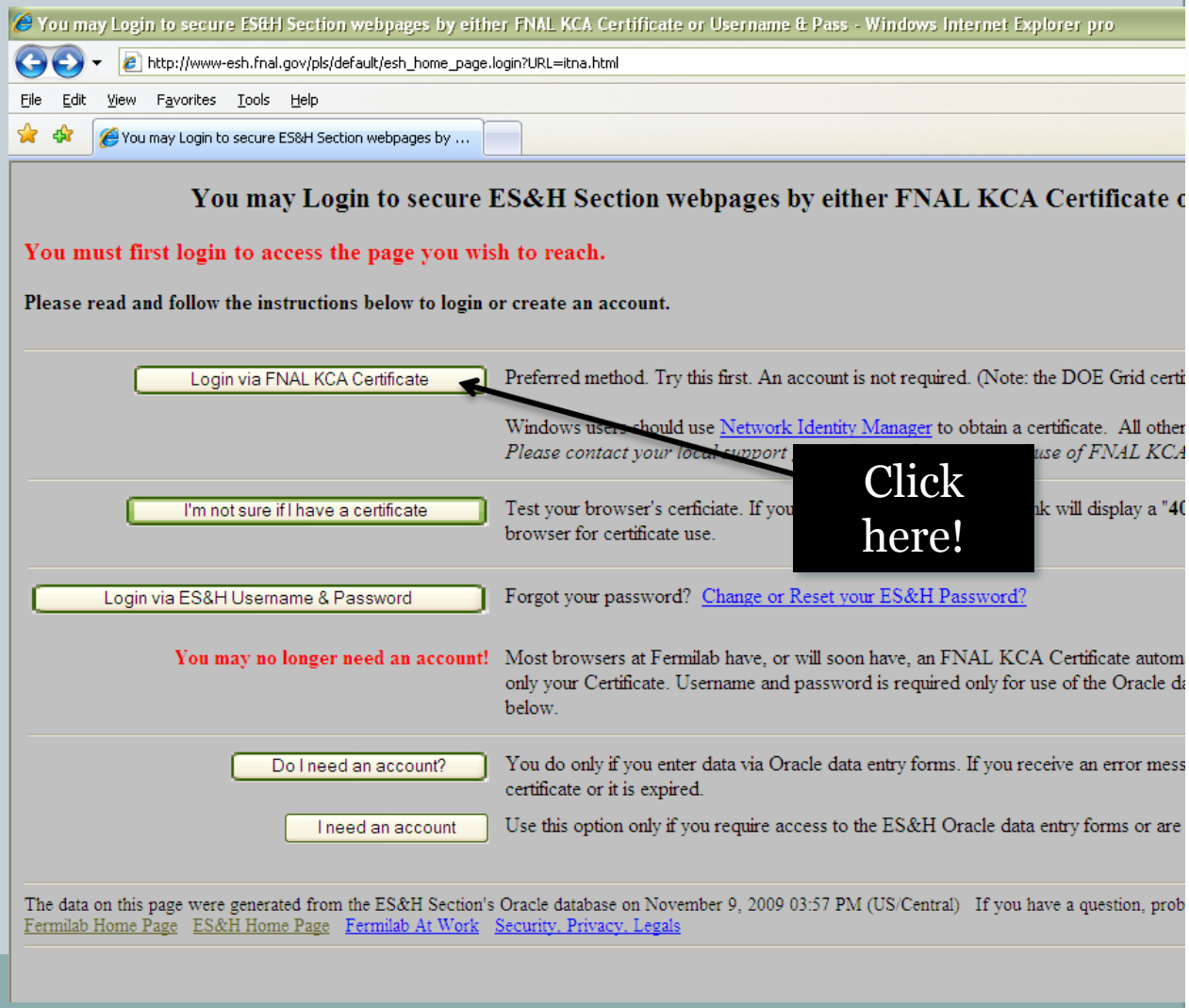


Step 2: Employee Training Center – Click ITNA

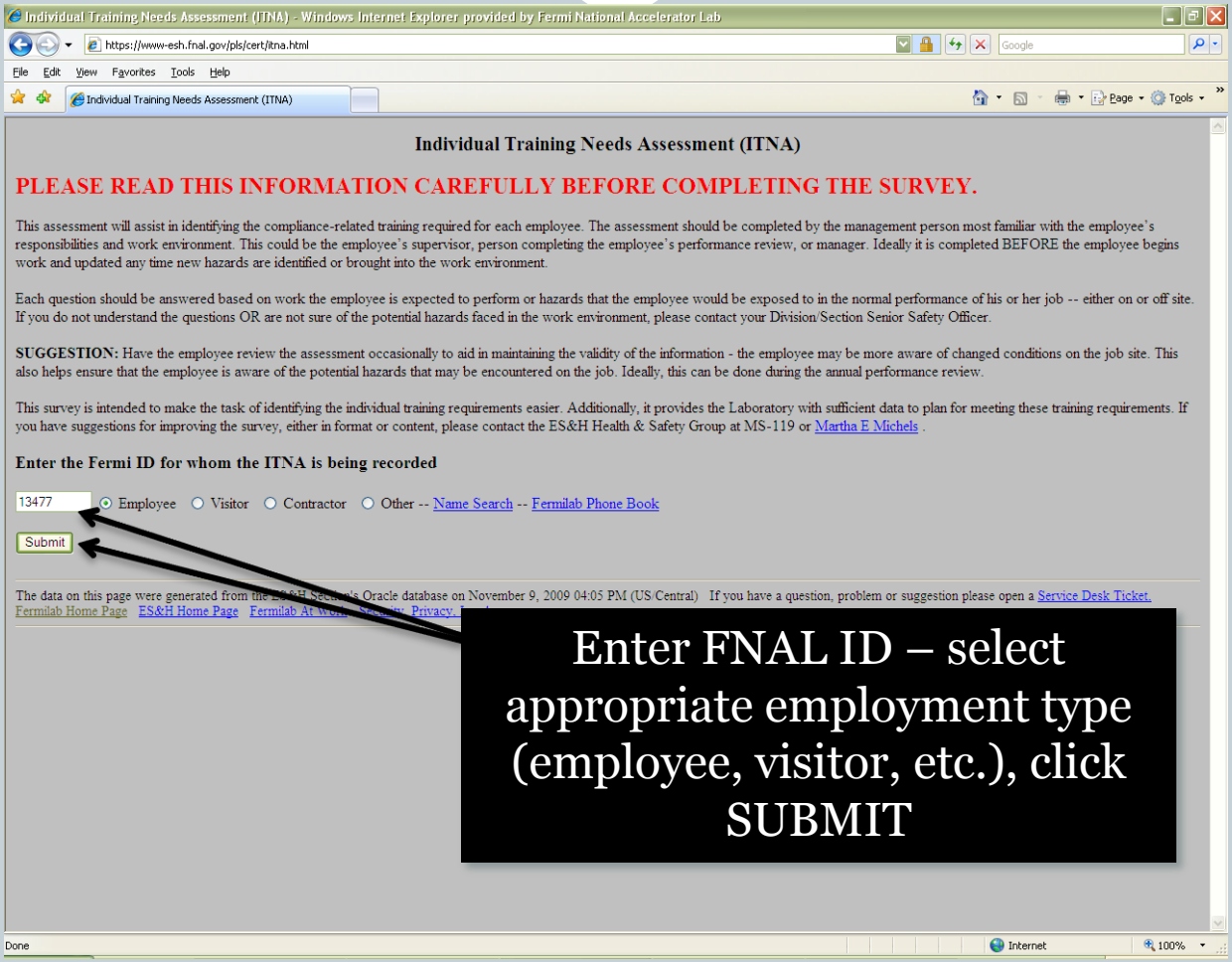


Step 3: Login Via KCA Certificate

