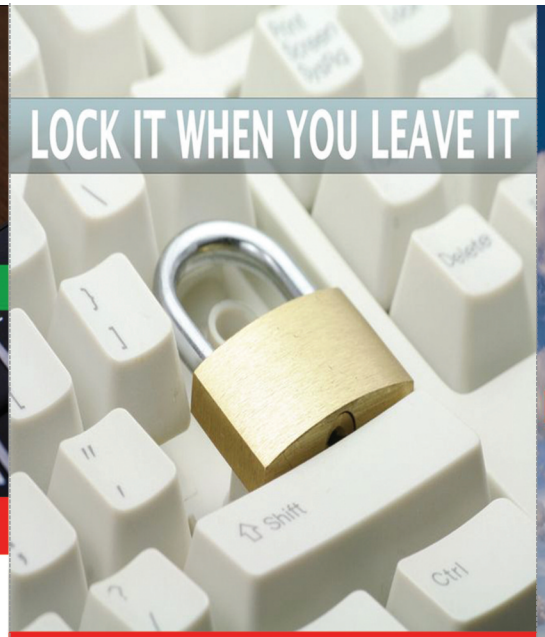
HELPFUL TIPS

- Ask yourself "Is it really necessary that I transport this sensitive information?" If the answer is no, then do not copy the information.
- Encrypt files or the full disk. By encrypting files or using full disk encryption, you reduce the risk of unauthorized individuals viewing sensitive data.
- Use strong passwords on all your devices, such as a minimum of eight characters and a mix of special symbols, letters and numbers. Never use the same password for multiple devices or accounts.
- Be sure all critical information is backed up. Portable devices should not be the only place important information is stored.
- Store your portable devices securely. When not in use, store portable devices out of sight and, whenever possible, in a locked drawer or file cabinet.



HELPFUL TIPS

- It takes only a few seconds to secure your computer and help protect it from unauthorized access. Lock down your computer every time you leave your desk.
- Set up a screen-saver that will lock your computer after a pre-set amount of time and require a password to log back in.
- If your computer is used by more than one person, you may want to create individual accounts, with unique login and passwords for each user.
- Choose a strong password. A good password should always include upper and lowercase letters, numbers, and at least one special character. Do not set the option that allows a computer to remember any password.

HELPFUL TIPS

- Do not engage in inappropriate conduct, such as cyberbullying, cyberstalking or rude and offensive behavior.
- Do not do something in cyberspace that you would consider wrong or illegal in everyday life.
- Do not impersonate someone else. It is wrong to create sites, pages, or posts that seem to come from someone else.
- Adhere to copyright restrictions when downloading material from the Internet.
- Do not use someone else's password or other identifying information.

HELPFUL TIPS

- Always think before you click on links or images in an email, instant message, or on web sites. Be cautious when you receive an attachment from unknown sources. Even if you know and trust the sender or the website, it is still prudent to use caution when navigating pages and clicking on links or images.
- Do not reply to emails that ask you to "verify your information" or to "confirm your user-id and password."
- Be sure to read the privacy statement on websites you are visiting prior to providing any personal information, to understand that entity's policy regarding protection of data.
- Periodically check your Internet browser settings (e.g. Security and Privacy) to ensure that the settings are adequate for your level and type of Internet activity.
- Review credit card and bank account statements as soon as you receive them to check for unauthorized charges.

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