

From: [Hsieh, Patricia](#)

To:

Subject:

New online course: System-Required Training - Special Edition for Selected Job Titles

Date:

Monday, June 03, 2013 4:40:59 PM

Dear A&M System Training Coordinators,

The single-course version of the “big five” System-required courses is now available in TrainTraq. 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.

The content for this training was provided by the A&M System Offices of Equal Opportunity & Diversity, General Counsel, and Internal Audit, and by the Department of Networking & Information Security at Texas A&M University.

The course title is *System-Required Training - Special Edition for Selected Job Titles* and the TrainTraq course number is 2111935. Employees may link directly to the course using this link:

<https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2111935> (they will be prompted to log into SSO first).

Please note that completion of this course does not remove or prevent automated assignments for the regular versions of the System-required courses. If you would like a certain group of employees to take this course as a substitute for taking the full versions of the training, please 1) contact your OGC liaison to make sure that the substitution is appropriate for your situation; and 2) work with Lesley Mizer or me so that we can help you to figure out the best way to handle the assignment process (TrainTraqHelp@tamus.edu).

Thanks,

Pat

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