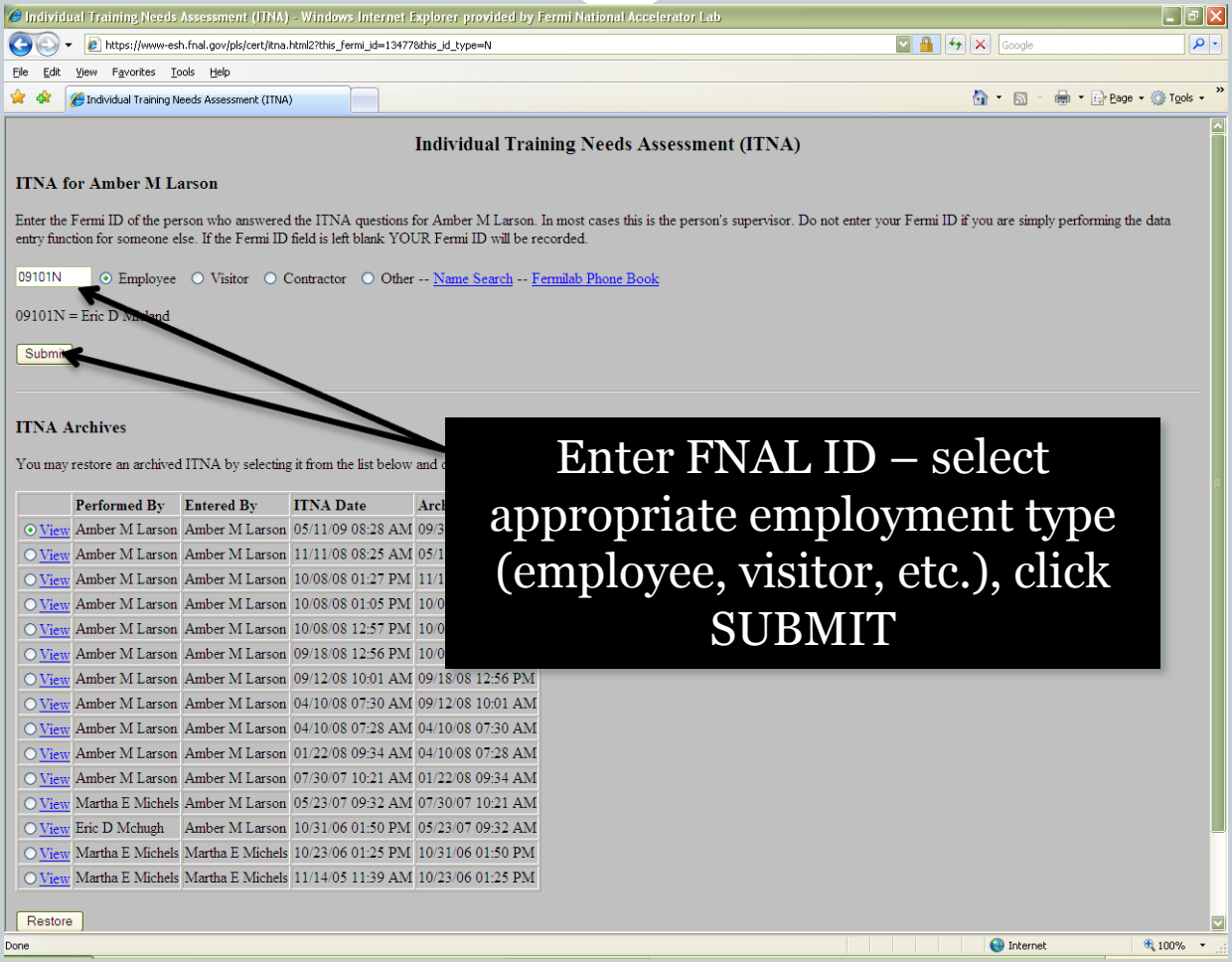
- Most likely you have a certificate. Click on the top button to Login.
- If, by chance, you don't, submit a helpdesk ticket and ask for a KCA certificate.



