Introduction to Protecting Student and University Data

Information Security Awareness Training

All ASU faculty and staff are required to take information security awareness training within the first month of employment and annually thereafter. This online, self-paced class shows you how to protect ASU data and information systems from harm. The course takes about 20 minutes to complete and includes a presentation and a quiz. You must answer 12 of 15 quiz questions correctly to earn credit for the course. You may re-take the quiz if necessary.

In this class, you will learn more about:

- Protecting your systems, accounts, and information
- Identifying who's sending you information
- How encryption plays a vital role in protection
- Using security software that updates automatically
- How to keep your operating system and computer browsers current
- How to secure mobile devices and other things when connecting to the internet
- What to do in an emergency

You will also learn about the laws and policies that apply when you handle sensitive information at ASU.

To enroll in the online, self-paced "ASU Information Security Training" course, visit http://links.asu.edu/aist

FERPA Tutorial

All ASU faculty and staff who will have access to student data in PeopleSoft, Salesforce and other university databases or systems that contain student information (such as MyASU and Canvas) are required to complete the FERPA Tutorial. You only need to complete this tutorial once.

This course provides an overview of how ASU complies with the Family Education Rights and Privacy Act (FERPA) and our responsibility to protect the privacy rights of ASU students and their records.

In this tutorial, you will:

1. Review the Presentation (12 minutes)
2. Take the FERPA Tutorial Test.
   You must score at least 140 out of 180 to get credit for taking the workshop. You can retake the test.
3. Review the FERPA links.

To enroll in the online, self-paced "FERPA Tutorial", visit https://career-edge.asu.edu/.

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