

## Cyber Security Checklist for Remote Workers

**Make sure you are connected to your company's network**, avoid using public Wi-Fi, and never connect to an unknown network.

**Do not click** on suspicious links or attachments. If you are unsure, talk to your coworkers or reach out to the IT department or provider.

**Be suspicious of calls and texts from numbers you do not recognize** and never share sensitive information over the phone.

When you encounter a scam, **report it** to your IT department or provider right away.

Create strong, unique passwords for all logins. Ask your contact in IT about employing a **password manager** if you are not already. Use **2-Factor-Authentication** when possible.

Check the website URL before you enter **login information** and be suspicious when asked to change your password.

**Do not install software or browser add-ons** unless they are provided by your organization.

Comply with your organization's **software updating** (patching) policy.

Even at home, make sure you **lock** your device (Press **■** + L on Windows, Cmd + Ctrl + Q on Mac) when you are not using it. When on the go, **never leave your device unattended**.

**Back up your data** regularly using your organization's cloud storage.

Be careful about what **information you post online**. Cyber criminals can use your personal data to harm you and your organization.



### What is personal data?

Personal data is information that helps to identify you as an individual, such as your email, home address, or your mother's maiden name. Cyber criminals can use this data to steal your identity, trick your colleagues, or gain access to your accounts by answering security questions.

### How do I know a website is secure?

Check if the website's URL starts with "https". The s stands for secure.

Look for a lock icon (🔒) next to your browser's URL field. If you see this icon, the website has been verified by your browser.

Double-check the URL to make sure you are on the right site. Even a website that appears secure can be a fake site designed to look like a certain legitimate site.