



IT Security Awareness Procedure

Procedure Number: 503P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Forms: N/A

Effective Date: 10/31/2024

Date Last Reviewed: 10/31/2024

1. Purpose

This procedure details the specific actions to be taken by all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) with NOVA accounts who are subject to IT Security Training requirements.

2. Definitions

N/A

3. Procedure

1. All users with system access at NOVA shall receive IT Security Awareness Training. New users must complete this training within 30 days of their employment start date at NOVA.
2. All users are required to participate in yearly refresher training. NOVA has contracted with a VCCS-approved vendor to provide online training using their IT Security Awareness Training courses.
3. Users are notified through email when they need to take IT Security Awareness Training. After notification, users have 30 days to complete the training. If after 30 days, users have not completed the training, an automated email is sent to the users and their supervisors informing them that they have approximately one week to complete the training before the accounts are deactivated for non-compliance.
4. Individual’s assigned responsibilities for information technology security shall be provided with training regarding security techniques, methodologies for evaluating threats and vulnerabilities that affect specific information technology systems and applications and selection and implementation of controls and safeguards.