Campus AUP and IRUS and other relevant policies

All University employees are required to review both the **Acceptable Use Policies** and the **Information Resources Use Security Policies**

This list points out key information that every employee should consider when starting employment with UT/CNS. There is also detail pertaining to personal computers and telecommuting.

- **AUP**: https://security.utexas.edu/policies/aup
- **IRUS**: https://security.utexas.edu/policies#resource-use-security-policy

- Administrative Access: IRUS Section 5.1
  - AUP Acknowledgement Form for Admin access
  - How not to log in as Admin and still get job done
- Personal Machine Requirements: AUP Section 5.11
- Expectations of Privacy: AUP Section 5.4
- IT System Custodians: IT System Custodian
- Circumventing Login Procedures on UT Systems: AUP Section 5.10
- Account Retention requirements: IRUS Section 4.1.4
- DMCA: https://security.utexas.edu/policies/DMCA
- Requirements of machines handling University Data: System Hardening: https://security.utexas.edu/admin
- Protecting Sensitive Research Data: https://security.utexas.edu/policies/sensitive_research
- Records Retention Policies: https://financials.utexas.edu/records-and-information-management-services
- Telecommuting: https://policies.utexas.edu/policies/telecommuting
- International Travel: https://security.utexas.edu/education-outreach/international-travel-guidelines

**Relevant Links For New Employees:**

Supervisors, please notify your new employee that they will need to meet with a CNS IT help desk representative to review their machine, including:
- Review IT Setup
- Acceptable Use Policy (REQUIRED TO REVIEW)
- Laptop off campus form (Submit form to help@cns.utexas.edu)
- Position of Special Trust for Admin accounts
- How to use the VOIP phone and Access Voicemail
- How to submit a ticket for IT Assistance
- Sensitive Research Data Management
- Sensitive Data Classification
- Record Management Schedule
- Update Directory Info