



## Information Technology Systems

### 10 Basic Tips for Security Awareness

For questions, please contact the WCC Help Desk at (276) 223-4730 or [HelpDdesk@wcc.vccs.edu](mailto:HelpDdesk@wcc.vccs.edu).

1. **Never** respond to email or telephone requests for passwords, account numbers, or any confidential or sensitive information no matter who makes the request.
2. **Never** leave your computer logged on unattended, even for a minute. Remember, you are responsible for any activity performed under your assigned user id. Always take care to log off from each application when the work is completed or when you are leaving your work area for an extended period of time. It is highly recommended that you power off the desktop at the end of your business day.
3. Create a strong password. A non-word with one or more numbers inserted in the middle (not on the ends) is the best choice. To make a memorable and secure password use the letters from a phrase/song, add digits, and use upper and lower case letters (ex. I Love paris Hilton in The Spring – IL2pHiTS4).
4. Do not give your password to anyone for any reason or type your password when someone is watching. Don't write down your password, include it in automated scripts, store it on your hard drive/PDA, and don't ask the system to remember your id and password. ***Employees should never log on with their user id/password and then permit another user to have access to the device.***
5. **Never** send confidential or personal information (e.g., password, credit card or account information, social security number, driver's license number, etc.) through the network. E-mail, chat, instant messaging, are all equally unsafe. Do not download files from an unknown source or ***open emails or attachments from unknown sources.***
6. To protect your computer against viruses and other security exploits install and routinely run anti-virus software. Update your anti-virus software regularly to ensure new virus signatures will be detected.
7. Never make or use on any notebook or desktop computers illegal or unlicensed copies of software, manuals, images, music, video, etc.
8. Dispose of personal or confidential information in a secure manner (e.g., shred, wipe, incinerate).
9. Make sure your data and supporting applications.
10. Maintain the confidentiality of all data, keeping in mind the privacy of all individuals and laws that apply to it.

*(Provided courtesy of VCCS Systems Office and replaces Annual Security Awareness Training for Adjunct/ Dual Enrollment faculty)*