29.01.99.E1.19 Information Resources – Security Awareness and Training

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Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
The scope of this procedure is to assist the users in understanding the importance of individual responsibilities for computer security.

Reason for Standard Administrative Procedure
The purpose of the security training procedure is to describe the requirements to ensure each user of TEES information resources receives adequate training on computer security issues.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 All TEES 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. The module is one of the offerings listed in the Training section. An instructor led version of the training is also available through the TAMU Training Center of Computing and Information Services. If a division or individual elects to use a different method to accomplish the requirements, they must ensure that the individual’s training record is appropriately updated in the TrainTraq system of the System Offices Human Resources.

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

1.1.2 All users must acknowledge they have read, understand, and will comply with TEES requirements regarding computer security policies and procedures.
1.1.3 All users shall acknowledge completion of security awareness training every two years.

1.2 Divisions may require additional incidental training and require acknowledgement as determined by the division.

1.3 Information technology personnel shall establish and maintain a process to communicate new security program information, security bulletin information, and security items of interest to division personnel.

Related Statutes, Policies, or Requirements
Information Security Awareness (ISA) training module

System Regulation 33.05.02, Required Employee Training

TAMU SAP 29.01.99.M1.19, Information Resources – Security Awareness Training

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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