

NTCA CYBERSECURITY SERIES

Protecting Your Network and Data

CYBERSECURITY IS A SHARED RESPONSIBILITY

Do your part to keep us all secure.

DO...

- CONNECT to the company's VPN, no matter where you are working.
- LOCK your workstation devices when leaving them unattended.
- CREATE strong passwords with at least eight characters, using capitalization, numbers and special figures (!, @, #, \$, %, &, *).
- TREAT messages from people you do not know with suspicion.
- BE CAREFUL about attachments and links in emails.
- REPORT a suspicious email immediately and delete it.
- BACK UP important files.
- INSTALL updates to software and devices when they become available.

DO NOT...

- CLICK on suspicious email attachments or links.
- SHARE personal information, such as passwords, bank account information or other private information.
- STORE sensitive information on your device.
- USE your work computer for personal tasks.
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- DOWNLOAD untrusted software to your computer.
- PLUG an unfamiliar USB device into your computer.

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