Campus AUP and IRUS and other relevant 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](https://security.utexas.edu/policies/aup)
- **IRUS**: [https://security.utexas.edu/policies#resource-use-security-policy](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](https://security.utexas.edu/policies/DMCA)
- Requirements of machines handling University Data/System Hardening: [https://security.utexas.edu/admin](https://security.utexas.edu/admin)
- Protecting Sensitive Research Data: [https://security.utexas.edu/policies/sensitive_research](https://security.utexas.edu/policies/sensitive_research)
- Records Retention Policies: [https://financials.utexas.edu/records-and-information-management-services](https://financials.utexas.edu/records-and-information-management-services)
- Telecommuting: [https://policies.utexas.edu/policies/telecommuting](https://policies.utexas.edu/policies/telecommuting)
- International Travel: [https://security.utexas.edu/education-outreach/international-travel-guidelines](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 - Must be done through Workday