



Date Issued: December 2012	Policy Number: 220
Revised: January 2016	
Section: Human Resources	
Subject: PCI Compliance Training	

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.