

Compliance Tip for the Month – September 2020

Fraud, Waste, and Abuse

To secure and safeguard MTSU's data and assets from fraud, waste, and abuse, please remember the following compliance and risk management tips:

- Avoid saving student educational records (including grades, M numbers, and other educational information) on an unsecured, external, portable thumb drive, which could be lost or stolen. Instead, save student educational records on secure storage protected and approved by ITD, which also ensures the University's compliance with FERPA.
- Pay close attention to emails that contain multiple spelling and grammatical errors from unknown senders.
- Pay close attention to emails that appear to be from legitimate MTSU administrators but that contain erroneous information or email addresses not associated with MTSU.
- If you receive a suspicious email requesting financial or personal information, notify ITD at abuse@mtsu.edu.
- Do not send sensitive and financial information over the Internet without authenticating the legitimacy of a vendor.
- If sensitive information must be transmitted electronically, please use the University's **Secure Send** system. If you have questions about Secure Send, please contact ITD at help@mtsu.edu.
- Do not respond to email solicitations for MTSU's financial or contractual information from unknown sources.
- Avoid including a P-Card number on any public document that will be routed throughout a department or division.

Reminder: Annual FERPA and ETHICS Training

Annually, University employees are required to complete video-based FERPA and Ethics training. Each training is less than 18 minutes and includes review questions at the end of each video series. The video-based trainings are available on the Online Training landing page utilizing the following link.

[MTSU Online Training Landing Page](#)

The following are additional details concerning the trainings:

1. Both FERPA and Ethics trainings for 2020 include compliance tips regarding COVID-19.
2. Completion of the FERPA training is mandatory for:
 - a. Full-time employees
 - b. Part-time employees
 - c. Student-workers
 - d. Graduate Assistants/Fellows
3. Completion of the Ethics training is mandatory for:
 - a. Full-time employees
 - b. Part-time employees
4. Training completions are tracked for compliance purposes, and department/division managers can request access to the tracking database to monitor training completions for their areas.
- 5. Both the FERPA and Ethics trainings should be completed by employees no later than October 30, 2020.**

Thank you for your cooperation and assistance.

Department Webpage: [CAERM](#)

Department Email: Caerm@mtsu.edu

Compliance and ERM Hotline: 615-898-5772

