

November 21, 2022

MEMORANDUM**TO:** All Principal Investigators and RCUH Employees**FROM:** Kira Higa
Director of Human Resources**SUBJECT: RCUH HR IMPORTANT: Mandatory Training – Information Security Awareness Training (ISAT)**

The University of Hawai'i amended its Administrative Procedure (AP) 2.215, [Mandatory Training on Data Privacy and Security](#), which now requires employees of the University of Hawai'i (UH) and the Research Corporation of the University of Hawai'i (RCUH) to complete the UH Information Security Awareness Training (ISAT) annually.

This policy applies to RCUH employees working with UH Principal Investigators, except for those who meet all three criteria below:

1. Their duties are not office or classroom-based;
2. Their duties do not involve working with Protected Data; and,
3. They have limited access to technology at work.

Principal Investigators (PIs) are responsible for determining whether their employees are exempt and may consult with the RCUH Human Resources office (rcuhr@rcuh.com) for guidance and/or assistance. If training is required, PIs are responsible for ensuring applicable employees complete the training.

The purpose of this training is to keep all institutional, research and business data assets protected from cybersecurity threats, and ensures compliance with data protection requirements set by regulatory agencies, industry standards, and insurance carriers. The ISAT training will also help to prevent inappropriate data disclosures and data breaches. Employees should take the training during their work day (compensated time).

How to locate and complete the ISAT Training: This online training is available by going to <https://www.hawaii.edu/infosec/training>. RCUH employees must use their UH username to access the training. If you do not have a UH username, please follow these steps (supplied by UH ITS):

1. Go to <https://www.hawaii.edu/username>.
2. Click on the link "Get a UH Username!"
3. Fill out the "Check Status" form. Leave the middle name blank.
4. For "Identification Number," enter your UH number or full SSN with no dashes.

Assistance with ISAT Training: If you need any assistance with the ISAT training, please contact the UH ITS Help Desk (help@hawaii.edu; 808-956-8883 or toll free at 1-800-558-2669).