Information Technology Services

Information Security Awareness Program

This document is part of a collection of documents that make up the Information Security Awareness Program. The following is a link to the main Information Security Awareness Program document.

Acceptable Use of Technology: Acceptance Process

To help protect our systems and data, it is important that the Cincinnati State community understand and acknowledge the Acceptable Use of Technology policy. Every employee (full & part-time), consultant, contractor, and vendor who has access to Cincinnati State systems will complete this process annually. This policy can be accepted using the Cincinnati State Information Security Awareness *organization* within MyCState/Blackboard. This process should take less than twenty minutes to complete.

MyCState/Blackboard Organization

To access the acceptance process:

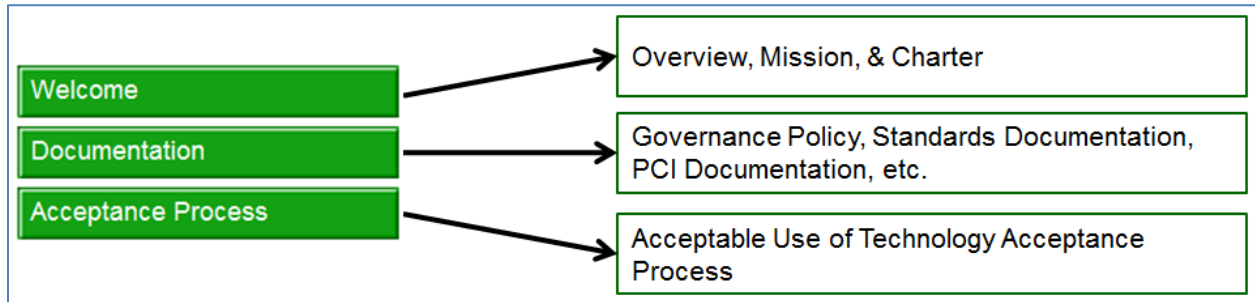- Log in to MyCState/Blackboard
- Click the **College Community** tab
- Click **Information Security Awareness** link in the *My Organizations* module.

Utilizing our learning management system, MyCState/Blackboard, ITS has created a Blackboard *organization* called: **Information Security Awareness**. This organization contains the following sections:

- Welcome
- Documentation
- Acceptance Process

The left menu organizes the information into logical groups.

Welcome

This section displays general information regarding the Acceptable Use of Technology Acceptance Process, including the mission and charter.

Documentation

All documentation associated with information security can be found in this section. They include:

- Information Security Governance policy
- Information Security Awareness Program
- Standards documentation
- Links to remote access requests
- PCI documentation

Acceptance Process

The acceptance process is a short questionnaire to familiarize the campus community with the main sections in the Acceptable Use of Technology policy. Each person with access to the Cincinnati State network will be required to complete this process once every year. To access the acceptance process, click **Acceptance Process** from the left menu.

Click **Acceptable Use of Technology: 2012 - 2013 acceptance process.**

To begin the acceptance process, click **Start** . Read the entire policy. To successfully complete this process, you must answer "**Yes**" to the question "*Do you accept this policy, in its entirety?*" at the bottom of the page. Click **Save and Submit** and click OK when prompted to confirm submission.

Click **OK** to confirm your submission and complete the process.

Form Submitted: Policy for Responsible Use

Test saved and submitted.

Student: Frankie Baker
Test: Policy for Responsible Use
Organization: Cincinnati State Information Security Awareness (CSISA)
Started: 6/4/12 3:25 PM
Submitted: 6/21/12 2:20 PM
Time Used: 406 hours, 55 minutes allowed.

Click **OK** to review results.
Thursday, June 21, 2012 2:20:14 PM EDT

This acceptance process will be valid for the current fiscal year. Each employee will review and re-accept the Acceptable Use of Technology policy each year.