



SAFETY ALERT **2018-08**

Password and Computer Security

The job of (hackers) is to attempt to find out your computer password so they can access your files and data. Once that happens, they may be able to access your files, accounts, personal information and the same information from accounts of other people on your computer network.

To avoid falling prey to cybercriminals, create a secure password by making use of the techniques listed below:

- Use a password that has a least two alphabetic characters, at least one numeric and/or special punctuation character. Always use a mixture of upper and lower case letters.
- Do use a password which is easy to remember, so you don't have to write it down.
- Do not use the same password twice, change your passwords at least every three months.
- Only connect to the internet over secure, password protected networks.
- Do not click on links or pop-ups, open attachments or respond to emails from strangers.
- Do not respond to online requests for Personally Identifiable Information (PII) – most organizations do not ask for your personal information over the internet.
- If you see something suspicious, report it to the proper authorities.
- Do implement a password-protected screen saver in case you must leave your workstation without first logging off.

Remember, security and crime prevention is everyone's responsibility.