



CSUSM INFORMATION SECURITY OFFICE ADVISORY

DATE ISSUED:

September 5, 2012

SUBJECT:

Instructors failing to log out of instructor stations in classrooms

OVERVIEW:

This is a reminder to faculty to verify that they are logged off of the instructor station before leaving class.

DESCRIPTION:

We have had several reports of instructors failing to log off of instructor stations in the classrooms. Failure to log out may make instructor email, H drive and CougarCourse pages available to unauthorized people. Depending on what the instructor was doing, this could have consequences ranging from exposure of course content to altering material or grades. Please ensure that you are logged off prior to leaving the class.

If you have any questions please contact the campus ISO office at x4787 or iso@csusm.edu