UWG PROCEDURE NUMBER 8.2.3, Cybersecurity Awareness Training

Changes to July 23rd, 2019 version:

- Edit of the following verbiage to now include USG cybersecurity training requirement
- Change of title from “Information Security Awareness Training” to “Cybersecurity Awareness Training”

Previous July 23rd version:

B. Annual Information Security Training

This procedure defines the process for developing and delivering the annual information security training as required by the Board of Regents (BOR) and the University System of Georgia (USG) Information Technology (IT) Handbook. This Procedure works in conjunction with the Human Resources Procedure 6.1.5 Training and Compliance, the USG Business Procedures Manual Section 12.5.1. and the USG IT Handbook Section 5.9.

Information security training is required for all new employees and an annual refresher is required for all existing employees. Initial security awareness training is delivered as a part of UWG’s new employee on-boarding process administered by Human Resources. The annual information security awareness refresher training is delivered by the Center for Business Excellence as a component of the annual mandatory refresher training.

Content for the information security training will be developed by the Information Security Officer. Content is based on the topics required by the USG IT Handbook. A review of security related incidents or security questions received over the prior year also informs the course content. Content review occurs in late summer for delivery in fall.

Updated November 6, 2019 version:

Cybersecurity Training

This procedure defines the process for developing and delivering the cybersecurity training as required by the Board of Regents and the USG IT Handbook. This Procedure works in conjunction with the UWG Human Resources Procedure 6.1.5 Training and Compliance, the University System of Georgia (USG) Business Procedures Manual Section 12.5.2, and the USG IT Handbook Section 5.9.2.

Cybersecurity training is required for all new employees and semi-annual refresher training is required for all existing employees. Initial cybersecurity awareness training is delivered as a part of UWG’s new employee on-boarding process administered by Human Resources. The semi-annual cybersecurity awareness refresher training is delivered by the Center for Business Excellence as a component of the annual mandatory refresher training in October and then again in April.

The content of the semi-annual cybersecurity training may be provided by the USG Office of Cybersecurity. The UWG Information Security Officer will review any USG provided content to ensure the semi-annual training meets the requirements established by the USG Office of Cybersecurity as well as any UWG requirements. Course content review occurs in late summer for delivery in fall and spring.