

SANS Training Voucher Program Registration Procedures For Federal Employees/Contractors

Process:

Currently, under this program, the OCIO will cover only registration fees for SANS courses. All travel costs are the responsibility of the Federal Employee/Contractor's employing organization. Every effort must be made to complete classes within the allotted time frame.

Extension of on-line courses may be granted by SANS; however, this expense is to be covered by the employing organization. The employing organization must also reimburse the OCIO fees for any registered course the student does not complete. **In addition, the OCIO will not pay for certification. Costs for certification testing related to the training must be covered by the employee or employing organization and submitted to SANS directly, no through the OCIO SANS voucher program. Any certification requests will be denied.**

How the Process Works for Registrants:

Please register at least 30 days before the start of the class to allow sufficient time for the request to go through the complete registration process.

1. Go to the SANS website at: www.sans.org.
2. Select the **Portal** button and **Login**. If you do not have an existing SANS account with your official DOE work email, address and phone number, select the option to set up an account and follow the simple steps outlined. *Note: Requests using personal emails will be denied, a DOE email must be used.*
3. To begin the course registration process:
 - a. To register for the class, go to <http://www.sans.org/registration/> or click on the “**register now**” tab. Pull down the correct class or training format you want to request.
 - b. Complete all steps on the Registration Form. *(Please note you only have 10 minutes to complete it).*
 - c. **Please ensure to enter the current fiscal year discount code in the ‘Discount Code’ box.** If the code is not entered, then you will be prompted to pay for the course. *Note: The discount code is only provided to DOE Federal employees and contractors.*
 - d. Click “**Proceed**”.
 - e. Limit of one course per student per year.
4. Review the Order Summary and complete the “Approving Manager” section. Ensure that the correct Program Office is selected after entering your Manager's name and contact information.
5. All attendees must read and agree to the SANS policies and indicate acceptance by checking the box.
6. Review the course information on the screen to ensure that it is correct. Push the “Submit” button to process your request. *(Please note the next screen will confirm your order is complete and that you will receive a confirmation email.)*

7. The Approving Manager will receive a confirmation letter of your registration. It is important that your Approving Manager provides approval to the OCIO within 7 days. The following message is automatically forwarded to the Approving Manager.

Dear Approving Manager

Name of individual has registered for *name of SANS event*, with *dates, cost and course name* and has identified you as the Approving Manager. The cost of the course will be paid by the DOE Office of the Chief Information Officer (OCIO).

The cost of travel is to be covered by your organization. In order for your staff to be completely registered to attend this course and payment to be applied to cover the cost of the course, you will need to complete the following steps:

- ✓ Ensure that all site level approvals are obtained.
 - ✓ Ensure that travel funds are available. Contact Velda Lempka with SANS at vlempka@sans.org/402-988-3215 for any special conference rates.
 - ✓ Forward your approval for your staff member to SANSTraining@hq.doe.gov. Representatives from the DOE OCIO's office will assist in obtaining the Cyber Security Principal (CSP) approval and finalizing payment for your federal employee/contractor. Until your respective Cyber Security Principal has submitted approval, the DOE OCIO can not finalize the request with SANS and your employee will not be completely registered for the course.
 - ✓ **Important Note 1:** The DOE OCIO **DOES NOT** cover the cost for certification testing. Your organization will be responsible for that cost. The DOE OCIO only pays for SANS training courses.
 - ✓ **Important Note 2:** The DOE OCIO **DOES NOT** pay for any travel costs. Your organization will be responsible for that cost.
 - ✓ **Important Note 3:** Your organization is responsible for refunding the tuition for any course not completed by the employee.
 - ✓ **Important Note 4:** Since funding is limited, employees who have not yet participated in the OCIO SANS Training Program should be considered first for courses; however, previous attendance does not preclude participation. For employees who have previous attendance in the DOE OCIO SANS Training Program, a compelling reason for the additional training from the Approving Manager and Cyber Security Principal is requested.
8. The Approving Manager will email approval for training to SANSTraining@hq.doe.gov within 7 working days.
 9. Upon receiving approval from the Approving Manager, the OCIO will follow-up with the appropriate Headquarters Cyber Security Program Manager (CSP) for final approval. The CSP emails the SANS training mailbox at: SANSTraining@hq.doe.gov providing approval /denial for the SANS training request within 7 working days.
 10. If the CSP approves the request, the DOE OCIO representative applies payment to SANS and an email will be sent with a copy of the SANS invoice attached to the registrant.
 11. If you need to cancel a registration for any reason or if you need additional information, please contact SANSTraining@hq.doe.gov.

Please Note: NNSA administers a separate SANS voucher program for employees; therefore, NNSA employees are not eligible to use training funds available via the OCIO 2011 SANS Voucher Program.