Step 4: Enter the ID Number of the person whose ITNA you are creating/updating

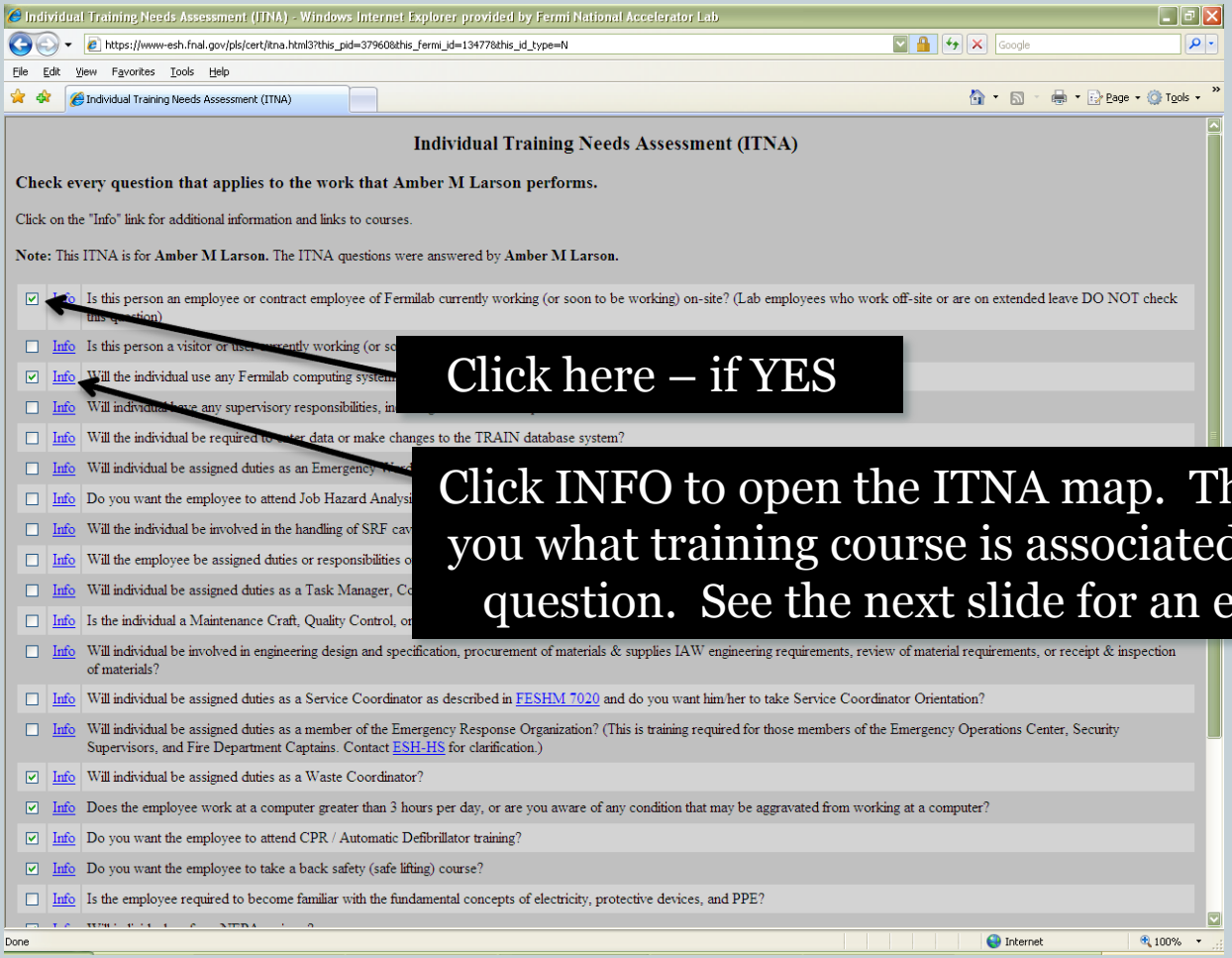


Step 5: Enter your ID number



Enter FNAL ID – select appropriate employment type (employee, visitor, etc.), click SUBMIT

Step 6: Read each question, line by line. Click on the box to the left if you are answering YES to the question.



Q: Will the individual use any Fermilab computing systems, including desktops and laptops?

Individual Training Needs Assessment (ITNA) - Windows Internet Explorer provided by Fermi National Accelerator Lab

https://www-esh.fnal.gov/pls/cert/itna.html3?this_pid=37960&this_fermi_id=13477&this_id_type=N

File Edit View Favorites Tools Help

Individual Training Needs Assessment (ITNA)

Individual Training Needs Assessment (ITNA)

Check every question that app

Click on the "Info" link for additional inf

Note: This ITNA is for **Amber M Lar**

☑	Info	Is this person an employee this question)
☐	Info	Is this person a visitor or us
☑	Info	Will the individual use any F
☐	Info	Will individual have any sup
☐	Info	Will the individual be requir

ITNA Question Map - Windows Internet Explorer provided by Fermi National Accelerator Lab

https://www-esh.fnal.gov/pls/cert/itna.map?this_id=12348&fermi_id=13477N

File Edit View Favorites Tools Help

ITNA Question Map

ITNA Question Map

Will the individual use any Fermilab computing systems, including desktops and laptops? Report

- FN000374 / CB - Basic Computer Security

Is the individual the primary system manager for three or more c ritical system, any central server, or for computers with multiple operating syst

- FN000378 / CR - Security Essentials for Fermilab Syste

Is the individual the primary system manager for any computer system on the Fermilab network, including desktop or laptop systems? (NOTE: even if you have administrative or root privilege on your desktop system, if someone else is responsible for system configuration and applying patches, then you are NOT the primary syst

