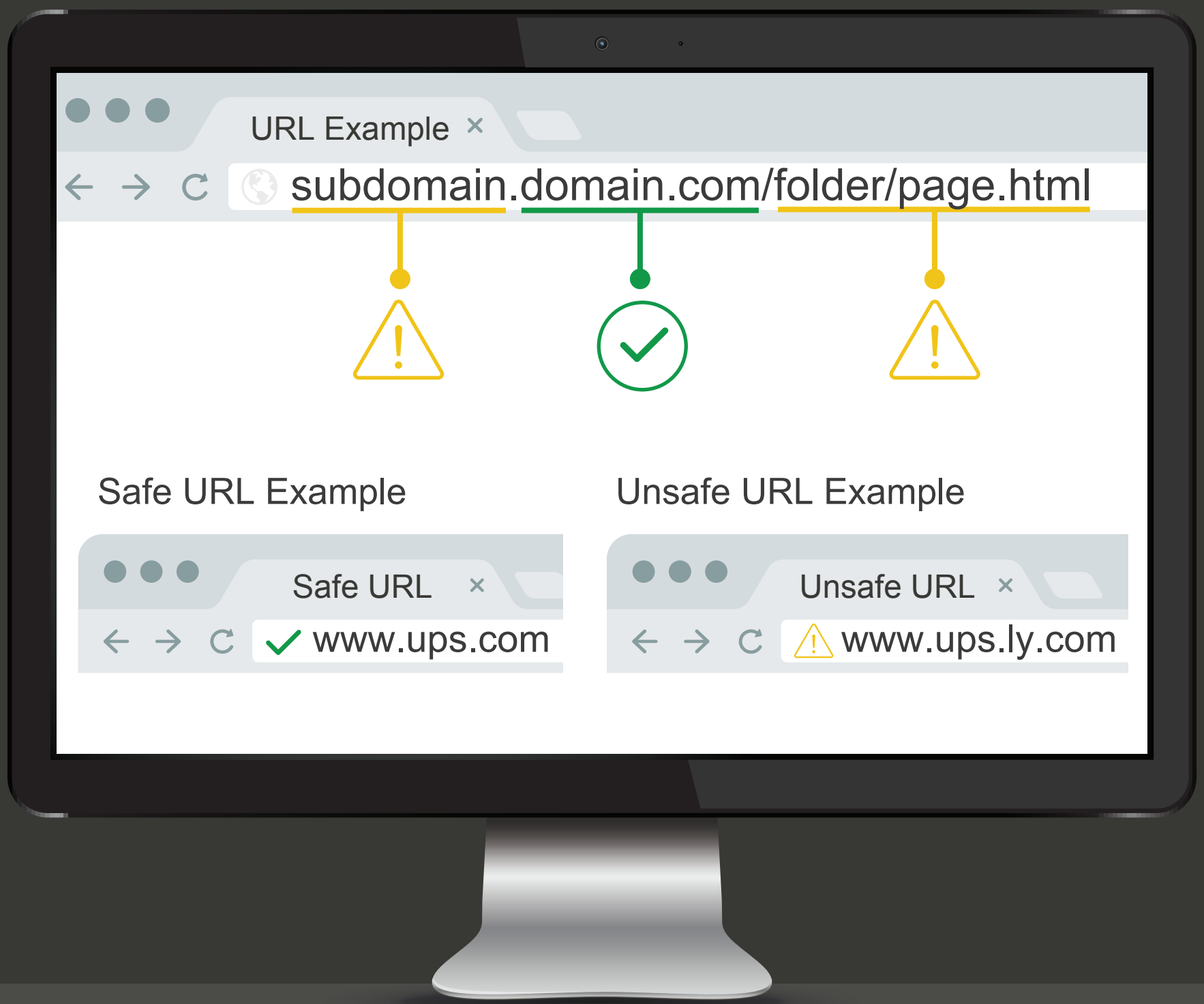
URLs AREN'T ALWAYS WHAT THEY APPEAR TO BE



What to Do:

The end of a URL before the first single forward slash ("/") is what matters. You should ignore the subdomain, folder, and page name.

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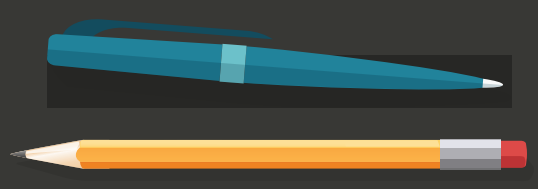
CLEAR YOUR DESK BEFORE YOU LEAVE

Add another layer of defense against malicious insiders, industrial spies, thieves, and others who could gain access to our facilities by protecting information at your desk.



Before you leave, follow these practices:

1. Make sure all papers, removable media, and other items containing sensitive information are cleared from your desk and locked away.
2. Ensure you have not left any sensitive information, especially passwords, on your desk.
3. Logout of or lock your computer to ensure it cannot be accessed while you are away.

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USE STRONG PASSWORDS

Weak passwords can be cracked in a matter of seconds by a hacker.

What to Do:

1. Examples of weak passwords are words found in a dictionary, the name of your child or pet, your birthdate, or your spouse's name.

2. To create a strong password use the first letter of each word from a line in a book, song or a poem. **e.g. Take me out to the ball game! = TmotTBg!**

3. Now swap out numbers for words like "to" and "for".
e.g. Take me out to the ball game! = Tmo2TBg!

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DO YOU BROADCAST SENSITIVE INFORMATION?

If you use public unsecured wireless networks for work, you probably do.

What to Do:

1. Always use secure wireless networks when transmitting sensitive information.
2. Look for these icons:

	MAC / IOS	WINDOWS 7	ANDROID	WINDOWS 8
SECURE ✓				
NOT SECURE X				

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PREVENT
DATA LEAKS

What to Do:

1. Encrypt sensitive information on laptops, mobile phones, and removable media.
2. Don’t post sensitive information online.
3. Pay close attention to email recipients, especially when using “Reply to All.”

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REALLY?
THAT'S YOUR PASSWORD?

Using a weak password is like not using a password.

What to Do:

1. Choose a password that is at least 8 characters long and contains upper and lowercase letters, numbers, and special characters.
2. Change it often.
3. Don't write down your password, especially on a Post-It® note.
4. Don't use personal information in your password. Instead try using phrases and swapping out some letters for numbers.

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THINK BEFORE YOU CLICK

Computer viruses and worms can result in huge financial and personal loss. Save your organization from cyber-crime by thinking before you click.

What to do:

1. Delete suspect emails without opening them, such as those from unknown users with attachments.
2. Use antivirus software with an up-to-date signature file and the "Auto-Protect" feature enabled to ensure all files are automatically scanned.
3. Never forward emails that you think may be infected with a virus.
4. If you suspect that your computer is infected with a virus, contact the help desk for assistance.

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PROTECT YOUR IDENTITY

Each year, tens of millions of Americans are victims to identity theft. Don't be one of them!

What to do:

1. Use a personal firewall to protect your home computer from worms and other kinds of malware and use a strong password to protect your computer.
2. Use a pop-up blocker to help prevent spyware from being downloaded through your pop-up window.
3. Shred any documents that contain personal information. If you think you are a victim of identity theft, check your credit reports for any unauthorized activity.
4. Never give out personal information or pre-print your Social Security number on your checks.

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