

From: [Mizer, Lesley A](#)
Subject: Updated Online Course: System-Required Training-Special Edition for Selected Job Titles
Date: Thursday, October 27, 2016 5:02:04 PM

Dear A&M System Training Coordinators,

The course, *System-Required Training - Special Edition for Selected Job Titles* (no. 2111935), has undergone content updates and is now available in TrainTraq. The single-course version of the “big five” System-required courses 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 changes include updates made to the *Creating a Discrimination-Free Workplace*, *Information Security Awareness*, and *Reporting Fraud, Waste, and Abuse* courses since June 2013. If you have specific questions about the updates, please contact me.

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) contact me so that we can help you to figure out the best way to handle the assignment process (TrainTraqHelp@tamu.edu).

Sincerely,
Lesley

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