

# Security Non Negotiables

1. Patch your software
  - a. Keep updates up to date on Windows, Office, Java, and Flash.
2. Know your Anti Virus and Internet Security Suite.
  - a. Keep your AV up to date, if you do not know how to tell. Find Out!
  - b. The bad guys disguise themselves as an Anti Virus – with warnings that your machine is infected. They offer a “Click Here” to clean your system
    - i. If you click, your PC will be sick!
    - ii. Never click on a link in an unsolicited email or popup.
3. Back up your data to CD or other permanent media once a month.
  - a. If a virus infects your data, you may not know for days or weeks. Your daily backed up files may be infected also.
  - b. Keeping monthly or weekly backup files permanently stored on a CD will give you the greatest possibility of finding your data before the infection.
4. Secure your wireless router
  - a. Change the administrator name and password
  - b. Do not broadcast your SSID
  - c. Keep a record of your router settings for tech support
5. Secure your computer
  - a. Create a user account for yourself.
  - b. Use a strong password
  - c. DO NOT LEAVE YOUR COMPUTER VISIBLE IN YOUR CAR.
6. Passwords
  - a. Use strong passwords for access to accounts that contain SS numbers, and other critical financial or personal data
  - b. Use a standard password for non sensitive access to web sites
  - c. Do not access critical sites from open or public computers or wi fi hot spots
  - d. Do not save your passwords on your computer.