

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**29.01.03.P0.11 Information Resources – Security Awareness Training**

Approved May 26, 2009

Revised November 4, 2014

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Next Scheduled Review: December 2024

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to describe the requirements to ensure each user of Prairie View A&M University (PVAMU) information resources receives adequate training on information security issues. In addition, the performance of these procedures is necessary to ensure compliance with the Texas Administrative Code [Ch. 202, Subch. C, Information Security Standards for Institutions of Higher Education](#).

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**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.

**Information Security Officer (ISO)** - person responsible to the executive management for administering the information security function within the university. The ISO is the university's internal and external point of contact for all information security matters.

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 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.
- 1.2 There may be additional measures that department heads or deans will implement to further mitigate risks. The assessment of potential risks and the application of appropriate mitigation measures are to be determined by the department heads and their identified information security administrators. In accordance with Texas Administrative Code [Ch. 202, Subch. C, Information Security Standards for Institutions of Higher Education](#), each department and/or resource owner may elect not to implement some or all of the risk mitigation measures provided in this

UAP based on documented information security risk management decisions and business functions. Such risk management decisions must be documented and approved by the designated ISO.

## **2. APPLICABILITY**

- 2.1 This UAP applies to all users of PVAMU information resources. The intended audience for this UAP includes, but is not limited to, all information resources management personnel, owners, system administrators, and users of university information resources.

## **3. PROCEDURES**

- 3.1 To accomplish the requirements listed below, training is provided via 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.
  - 3.1.1 All new employees shall complete security awareness training prior to, or at least within 30 days of, being granted access to any PVAMU information resources. This shall be part of the new employee's orientation training session.
  - 3.1.2 All users must acknowledge they have read, understand, and will comply with university requirements regarding computer security policies and procedures.
  - 3.1.3 All users must complete university required security awareness training. Failure to complete this training may result in the user not being able to access information resources necessary to complete their assigned job duties. The ISO will work with the Office of Human Resources to identify those individuals who have not completed the required training within 30 days of becoming delinquent in meeting the annual requirement.
- 3.2 Departments or the ISO may require additional incidental training and require acknowledgement as determined by the department.
- 3.3 The ISO shall establish and maintain a process to communicate new security program information, security bulletin information, and security items of interest to departmental personnel.

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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 29.01 Information Resources](#)

[Texas Administrative Code Ch. 202, Subch. C, Information Security Standards for Institutions of Higher Education](#)

[System Regulation 29.01.03 Information Security](#)

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**Contact Office**

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