



INFORMATION TECHNOLOGY

SETON HALL UNIVERSITY

Seton Hall University is committed to maintaining the highest levels of data security for all confidential information held by the University. In May of 2014, the President and Executive Cabinet appended the [Policy on Confidential Information](#) to require all employees to participate in a data security awareness program bi-annually. This program is designed to help employees understand the risks associated with a data breach, identify the signs of phishing and other fraudulent online activities that try and fool employees into giving away their login credentials, and learn best practices in information security.

Proper awareness by all employees will help to prevent the unintentional compromising of confidential information and unauthorized access to our technology infrastructure and systems. There have been a number of such breaches in the news recently, many resulting in significant financial loss.

All full-time and part-time employees are required to complete this training every two years. New full-time or part-time staff and administrators are required to complete this program within sixty (60) days of employment. If an employee does not complete the course within the designated period, his or her access to university systems could be temporarily suspended.

You can access the course in the Vector LMS platform in PirateNet. After single-sign on, click the course title, Data Security Awareness, and follow the instructions to begin the course. Problems accessing or navigating through the course should be reported to the Technology Service Desk via email at servicedesk@shu.edu or by calling (973) 275-2222.

The University's Policy on Confidential Information has been modified to reflect this new training requirement. The updated policy can be found here <https://www13.shu.edu/offices/policies-procedures/confidential-information.cfm>.