

**Procedure 29.01.03.T1.13 (Effective 5/4/2006)**

(Supplements [Rule 29.01.03.T1](#))

**Information Resources – Security Awareness and Training**

1. GENERAL

Understanding the importance of information security and individual responsibilities and accountability pertaining to information security are paramount to achieving organization security goals. This can be accomplished with a combination of general information security awareness training and targeted, product-specific training. The security awareness and training information needs to be ongoing and updated as needed. The purpose of the security training procedure is to describe the requirements to ensure each user of university information resources receives adequate training on information security issues.

2. APPLICABILITY

This Standard Administrative Procedure (SAP) applies to all users of Tarleton State University information resources.

The intended audience is all users of information resources.

3. DEFINITIONS

Information Resources (IR): the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

4. PROCEDURES

4.1 All Tarleton State University personnel who use information resources are required to comply with the procedures outlined in this SAP. A method to accomplish the requirements listed below is provided through the use of the Information Security Awareness (ISA) training module. This web based training module is accessed via Single Sign-On (SSO). The module is one of the offerings listed in the Training section.

Requirements:

4.1.1 All new employees shall complete security awareness training prior to, or at least within 30 days of, being granted access to any Tarleton State University information resources. This shall be part of the new employee's orientation training session.

4.1.2 All users must acknowledge they have read, understand, and will comply with university requirements regarding computer security policies and procedures.

4.1.3 All users shall acknowledge completion of university security awareness training on an annual basis.

4.2 Departments may require additional incidental training and require acknowledgement as determined by the department.

4.3 Departmental information technology personnel shall establish and maintain a process to communicate new security program information, security bulletin information, and security items of interest to departmental personnel.

**OFFICE OF RESPONSIBILITY:** Department of Information Resources

**CONTACT:** Executive Director of Information Resources