
Purpose:

To identify required training in UF's *myTraining* system for HWCOE IT employees.

Scope:

Applies to HWCOE employees with IT job titles or responsibilities, whether full or part time.

Standard:

1. The following *myTraining* modules are required (some, as noted, require periodic renewal):
 - a. OCC101v – Compliance: A Collaboration for Success (yearly)
 - b. PRV800 – HIPAA & Privacy – General Awareness (yearly)
 - c. PRV802 – FERPA Basics (yearly)
 - d. PRV804 – Protecting Social Security Numbers (yearly)
 - e. PST501 – Property 101
2. The following *myTraining* modules are required by employees obtaining the *IT-Contact* role within *myAssets*:
 - a. PST502 – myAssets
3. The following *myTraining* modules are required by employees using the *myIT* ticketing system:
 - a. OIT100 – ITSM Awareness
 - b. OIT200 – myIT Tool: Incident & Request
4. The following *myTraining* modules are required by unit Information Security Managers (ISMs) and employees responsible for web content or programming:
 - a. ITT341 – EITA: Electronic Information Technology Accessibility at UF

Responsibilities:

1. The College IT Director will review and update this administrative procedure annually.
2. The College IT Director will maintain a list of HWCOE IT employees subject to this administrative procedure.
3. Unit ISMs will report changes in Unit IT employees to the College IT Director.
4. Engineering Business Services-HR (EBS-HR) will pre-load required training for HWCOE IT employees when possible.

5. Engineering Business Services-HR (EBS-HR) will annually provide the College IT Director a training compliance report for HWCOE IT employees.
6. HWCOE IT employees must complete required training in a reasonable timeframe.

References:

- None