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## MEMORANDUM

To: Deans, Directors and Department Heads  
From: Marc Hoit, Vice Chancellor for IT and CIO  
Subject: New Annual Mandatory Data Security Training  
Date: January 22, 2019

Cybersecurity is a leading priority for NC State University. To better protect the university and its data, NC State will launch its first mandatory Data Security Training on **Monday, Feb. 4, 2019**. This training is required annually for all university employees, including student employees.

Developed by the Office of Information Technology (OIT) and campus affiliates, the online Data Security Training module focuses on cybersecurity awareness topics critical to the university, including phishing, two-factor authentication (2FA) and mobile device security. The module is one of many IT resources that can help us reduce human error — the leading cause of compromised systems.

To communicate this mandatory training initiative, OIT will send the following information to all university employees:

- **Week of Jan. 28:** Campus email notification about the mandatory training requirements.
- **Week of Feb. 4:** Training instructions from [REPORTER](#), NC State's solution for tracking non-credit activities.

Please **share this memo with faculty and staff in your unit** so they are aware of these forthcoming email notifications, and of their responsibility to support this security effort.

Current employees will have 60 days to complete the 20-minute online training module. New employees will have 30 days to complete the training module as part of their onboarding requirements. Employees must successfully pass an assessment to demonstrate cybersecurity awareness and receive a Certificate of Completion. Supervisors will be required to verify that their employees have completed the training module and will receive detailed instructions on how to view employee training records.

If you have questions about the new mandatory Data Security Training Program, please contact the NC State Help Desk at [help@ncsu.edu](mailto:help@ncsu.edu) or 919.515.4357 (HELP).