

From: [Forum for Human Resource trainers](#) on behalf of [Hsieh, Patricia](#)
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] Changes to training schedule for ISA training
Date: Thursday, June 25, 2009 3:32:06 PM

Dear A&M System Training Contacts,

I am writing to let you know that revisions to System Regulation *33.05.02, Required Employee Training*, were approved by the Chancellor on June 24, 2009. The updated version is posted on the System Policy website at: <http://tamus.edu/offices/policy/policies/pdf/33-05-02.pdf>

In the revised regulation, the schedule for Information Security Awareness (ISA) training has been changed from once per year to once every two years.

Tomorrow, I will set the ISA course frequency in TrainTraq to 22 months for all System members. This means that employees will receive an automated e-mail reminder to take the ISA course 22 months after their previous completion of the course.

Note that those employees who currently have incomplete ISA training assignments still need to complete those assignments by the assignment due date on record. Also, new employees still need to complete the training within 30 days of hire. The change only affects the schedule for re-training going forward.

Please let me know if you need more information about the revised regulation, the new ISA schedule, or the frequency setting in TrainTraq.

Regards,

Pat

Patricia Yee Hsieh
Senior Instructional Designer
Office of Planning, Policy & Training
Voice: 979-458-6166 / Fax: 979-458-6168
E-mail: pshieh@tamu.edu
Web: <http://tamus.edu/offices/training>