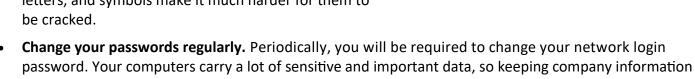# *Think Before You Click*

Computer Security goes beyond the IT Department! Everyone who uses a computer is responsible for the integrity of the network. By following the best practices below, everyone who accesses our network can do their part to keep our network, and its data, safe against cyber crime!

1. Abide by the company's IT policies. IT policies are in place to prevent our network from unnecessary risk. The Internet, and emails, are full of threats lying in wait for the opportunity to attack. If you are unsure of where to find the policy, please ask your supervisor.

2. Don't share your access information. Your usernames, passwords, and other computer or website access codes are specific to you. Avoid sharing them or writing them down. You are ultimately responsible for your assigned accounts, protect them.

3. Follow password policy.

- **Use complex passwords.** Adding characters, capital letters, and symbols make it much harder for them to be cracked.

- **Change your passwords regularly.** Periodically, you will be required to change your network login password. Your computers carry a lot of sensitive and important data, so keeping company information safe is a major priority.

- **Don't use the same password for everything.** Using the same password for all of your accounts is like having one key that unlocks every door in your life and should be avoided.

4. Avoid emails or attachments from people you do not know. You should be selective about which emails you open! If you don't recognize the name and have no reason to get an email from them, use caution when opening them—especially if there is an included attachment or link.

5. Ask Permission. Never install or connect any personal software or hardware to your organization's technology without permission from the IT department. Unregulated devices or software can cause conflicts or create vulnerabilities on our network.

6. Report all suspicious or unusual problems. Trust your instincts! If you think that an email is a bit off or that a program isn't running properly, don't hesitate to discuss with your supervisor.

directive
Outsource IT