



**Angelo State University**  
**Operating Policy and Procedure**

**OP 44.03: Awareness and Training**

**DATE:** June 21, 2018

**PURPOSE:** The purpose of this policy is to define information security controls around awareness and training.

**REVIEW:** This OP will be reviewed in July every five years, or as needed, by the chief information officer and appropriate personnel with recommended revisions forwarded through the vice president for finance and administration to the president by August 15 of the same year.

**POLICY/PROCEDURE**

**1. Definition**

ASU defines technical policy terms in the [information technology glossary](#).

**2. Security Awareness and Training Policy and Procedures**

Authority-**DIR Controls Catalog (CC): AT-1**

- a. ASU must provide information security training for all users of university information systems.

**3. Security Awareness Training**

Authority- **DIR CC: AT-2**

- a. ASU must provide:
  - (1) Ongoing information security awareness training to all users;
  - (2) A wide spectrum of information security training and awareness approaches;
  - (3) Online course training for employees at least biennially or as required by changes to security technologies; and
  - (4) New employees with information security training and information security policies during the onboarding process.

**4. Role-Based Security Training**

Authority-**DIR CC: AT-3**

- a. ASU must provide role-based security training to groups whose members most often handle sensitive information (such as HIPAA and PCI) or have administrative access to systems that store sensitive information.

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- b. Where possible, ASU must provide the training before authorizing access to a system containing sensitive information.

**5. Security Training Records**

**Authority-DIR CC: AT-4**

- a. ASU must maintain:
  - (1) Security awareness and training documentation in an LMS or like system; and
  - (2) Security awareness and training records for at least two years.