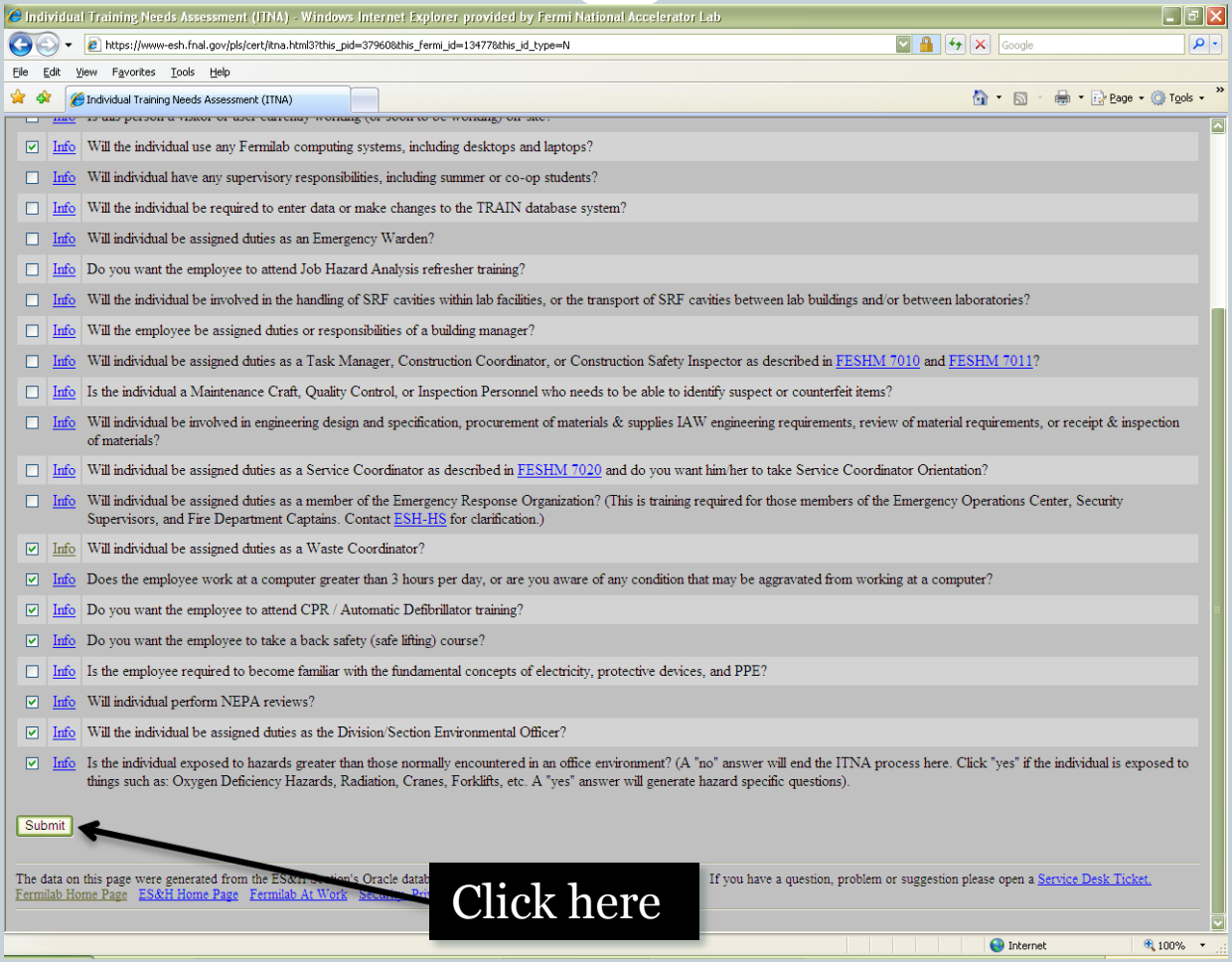
- FN000379 / CR - Security Essentials

The data on this page were generated from the ES&H problem or suggestion please open a Service Desk Ti Fermilab Home Page ES&H Home Page Fermilab A

Primary bullets are required courses for this ITNA Question.

Additional questions and bullets are questions and their associated courses that you will see further into the ITNA process.

Step 7: Once you have answered each question (by checking the box for "yes" and not checking for "no"), Click SUBMIT



