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# **Security Awareness Training**



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This presentation will:

- ▶ Address 12 areas required by state security standards.
- ▶ Increase your security-awareness at work and at home.



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1. Passwords
2. Privacy & Sensitive information
3. Physical Security
4. Social Engineering
5. ID Theft
6. Email Usage
7. Internet Usage
8. Viruses and Malware
9. Software Use
10. Portable Devices
11. Encryption Devices
12. Suspicious Activity & Abuse



## 1. Passwords

- ▶ Use passphrases
- ▶ Mix in special characters and numbers
- ▶ Don't share it with anyone!

Example: **I'm\_using\_a\_Strong p@ssw0rd!**



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## 2. Privacy & Sensitive Information

- ▶ Public settings create risks
- ▶ Encrypt data
- ▶ Don't share sensitive info with others



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### 3. Physical Security

- ▶ Be aware of “piggybacking”
- ▶ Don’t use sticky notes for passwords
- ▶ Shred sensitive documents



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## 4. Social Engineering

- ▶ Phishing using email links
- ▶ Dumpster diving for sensitive info
- ▶ Baiting with USB drives



## 5. Identity Theft

- ▶ Complex passwords for important accounts
- ▶ Check or lock your credit
- ▶ Promptly report ID theft to authorities





## 6. Email Usage

- ▶ Use a strong spam filter
- ▶ Don't click links or open attachments if unexpected
- ▶ Don't send confidential info



## 7. Internet Usage

- ▶ Disable pop ups
- ▶ Use only secure websites for payments
- ▶ Change default passwords on home routers



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## 8. Viruses and Malware

- ▶ Keep software updated
- ▶ Don't install suspicious programs or apps
- ▶ Use caution if using public computers



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## 9. Software usage, copyrights and file sharing

- ▶ Don't install unlicensed software
- ▶ Be aware of copyrighted material
- ▶ File-sharing programs can drop malware



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## 10. Personal portable devices

- ▶ Enable security features
- ▶ Install updates
- ▶ Encrypt your device



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## 11. Proper Use of Encryption Devices

- ▶ Encryption protects your data
- ▶ Software can be used (e.g. Bitlocker)
- ▶ Hardware can be used (e.g. TouchID on Apple)



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## 12. Reporting Suspicious Activity & Abuse

- ▶ IT security is only as good as weakest link
- ▶ “See something say something”
- ▶ Know who to report suspicious activity to



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Questions?