



MEMORANDUM

Date: April 25, 2007
To: SMSU Employees
From: David C. Danahar, President
Subject: Security Awareness Training

The information you handle every day is vital to the mission of Southwest Minnesota State University. Better security awareness by each employee will help protect those resources in an ever-changing work environment.

The *Public Jobs: Private Data* program has been developed by System representatives to assist faculty and staff members on all campuses to learn about securing college and university data. All Minnesota State Colleges and Universities faculty and staff members are expected to complete the *Public Jobs: Private Data* program because of the importance of this issue for our campuses and the communities we serve.

The program consists of three primary courses that focus on best practices for securing data in your job and at your workplace:

1. Data Security in Your Job – You will learn about actions to develop a secure work environment.
2. Securing Your Computer Workstation – You will learn about actions that increase risk to your computer and how to reduce the risk through the use of sound security practices.
3. Using Data in the Workplace – You will learn about practical techniques to reduce risks associated with using and sharing data

In the future, additional courses will be required of employees who work with financial data, personnel data, and/or student data.

These courses are offered through the Desire2Learn (D2L) system. If you are already enrolled on the D2L system, the courses will be added to your course offerings. If you are currently not enrolled on the system, please call (6111) or e-mail (helpdesk@southwestmsu.edu) the SMSU Computer Services help desk for your ID and password access information. A guide to accessing and taking the coursework can be found on the SMSU Human Resources website at :
<http://www.southwestmsu.edu/Administration/HumanResources/D2L%20Instructions%20for%20staff.doc>.

At the end of each course, you will be asked to respond to one question indicating you have reviewed the material in the course. At the end of course three, you will be asked to respond to four additional questions that inform the Minnesota State system about the type of data with which you work. Depending on your responses, additional courses that address specific kinds of data may be required. The questions are not a test. Your response to all of the questions is required to signify that you have completed and reviewed the material in the courses. Each course will take approximately 30 minutes to complete. Your participation will not be timed and your responses to the interactive questions will not be individually tracked.

Please contact Human Resources if you have any questions about course requirements and call Information Technology Services if you need assistance with technical issues or if you need help navigating through the coursework.

Thank you for your participation in this important initiative. We hope you find the courses helpful in your daily work.