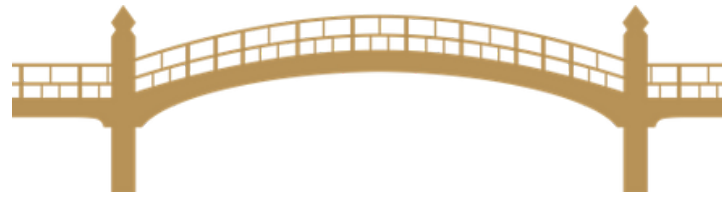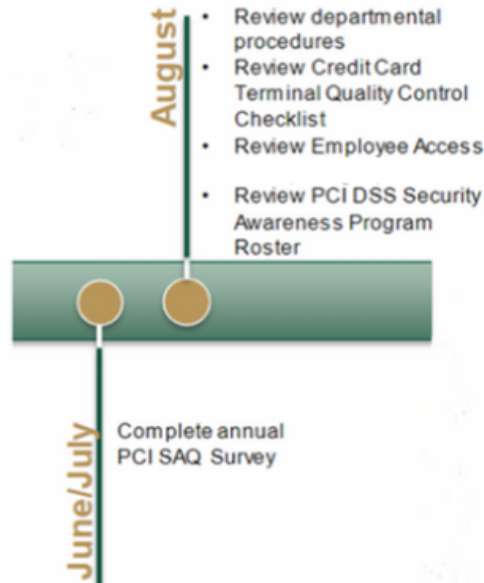# PCI News & Updates

Edition 6

PCI Training

Reconcile All Training completions

- **Have staff/students forward training completion emails to you and update the Awareness Roster**

- **Ensure Annual Merchant Manager Agreements are acknowledged in Cornerstone.**

Merchant Manager Timeline

August
- Review departmental procedures
- Review Credit Card Terminal Quality Control Checklist
- Review Employee Access
- Review PCI DSS Security Awareness Program Roster

June/July
- Complete annual PCI SAQ Survey

Did You Know?

81% of hacking-related breaches leveraged either stolen and/or weak passwords
(2017 Verizon Data Breach Investigation Report)

- **Don't share your account and password with anyone. This is in the Acceptable Use Policy.**
- **Don't write your password down.**
- **Never use your William & Mary password for any other service.**
- **Be aware of phishing.**
- **Enable two-factor authentication (like Duo) on every account that supports it**

How can you create an effective password? Visit https://www.wm.edu/offices/it/services/security/passwordsecurity/

Reminders
SAQ Survey In June

Have Compliance Pieces in Order

- 3rd Party AOC
- Review Department Procedures
- Update Logs
- Reconcile User Access to Payment Systems

Question Central

**How Can We Help You?
Have a Question?**

**Email: PCI@wm.edu
or visit us at
https://www.wm.edu/paymentcardprocessing**

Welcome Corner

Connect with new campus Merchants!

Theatre
Merchant Manager
Eric Despard

Post Office
Merchant Manager
Kristen Smalley

PCI Committee Spotlight

Meet Kelly Johnson. Kelly has been with the Bursar Office for 7 years and leads the finance and compliance portion of PCI. She loves flower gardening, beach-time, wildlife and spending time with friends and family.