December 21, 2004

NETWORK & INFORMATION SYSTEMS MEMORANDUM 05-01

TO: All Texas Transportation Institute (TTI) Employees

SUBJECT: Acceptance of TTI’s Information Technology Security Policies

At the beginning of the calendar year, the Texas A&M University System Internal Audit Department conducted an information technology audit at TTI. At that time, employees were sent information concerning updated and new IT security policies. As a result of their findings, NIS has updated a few of its security policies and internal procedures to fully comply with state regulations. It was also determined that all TTI employees must formally acknowledge their responsibilities associated with using the agency’s information resources such as the network and e-mail. NIS Memorandum 04-03 issued in March of this year provided information concerning IT security and introduced the security video "Your Password & You" which was created to familiarize TTI employees with the key components of the agency’s security policies. You can view the video, update IT policies and acknowledge that you accept the responsibilities associated with the use of TTI’s information resources on TTINet. Included in the information that needs to be accepted are the network security policies at http://ttinet.tamu.edu/network/password/your_password.stm and the agency’s non-disclosure agreement at http://ttinet.tamu.edu/network/agreement/non-disclosure.asp. Acknowledging and accepting the responsibilities outlined in these documents is necessary for all users to continue use of TTI computing and information resources. We appreciate your efforts to insure that TTI information resources are used in a secure and responsible manner. Your cooperation is greatly appreciated.

If you have any questions, please contact Kassandra Agee-Letton via e-mail to k-letton@tamu.edu or by phone at (979) 862-1417.