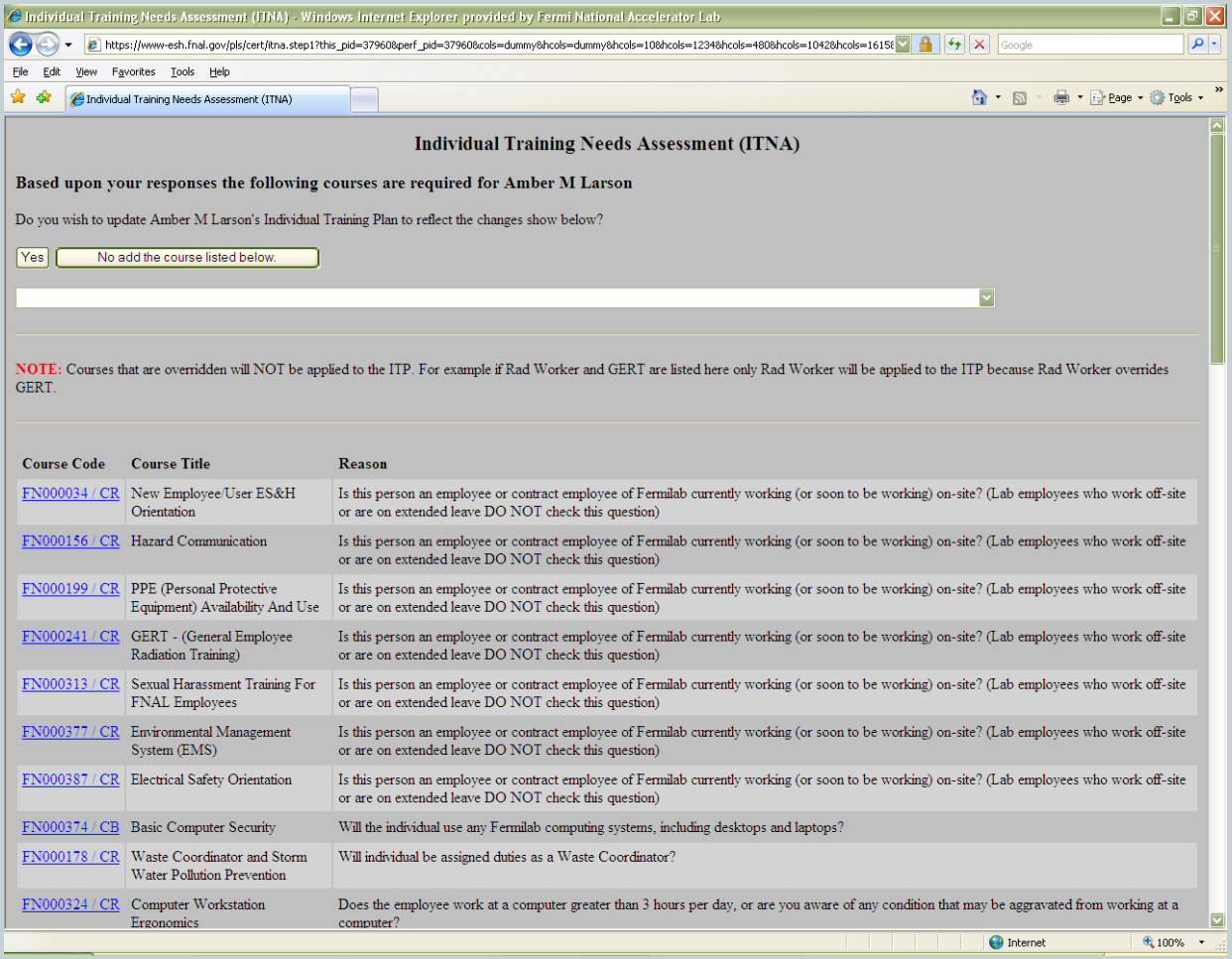
Step 8: Continue in the same manner through the lists of sub-questions until you come to the final page….

This is the final page before officially changing someone's ITNA.

The courses you see listed at the bottom are what is required by the ITNA process you have nearly completed. Some may be courses that the employee has already completed (such as New Employee Orientation).

