

## Hsieh, Patricia

---

**From:** Hsieh, Patricia  
**Sent:** Thursday, February 14, 2008 4:15 PM  
**To:** 'Forum for Human Resource trainers'  
**Subject:** ISA assignments via NEES

Dear A&M System Training Coordinators:

I am writing to let you know that effective today, new employees processed through the New Employee Enrollment System (NEES) will receive assignments to take the Information Security Awareness course (in addition to the four other System-required courses previously assigned via NEES). The due date will be 30 days from the date of hire.

New employees who are not processed via NEES (such as student employees) should be informed about the training requirements during their orientation process. You can manually make training assignments using the Edit Assignments button in TrainTraQ.

Please let me know if you need more information.

Thanks,

Pat

-----

Patricia Yee Hsieh  
Sr. Instructional Designer  
Office of the Deputy Chancellor  
The Texas A&M University System  
A&M System Building, Suite 1281  
200 Technology Way  
College Station, TX 77845-3424  
Voice: (979) 458-6166 / Fax: (979) 458-6359  
E-mail: [phsieh@tamu.edu](mailto:phsieh@tamu.edu)