

Cybersecurity threats are growing in number and sophistication. However, having secure habits, like the ones in this checklist, can significantly strengthen your security at work and at home.



- ❑ **Back up** your personal devices, either to a cloud service or physical hard drive. If you haven't done this yet, schedule a specific time to do it. It's one of the most important steps you can take.
- ❑ Make sure the **operating systems** on your devices are up to date.
- ❑ Make sure you have up-to-date **anti-virus software** installed on your computer(s).
- ❑ Make sure all your devices have a **password or passcode** to lock and unlock the device.
- ❑ Ask co-workers and family members to **change easy passwords** to something more difficult (and don't reuse passwords). If you need help managing passwords, check out services available.
- ❑ Set up two-factor authentication on important accounts, so you need **both a password and a code** (accessible via your phone) to sign into accounts. This will greatly reduce your risk of being hacked.
- ❑ Talk to your co-workers and family members about internet rules. Make sure they are **not posting sensitive information**, such as your home addresses or phone numbers.
- ❑ Have little kids in the house? Take 20 minutes and set up **parental controls** on your devices. There are great resources online to help you.
- ❑ Check out some **resources**, such as StaySafeOnline.org, and bookmark the ones you like—or follow them on social media. This will help you stay aware of emerging threats and scams.

Time Well Spent

It can take time to install anti-virus software, set up a back-up system, update passwords, and take the other steps listed here. But once you do it, you will be far more secure, and protected from some of today's major cybersecurity risks. Think of how devastating it would be to lose the data on your computer, or have your identity stolen or your accounts hacked.

Plan a few hours on a weekend to go through this checklist and take action. It will be time well spent!

