

Course Announcement – September 8, 2022

Dear A&M System Training Coordinators,

The updated version of TrainTraq course no. 2111935 : *System-Required Training - Special Edition for Selected Job Titles* is now available in TrainTraq. As a reminder, this course is a condensed version of the training required by [System Regulation 33.05.02](#). It is designed specifically for employees with a limited job scope who meet **all** of the following job requirements.

- Does not use an A&M System-owned computer;
- Does not have an office or a building key;
- Does not handle sensitive information (such as student grades) as part of his/her job; and
- Does not handle System funds.

All other employees must take the standard (non-condensed) courses to meet their training requirements.

This version incorporates the relevant content updates from *Creating a Discrimination-Free Workplace* (99002), *Ethics & Fraud* (2114400), and *Information Security Awareness* (3001) that have been made since fall of 2021. Due to the limited audience, this course does not include audio narration, and there will not be a Spanish version. All applicable assignment rules and reports will remain the same. If you have questions, please let me know.

Thanks,

Pat

Patricia Yee Hsieh | Learning Technology Consultant
Organizational Development

Division of Human Resources and Organizational Effectiveness
1255 TAMU | College Station, Texas 77843-1255
tamus.edu/business/training | OrgDev.tamu.edu
Ph.979.845.0077 | phsieh@tamu.edu

TEXAS A&M UNIVERSITY | *Purpose Driven. People Focused.*