Information Security Awareness Training Program

I.   Purpose
The University of North Alabama (UNA) administration takes protecting the University, its intellectual property, and any personal or confidential information extremely seriously. To help protect these interests, an information security awareness training program is being provided. This program is intended to set the training standards for all employees at the University of North Alabama, including, but not limited to: university administration; faculty (including full-time, part-time, and adjunct); full-time, part-time, and temporary staff; and student employees, all of whom are provided service or information by access to university information systems. The success of the University's security awareness training program depends on the ability of all users to work toward a common goal of protecting the University's information and related technical resources.

II.   Scope
This program refers to all University information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication devices owned, leased, operated, or contracted by the University. This includes networking devices and infrastructure, personal digital devices, telephones, wireless devices, personal computers and any associated peripherals (external hard drives, USB flash drives, campus networked shared drives, etc.), and software, regardless of whether used for administration, research, teaching or other purposes. It is the intent of this program to help users be aware of actions they can take to better protect the University's information as well as their personal information. These actions include, but are not limited to: proper password usage, data backup, proper antivirus protection, reporting any suspected incidents or violations of security policy, and following rules established to avoid social engineering attacks.

III. Requirements
All employees referenced in paragraph I above will be required to participate in annual online training (the current cycle is September 1 – August 31). This training will consist of a series of informational videos designed to provide insight and instruction regarding information security. All new employees must complete the training within two weeks of their initial hire date. Training may vary year-to-year based on current trends. Failure to complete the annual training is subject to disciplinary actions as defined in the enforcement section of this document. In addition to annual training, UNA will provide supplemental information on various relevant topics. Training completion and results will be maintained in each employee's personnel file.

IV. Access
Each user will receive an email with a username and temporary password. This email will provide all the necessary information to access the training. The following link can be used to access the training -
https://vle.securingthehuman.org

V.   Enforcement
Any employee who fails to complete the required training will be subject to removal of access to University systems until such requirements have been met. Also, new employees will be denied access to University systems until such requirements have been met.

1. **What is the purpose of the training?**

   In today's information age, it is essential that users be equipped with knowledge and skills that will allow some protection. As a University, we are concerned with protecting all of our assets, including electronic assets. It is the hope that this training will increase employee awareness and security knowledge to help protect both UNA's and (possibly) each person's personal assets.

2. **Why was SANS' Securing the Human selected?**

   As arguably the leader in information security training, the SANS institute provides up-to-date knowledge and useful techniques in today's every changing world. As a subset of SANS, the "Securing the Human" organization focuses on the need for training non-technical individuals on awareness and compliance. Also, the SANS institute periodically updates its knowledge base and training material to provide current information on awareness and compliance topics.

3. **Why Annual Training?**

   Both technology and threats to technology change constantly. In order to ensure our employees are kept informed and aware of the latest changes, UNA has decided to require this training annually. Currently, the training cycle will run from September 1 – August 31 in order to attempt to coincide with the academic year and to meet our product renewal cycle.

4. **Who manages the program at UNA?**

   As this program is designed to be an awareness program for all employees of the University, our Office of Human Resources manages the day-to-day functionality and implementation of the program while receiving input regarding content from our Information Technology Services (ITS) department.

5. **Who has to take the training?**

   It is the ultimate goal that all employees (including student workers) take and maintain security awareness via this program. During the initial implementation, the Office of Human Resources has identified those individuals that will be required to take the training.

6. **Where can I find more information regarding this training?**

   For more information regarding the implementation and requirements of this program, please contact the Office of Human Resources via e-mail at humanresources@una.edu or call 256.765.4291 during normal business hours or visit the Human Resources website Forms/Links section at any time.

7. **Where can I find more information regarding information security issues?**

   For more information regarding security issues, concerns or questions, please contact the Office of Information Technology Services via e-mail at helpdesk@una.edu or call 256.765.4865 during normal business hours or visit the ITS department's website at http://www.una.edu/its/technology-security/index.html at any time.