



WELCOME TO WEEK 3 OF NATIONAL CYBER SECURITY AWARENESS MONTH!

Week 3 of National Cyber Security Awareness month is focused on our shared responsibility to ensure online safety, particularly while at work. This begins with these important points to remember when at work, especially if you work in an office, on a computer.

- Understand and keep in mind the sensitivity of any data you may be working with. Student records, financial information, health records, and many other types of data are protected by law and/or regulation and must be handled properly.
- Keep work and personal activities separate. Don't browse social media or websites unrelated to your current work on your work computer. Don't browse your personal email on your work computer, unless it is used for work purposes. This reduces the likelihood of accessing a malicious site or file that could infect your computer with a virus or malware.
- Keep a clean desk. Don't leave documents related to work laying out in the open. If you are not using a document, file it, and don't leave it unattended.
- Lock your computer if you have to step away or leave the office area to complete a task, and log out when you are done for the day.
- Be aware of your surroundings. Don't allow others to "shoulder surf" you, or linger in areas without a purpose. Engage visitors in your work space; ask them if there is anything you can do for them.
- Be vigilant if you must access email as part of your job responsibilities. If you suspect an email is fraudulent or malicious, use the Phish Alert Button and report it.

All of the preceding points can be summed up in being **Vigilant**, **Informed**, and **Conscientious** users. With the importance of computers in getting anything done these days, security is our shared responsibility, especially at

work.

To help you do your part in our shared responsibility, I encourage students to complete the KnowBe4 security awareness training available in your MyApps portal at <http://myapps.berry.edu> or at <http://www.knowbe4.com/homecourse>. I also encourage any faculty, staff, or student workers who have received a training enrollment email to complete the training.

Thanks for reading, and I hope you return for next week's article!