PCI Policy:

Each USU Dining Services employee who will be using a cash register must complete the PCI Compliance Training. The initial training must be completed before the employee is issued a cashier login and renewed annually. PCI Compliance is the responsibility of the PCI Compliance Manager. As an administrator of a credit card application/system, Dining Service Managers are responsible to ensure each employee and support personnel for their Operation participate in annual credit card security training.

Procedures:

The New Credit Card Security Training is located at:

https://qtrial.qualtrics.com/SE/?SID=SV_ahKi3hjkZLZGVIX

This training takes 15-20 minutes to complete.

a. Employees should enter the name of the Operation for Department (ie: Quadside, Hub, Junction, etc)
b. Employees are required to enter the Operation Manager’s email address for tracking purposes.
c. The type of system Dining Services uses is listed as Blackboard Transact.
d. When the training is completed an email will be sent to the employee and the Operation’s Manager.

2) Managers will record date of PCI training in TC1.
3) The manager will create and issue the login and pin number to the employee and inform them that the number is not to be shared with anyone.
4) Each semester, the Assistant Director over Retail will contact the BlackBoard Transaction lead for a listing of employees with login numbers. The Assistant Director will review the list with managers and inform the BlackBoard Transaction Lead as to what logins should be cancelled.

http://iso.usu.edu/compliance/pci_dss/

Non-compliance may cost the University up to $15,000 per month per Operation that is out of compliance.