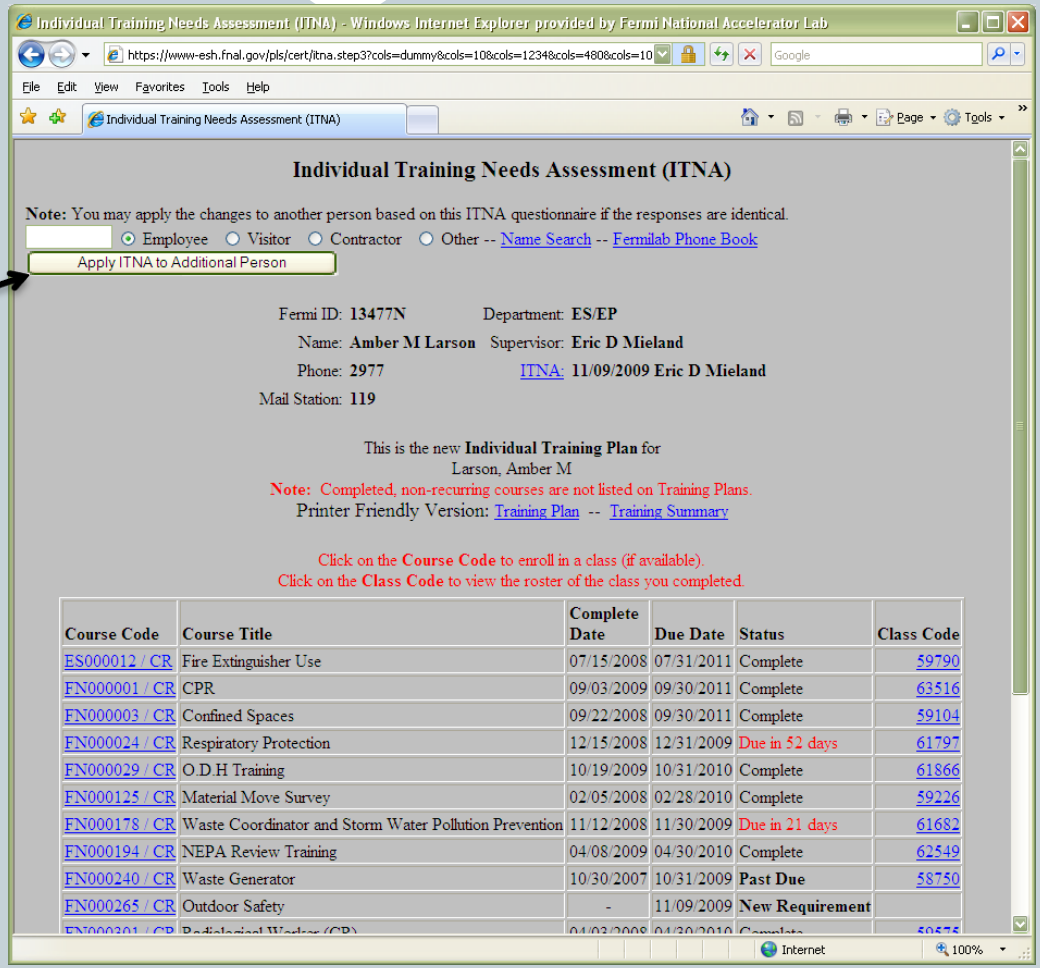
If you would like the employee to take a new course that was not flushed out by the ITNA process, then select the course from the pull-down menu, and click "No add the course listed below."

Finally, click "Yes" once you have selected all the courses needed.



After clicking "Yes" you will be taken to a summary of the employee's training requirements.

At this time the employee's ITNA is complete. You may enter another employee ID number and apply the exact same ITNA to them by clicking "Apply ITNA to Additional Person."



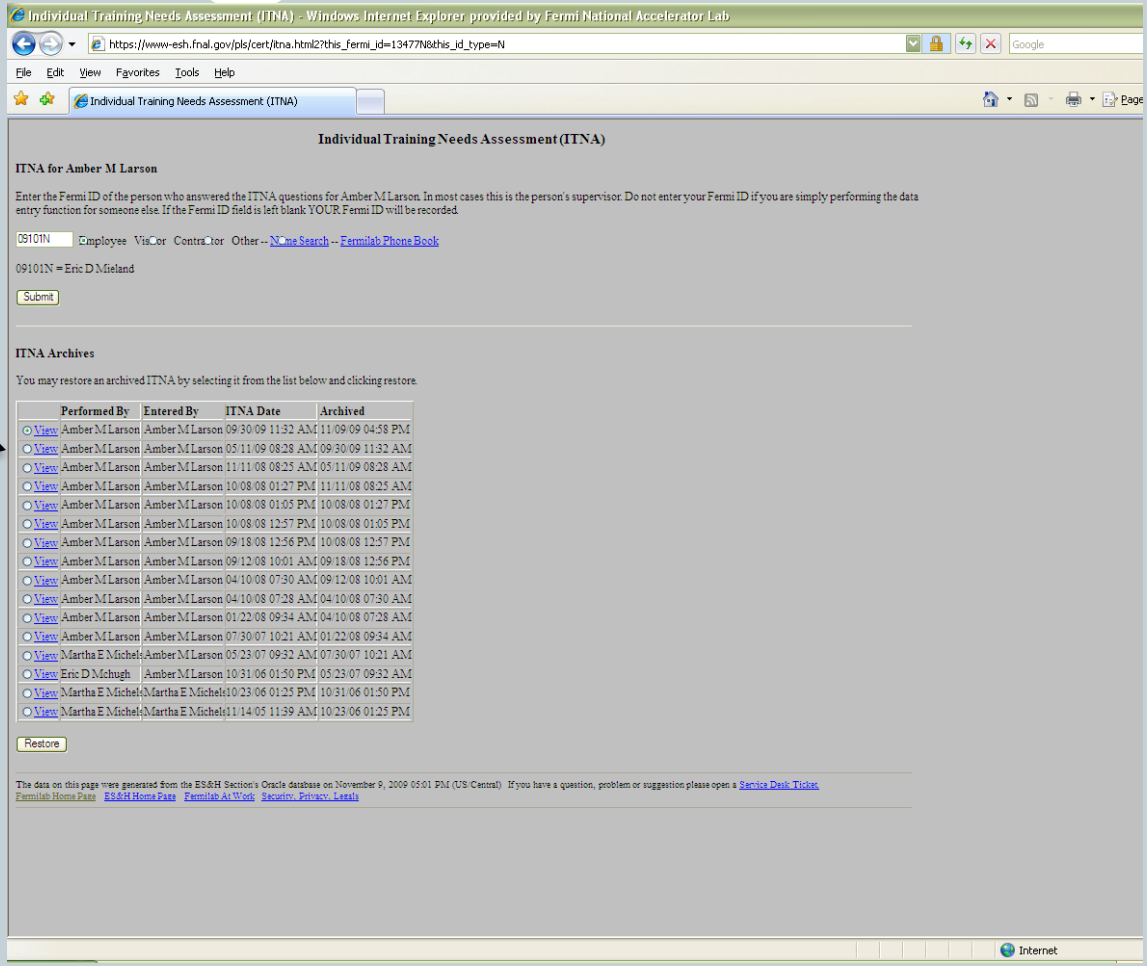
Course Code	Course Title	Complete Date	Due Date	Status	Class Code
ES000012 / CR	Fire Extinguisher Use	07/15/2008	07/31/2011	Complete	59790
FN000001 / CR	CPR	09/03/2009	09/30/2011	Complete	63516
FN000003 / CR	Confined Spaces	09/22/2008	09/30/2011	Complete	59104
FN000024 / CR	Respiratory Protection	12/15/2008	12/31/2009	Due in 52 days	61797
FN000029 / CR	O.D.H Training	10/19/2009	10/31/2010	Complete	61866
FN000125 / CR	Material Move Survey	02/05/2008	02/28/2010	Complete	59226
FN000178 / CR	Waste Coordinator and Storm Water Pollution Prevention	11/12/2008	11/30/2009	Due in 21 days	61682
FN000194 / CR	NEPA Review Training	04/08/2009	04/30/2010	Complete	62549
FN000240 / CR	Waste Generator	10/30/2007	10/31/2009	Past Due	58750
FN000265 / CR	Outdoor Safety	-	11/09/2009	New Requirement	

