



IT Security Awareness

Policy Number: 503

Categorized: Information Technology

Procedure: N/A

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) with NOVA accounts who are subject to IT Security Training requirements.

2. Policy Statement

All users must complete Virginia Community College System (VCCS) designated IT Security Awareness Training annually to maintain access to their NOVA accounts. All new employees must complete the VCCS designated IT Security Awareness Training upon employment.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Guideline 7.2.2 Information security awareness, education, and training