

1. Use anti-virus software and keep computer updated on security patches

- Shut down or restart your computer at least weekly – and whenever your programs tell you to in order to install updates.
- If you get an antivirus alert that there is malware on your computer, contact IT.

2. Use passwords that cannot be easily guessed and protect them.

- Do not share your passwords and avoid writing them down.
- Characteristic of good passwords:
 - Contain a mix of upper- and lower-case letters, numbers and symbols
 - At least 8 characters in length
 - Difficult to guess (avoid personal ties)
 - Easy to remember
 - ✓ SW&t7diaDc (Snow White and the seven dwarves is a Disney classic)
- Password protect all your devices.

3. Beware of scams

- These can be in the form of emails, phone calls, texts, websites and pop-ups on your computer.
- Links and attachments in email should only be clicked if you are sure they are legitimate.
 - Hover over links to verify where they are taking you,

<http://www.mprisk.org>
Ctrl + Click to follow link

o www.mprisk.org

- When in doubt, call the sender.
- Don't give private information on social media sites.

4. Beware of software installs

- This is applicable to computers, phones and tablets.
- Do not give administrative rights at user level.
- Rogue software can install viruses or open a "back door" giving others access to your devices without your knowledge.

5. Vendors/Contractors

- HVAC contractors may have access to your network, it needs to be secured.
- Credit card vendors may have access to your network, it needs to be secured.

6. Phishing, spoofing and spear phishing

- Construction projects are highly visible and targets for thieves to spoof emails/accounts for payment.
- Emails from superiors, or elected officials asking for gift card purchases.

7. Beware of Public WIFI

- Unsecured WIFI is easily replicated by hackers, possibly allowing them access to your devices.
- Use hotspot on phone as a safer alternative for computers.
- Never log into secure network using public WIFI.

8. Dangers of external devices

- Devices connected to your network can deliver unwanted payloads.
 - Computers, phones and tablets
 - Jump drives