

Information Security Communication, Awareness, and Training

Communication/Awareness

Each month will focus on a different security topic. Communications and events for each month for October 2019 through September 2020 will be*:

October (NCSAM)

Phishing. A reminder about phishing with tips on what to look for to avoid falling for one.

Audience: All Faculty, All Staff, All Students, All Alumni

Methods: Email, Twitter

Additional Activities:

Phishing Simulation – All Staff, All Faculty, All Students

CBA Cybersecurity Day – October 11

 Cybersecurity speaker panel

 Capture the Flag event

Security booth in Library – October 16th, 8-11am – Library Corridor

 Information about Phishing

 Spot the phish quiz

 Information about MFA for O365

ISO sponsored Security Movie Night – Date TBD

 Showing of ‘War Games’ – October 29th, 7pm – UC Rotunda

November

Principle of Least Privilege (PoLP). A reminder that malicious software can run using whatever permissions you have while you are logged in, so you should never do your normal work using an administrator or privileged account.

Audience: All Faculty, All Staff

Methods: CMU Today, Twitter

Additional Activities: National Computer Security Day – November 30, 2019 – Twitter

December

Disaster Recover. A reminder to make sure all important documents are backed up on a regular basis and restores periodically tested, whether it be CMU data or personal data like home photos.

Audience: All Faculty, All Staff, All Students

Methods: CMU Today, Twitter

Additional Activities: Tech Talk – Subscribers
Release of updated policies

January

Mobile Security. A reminder about keeping data stored on mobile devices secure, with tips such as use of full disk encryption, PIN or password on phones, not leaving devices unattended in public places, etc.

Audience: All Faculty, All Staff, All Students.
Methods: Email, Twitter

Additional activities: Phishing simulation – All Faculty, HIPAA workforce
National Data Privacy Day – January 28, 2020 – Twitter post
'Protecting CMU's Restricted Data' reminder – All Faculty/Staff email
FERPA reminder – All Faculty/Staff (sent out by Registrar – CMU Today)
HIPAA message – All HIPAA Workforce (email)

February

Identity Theft. A reminder about keeping personally identifiable information secure with tips on what can be done to help prevent it, and what to do if something happens, and also a reminder about tax return fraud.

Audience: All Faculty, All Staff, All Students.
Methods: Email, Twitter.

Additional Activities: Tech Talk - Subscribers

March

Social Engineering. Reminder about what it is, and tips to avoid falling for it.

Audience: All Faculty, All Staff, All Students.
Methods: Email, Twitter.

April

International Travel. Reminder about keeping data safe while traveling abroad, as well as export regulations. Options available to CMU staff and faculty for loaner devices.

Audience: All Faculty, All Staff.
Methods: CMU Today, Twitter

Additional Activities:

Phishing simulation – All Faculty, All Staff, HIPAA Workforce.

Tech Talk - Subscribers

May

Social Media Safety. Reminder to be aware of what you post about yourself and your family online and how that information can be used.

Audience: All Faculty, All Staff, All Students, Alumni.

Methods: Email, Twitter.

Additional Activities:

FERPA reminder – All Faculty/Staff (sent out by Registrar – CMU Today)

June

Malware. Reminder about what is it, and the importance to keep machines and detection software patched and up-to-date.

Audience: All Faculty, All Staff, All Students.

Methods, Email, Twitter.

Additional Activities:

Phishing simulation – All Staff, HIPAA Workforce.

Tech Talk - Subscribers

FERPA reminder – All Faculty/Staff (sent out by Registrar – CMU Today)

HIPAA message – All HIPAA Workforce (email)

July

Remote Access. Reminders about secure methods of working remotely and accessing CMU data while off-site, as well as other mobile security reminders.

Audience: All Faculty, All Staff

Methods: CMU Today, Twitter

Additional Activities:

FERPA reminder – All Faculty/Staff (sent out by Registrar)

August

Physical Security. Reminders about keeping physical assets safe, including things like locking workstations, keeping physical data properly protected, etc.

Audience: All Faculty, All Staff, All Students

Methods: Email, Twitter

September

Passwords and MFA. Reminder about not reusing CMU passwords for other services, and the benefits of using multi-factor authentication on your devices and accounts.

Audience: All Faculty, All Staff, All Students

Methods: Email, Twitter

Additional Activities: Tech Talk - Subscribers

FERPA reminder – All Faculty/Staff (sent out by Registrar – CMU Today)

*Topics and timing may change based on need or relevance

Training

Security Awareness training

- General Phishing module from Cofense (5 minutes)

- Cybersecurity Awareness from Cofense (5 minutes)

- Acknowledge Responsible Use of Computing Policy

- Acknowledge Data Stewardship Policy

Audience: All Faculty, All Staff – upon hire and yearly

Methods: SuccessFactors

PCI training

- PowerPoint developed by FAS

- Merchant Site Questionnaire

- Acknowledge Merchant Account Manager Responsibilities

- Acknowledge Merchant Site Security Guidelines

Audience: All Merchant Staff members - Yearly

Methods: In-person, Email

HIPAA training

HIPAA Primary Training

Audience: All HIPAA Workforce – upon hire and bi-yearly

Methods: SuccessFactors

CMU Data Stewardship and Email Encryption

Audience: All HIPAA Workforce – upon hire

Methods: SuccessFactors

(May be added to Security Awareness training in future years for all Faculty/Staff)