Want to get Fancy???

You can restore archived ITNAs!

The table at the bottom of the screen (see Step 5) allows you to return an employee's training requirements to some point in the past.

For example, an employee worked temporarily for a project that required Fall Protection Training. The diligent supervisor updated the employee's ITNA to include the Fall Protection requirement. When the project was finished (and Fall Protection Training no longer required), the diligent supervisor restored the employee's ITNA to the previous version before the start of the special project. This was of minimal disruption to the diligent supervisor.



	Performed By	Entered By	ITNA Date	Archived
View	Amber M Larson	Amber M Larson	09/30/09 11:32 AM	11/09/09 04:58 PM
View	Amber M Larson	Amber M Larson	05/11/09 08:28 AM	09/30/09 11:32 AM
View	Amber M Larson	Amber M Larson	11/11/08 08:25 AM	05/11/09 08:28 AM
View	Amber M Larson	Amber M Larson	10/08/08 01:27 PM	11/11/08 08:25 AM
View	Amber M Larson	Amber M Larson	10/08/08 01:05 PM	10/08/08 01:27 PM
View	Amber M Larson	Amber M Larson	10/08/08 12:57 PM	10/08/08 01:05 PM
View	Amber M Larson	Amber M Larson	09/18/08 12:56 PM	10/08/08 12:57 PM
View	Amber M Larson	Amber M Larson	09/12/08 10:01 AM	09/18/08 12:56 PM
View	Amber M Larson	Amber M Larson	04/10/08 07:30 AM	09/12/08 10:01 AM
View	Amber M Larson	Amber M Larson	04/10/08 07:28 AM	04/10/08 07:30 AM
View	Amber M Larson	Amber M Larson	01/22/08 09:34 AM	04/10/08 07:28 AM
View	Amber M Larson	Amber M Larson	07/30/07 10:21 AM	01/22/08 09:34 AM
View	Martha E Michel	Amber M Larson	05/23/07 09:32 AM	07/30/07 10:21 AM
View	Eric D Mchugh	Amber M Larson	10/31/06 01:50 PM	05/23/07 09:32 AM
View	Martha E Michel	Martha E Michels	10/23/06 01:25 PM	10/31/06 01:50 PM
View	Martha E Michel	Martha E Michels	11/14/05 11:39 AM	10/23/06 01:25 PM