



PCI News & Updates



January 2023

**Happy New Year
to our merchants!!**

Grateful,
Your PCI Committee



Did You Know?

Policy prohibits accepting credit cards by email. If you receive such a request, promptly...

- Notify your supervisor
- Never print or forward the email
- Respond to sender without the credit card data, explain our policy does not allow credit card email payments
- Delete the email immediately from your inbox and deleted folders.

REMINDERS

- Complete the IT Security Training
- Review Department Procedures, make any changes if necessary
- Merchant Manager Meeting March 29

Question Central

How Can We Help?

Suggestions?

Email: PCI@wm.edu

Welcome Corner

Connect with new
campus Merchants!

Parent & Family
Asst. Merchant
Manager
Josie Madson

Mason School Of
Business
Asst. Merchant
Manager
James Wagstaff

Law
Asst. Merchant
Manager
Tracy Byrd

Merchant Manager Timeline

December

Complete IT Security
Training; update Roster

January

- Review departmental procedures
- Review Credit Card Terminal Quality Control Checklist
- Review PCI DSS Security Awareness Program Roster
- Provide listing of student team members to PCI@wm.edu for PCI training in Blackboard
- Remind students/volunteers to complete training; update rosters.

PCI Committee Spotlight



Meet Catherine Freiling! Catherine creates TouchNet Marketplace online storefronts for our campus merchants. She also provides ongoing support for Marketplace. She's a William & Mary alum and parent who joined W&M IT in 2017. In her spare time, she enjoys walking, hiking and spending time with family.