

Security Awareness Training Guidelines

Full and Part Time Employees

Based on the new Texas Administrative Code 202, we can now offer security awareness training to employees based upon their role in the university. It is the responsibility of the director or department head to determine if an employee is required to complete security awareness training. Employees with access to the following have automatically been assigned to take the security awareness training.

- Banner Finance
- Faculty Assignments or Advisor Access
- Banner Administrative (INB)
- Raiser's Edge
- Odyssey Housing Management System
- Timeclock Plus Approvers
- EPAF Approvers
- All staff in Information Technology Services & the Department of Public Safety

If other employees have access to sensitive information in other systems locally maintained, the director, department head or designee is required to use the Security Awareness Training Assignment feature in SSB under the 'Employee' tab to mark those employee to be included in the training.

Student Employees

Student employees will not be automatically selected to take the security awareness training. If a student employee has access to the systems above or accesses sensitive information in a locally maintained system, the director, department head or designee is required to notify the student to complete the Security Awareness Training and provide the certificate of completion to the department. The certificate should be maintained in the department for audit purposes.