

Computer Security Basics

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PROTECTING YOUR OWN PERSONAL INFORMATION

- Lock your office when you are not there.
- Keep your purse out of sight and in a locked drawer when at work.
- Do not reply to or click on links in e-mail asking for your personal information.
- Use anti-virus software that recognizes current viruses as well as the older ones.
- Use anti-virus software that updates automatically.
- If your PC firewall was installed in the "off" mode, turn it on, and be sure to set it up properly.
- **Never click** on links sent in unsolicited emails; instead, type in a web address you know. Use firewalls, anti-spyware, and anti-virus software to protect your home computer; keep them up-to-date.
- Do not share your passwords. Keep them in a secure place.
- Shred all credit card apps, bills, etc... that have your name, address and account information

Avoid Data Storage on Removable Drives

No sensitive or protected data should be permanently stored on one. They are too easy to steal, and they are too easy to be lost or misplaced.

EMPLOYEE TRAINING

Develop training and/or orientation that includes the following:

- Emphasize awareness.
- Do not leave sensitive material out.
- Do not copy sensitive material onto your laptop or jump drive; use college secure network drives instead.
- Do not send sensitive or protected data via email. NO ONE WILL EVER ASK FOR ACCOUNT INFORMATION IN AN EMAIL MESSAGE
- If it sounds too good to be true, it is
- Do not write your password on a post-it note and leave it in plain sight. !!!!!
- **Change** your **password** often (suggestion: every 90 days)

Software

Microsoft Malicious Software Removal Tool

<http://www.microsoft.com/security/malwareremove/default.aspx>

Online Software Inspector

http://secunia.com/vulnerability_scanning/online/

AdAware – ad tracking software

http://www.lavasoft.com/products/ad_aware_free.php

or Google Search "adaware free software"

Password Storage Software

https://lastpass.com/misc_download.php

<http://keepass.info/>

Password Strength Checker

<https://www.microsoft.com/protect/fraud/passwords/checker.aspx>

SpyBot – Spyware software

http://download.cnet.com/Spybot-Search-amp-Destroy/3000-8022_4-10122137.html

or Google Search 'spybot free software' – CNET

Permanent File Eraser

<http://eraser.heidi.ie/>

or Google Search 'eraser'