

Y-12 WEB-BASED TRAINING ACCESS INSTRUCTIONS

Do you have a Y-12 SecurID token?

If no, follow these steps:

1. Call the ORO Training Center at 865-576-1082 to schedule a time to complete the training in the ORO Training Center, Room G-110, of the Oak Ridge Federal Building.
2. Upon completion of the training, notify the ORO Training Center staff, and they will contact the Y-12 Training organization and request a copy of your Record of Completion. Unfortunately, individuals who are not physically located on the Y-12 site are not able to print while in the Y-12 computer system.

If yes, follow these steps:

1. Print the [Clientless VPN Detailed Instructions](#), which will provide screen shots of the following steps.
2. Open Internet Explorer.
3. Go to the clientless VPN login page at <https://vpn.y12.doe.gov>. You must type in this address; you cannot click and link to the web site.
4. Enter your 3-character UserID and your Y-12 passcode (your PIN plus the 6-digit token code on your Y-12 SecurID token). Then click **Login**.
5. Click **Continue**.
6. If you are asked to load any type of program, contact the ORO Help Desk at 576-2482. They will be able to remote into your computer and load it while the information is on your screen.
7. The Cisco SSL VPN Service website will be displayed. Click on **Terminal Server**.
8. Click **Connect**.
9. Click **OK**.
10. Enter your Y-12 UCAMS password; your 3-character ID should be filled in. Then click **OK**.
11. You should see your Y-12 desktop on the terminal server. If you want your Y-12 desktop to be in full-screen mode (preferred mode), click Full Screen on the top of the page.
12. Double click on the Internet Explorer icon on the Y-12 desktop.
13. Click on **Employee** in the vertical listing beneath YSource.
14. Scroll to Training in the lower mid-section of the page, and Click **Web-based training**.
15. You may want to bookmark this link in your Y-12 Favorites.
16. Scroll to title of training needed. Courses are in alphabetical order. Click on **Course** to begin.
17. Upon completion of the training, notify the ORO Training Center at 865-576-1082. They will contact the Y-12 Training organization and request a copy of your Record of Completion. Unfortunately, individuals who are not physically located on the Y-12 site cannot print while in the Y-12 computer system.
18. To logout of the Y-12 computer system, click **Start** and select **Log Off**, click **Log Off** again when asked if you are sure, and click **X** in the red box beside the word Logout.
19. Click **OK**.
20. Follow instructions in the Logout box.

If you have questions or need assistance, please contact the Y-12 Computer HelpLine at 865-574-4000.