

Record of Training

Name: _____

_____ This document certifies that I have attended the annual IRTF IT Security training or viewed the video presentation for FY _____.

_____ I understand that physical security is the first line of defense. I do not leave my account logged in on computers in unsecured areas. I help maintain the IRTF's physical security, and keep secured areas locked to prevent unauthorized access.

_____ My accounts are protected by strong and secure passwords that are not written down or shared with others.

_____ I understand the root and project passwords are for staff use only, and will not share them with anyone.

_____ My desktop and/or laptop systems are secure. I understand it is my own responsibility to ensure anti-virus protection is installed and up-to-date and runs at least weekly. I routinely update my applications and OS, especially security updates for my OS, browser, and pdf viewer.

_____ I do not open anonymous email attachments. I enable email scanning for viruses.

_____ Any sensitive information available to my position is physically and electronically secured using the best practices suggested by UH ITS. Ref: <http://www.hawaii.edu/askus/927>

_____ I am very careful when browsing the web, in particular using safer and patched browsers (Internet Explorer is specifically not recommended for general use), turning off ActiveX, and being cautious when clicking on new links. I do not click on pop ups that suggest I download the latest version of flash, media players, or any other software.

_____ I am aware of the data backup options available to me at the IRTF, including the use of the /home network disk. I do not maintain only a single disk copy of critical data. I understand that I can ask for IT assistance if I need it to ensure that my data is backed up.

_____ Before discarding media or disks, I ensure the data is erased per UH Media protection policy (<http://www.hawaii.edu/askus/706>) or the media is physically destroyed.

_____ I have taken and passed the UH information Security Awareness Training as required by the IRTF: <http://www.hawaii.edu/infosec/training.html>. I have provided a copy of the Gradebook screen to the IT manager as proof of completion.

_____ I understand that I am required to report any security related issues to the IT manager and/or the IRTF Division Chief as soon as possible.

Signature: _____

Date: _____