



# SPACE INSTITUTE

<b>UT Space Institute IT Procedure: Security Awareness Training</b>	
<b>Version: 1</b>	<b>Effective Date: 10/01/2025</b>

## Purpose

To establish an information technology security awareness program strategy that enhances the ability to recognize threats and react accordingly.

## Scope

This procedure applies to University owned or managed Assets, Systems, and Resources only. It does not apply to Assets, Systems, and Resources not owned by the University unless specifically stated in the policy.

## Procedure

New students and employees will receive an explanation of Information Security Awareness Training and the requirements to complete the training within 30 days of employment during their initial HR orientation and annually thereafter. During initial onboarding, users are advised to report any issue with computers and IT software or processes to the UTSI Helpdesk system.

Security Awareness Training is inherited under UT Knoxville and is provided through K@TE where available. UTSI HR will monitor users' completion of this and other annual training.

Users working with sensitive data are assigned additional training through the UTSI Facility Security Office that details how to identify, store, transfer, archive, and destroy sensitive data along with reviewing best practices for securing workstations.

## Exceptions

Campus or institute CIOs/DTLs are authorized to grant exceptions to campus or institute processes and procedures.

## Related Policies

- [IT0001 – General Statement on Information Technology Policy](#)
- [IT0003 – Information Technology Security Program Strategy](#)
- [IT0004 – Information Technology Risk Management](#)



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- [IT0005 – Data Categorization](#)
- [IT0002 – Acceptable Use of Information Technology Resources](#)
- [HR0580 – Code of Conduct](#)
- [IT0017 – Information Technology Incident Response Management](#)
- [IT0102 – Information Technology Asset Management](#)
- [IT0311 – Information Technology Data Access, Management, and Recovery](#)
- [IT0506 – Information Technology Account and Credential Management](#)
- [IT1318 – Information Technology Network Monitoring and Defense and Penetration Testing](#)
- [IT1516 – Information Technology Service Provider Management and Application Software Security Management](#)
- [IT4912 – Information Technology Secure Configuration Management](#)
- [IT7810 – Information Technology Vulnerability Management, Audit Log Management, and Malware Defense Policy](#)