



FOUR EASY STEPS FOR KEEPING YOUR INFORMATION SECURE

Follow these guidelines at work and at home to ensure that you're doing all you can to protect your information.

Be Aware of the Signs of an E-Mail Scam

- Did it arrive unexpectedly?
- Does it prompt you for an immediate response?
- Does it ask for sensitive information?
- Is there sloppy grammar, syntax, or spelling?
- Does it want you to click a link or open an attachment?

Secure Your Devices

- Update your operating system and applications regularly.
- Never share your login credentials with anyone.
- Back up your important information regularly.

Strengthen Your Passwords

- Use a mixture of upper- and lowercase letters, numbers, and symbols.
- Use a minimum of eight characters.
- Use different passwords for different accounts.
- Never share your passwords with anyone, and change them frequently.

Prevent Unauthorized Access

- Grant access on a need-to-know basis only.
- Never leave sensitive documents unattended.
- Always dispose of sensitive personal documents by shredding them.



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