

## Procedure Manual



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| <b>Title: Cybersecurity Awareness Training for Employees</b> | <b>Number:</b><br>A6Hx2-8.08a |
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### EMPLOYEE PROCEDURE

#### **Purpose**

This procedure is to ensure that all full-time, part-time faculty, staff, and contingent workers (employees) with access to Broward College's network and information systems are aware of their responsibilities to protect these resources from cyber threats through cybersecurity awareness training that will include password security, phishing recognition, social engineering, sensitive data handling, and more.

#### **Initial Training:**

- All new college employees are required to complete a cybersecurity awareness training module as part of their onboarding process.
- The training will be assigned through the college's designated learning management system.

#### **Annual Refresher Training:**

- All employees of the college are required to complete an annual cybersecurity awareness refresher course.
- The Information Technology department will announce the availability of the annual training via email.
- A deadline for completion will be provided, and failure to complete the training by the designated timeline will result in leadership notification and temporary suspension of system access until the training is completed.

#### **Continuous Assessment (Phishing Simulations)**

- The Information Technology department may conduct periodic, unannounced phishing simulations to reinforce training and test awareness.

#### **Reporting and Compliance:**

- Completion of required cybersecurity awareness training will be tracked by the Information Technology department.
- Supervisors will receive compliance reports for their direct reports.

#### **Responsibilities**

- **Information Technology Department:** Responsible for developing, implementing, and tracking the cybersecurity awareness training program.
- **Supervisors:** Responsible for ensuring their direct reports complete all required training by the designated timeline.
- **Employees:** Responsible for completing all assigned cybersecurity awareness training and adhering to all college cybersecurity policies and procedures.

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| <b>Recommending Officer's Signature</b><br><i>Raj Mettai</i> | <b>Date:</b><br>10/21/2025 | <b>President's Signature</b><br> | <b>Date:</b><br>10/21/2025 |
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