When You Leave Your Desk…

Remember to lock your workstation

[Windows] + [L]

IT Support Centre
Your First Line of Support

Phone: 585-4685
Email: IT.Support@uregina.ca
Web: http://www.uregina.ca/compserv/ITSC

University of Regina

Computer Security

Passwords

- **Never** reveal your password to anyone
- Strong passwords are a combination of letters, numbers and symbols.
- Create an anagram, for example:

Elvis died August 16 1977 = Eda161977

- Avoid sequences and repeated characters (ex: 12345678 or aabbccdd)
- Avoid personal information in passwords (ex: birthdays)
- Avoid common names (ex: "password" & "God") – these are the most used words in any language dictionary
- Don't use your login name as a password
- Don't use the same password on all accounts
- Don't use the "Remember Password" feature in applications
- Don't use the default password, if one is provided. Change it immediately to a new, stronger password

Home Computers

Remember to protect your personal computer as you would with your work computer:

- Use an internet firewall, anti-virus and anti-spyware
- Update your software
- Be careful when opening email attachments
- Back-up your computer
- Use strong passwords and change them often

Wireless Networks

- Avoid transmitting critical and financial information over the internet
- Keep wireless disabled when not in use
- Ensure you are using a secure wireless connection

The U of R has a secure access point

Public Terminals

- Don't save your login information. Always log out of websites by clicking "Log Out"
- Disable the automatic login feature, so no one can log in as you
- Don't leave a public computer unattended. If you have to leave, make sure to log out

To Disable the Feature that Stores Passwords:

1. In Internet Explorer, click **Tools**, and then click **Internet Options**
2. Click the **Content** tab, and then click **AutoComplete Settings**
3. Click to clear both check boxes having to do with passwords

- Avoid typing sensitive information such as your credit card number or any other financial information into a public computer
- When you are finished, delete all the temporary files and your Internet history

To Delete Temporary Files and Internet History:

1. In Internet Explorer, go to **Tools**, and then click Internet Options
2. Go to the **General** tab, under **Browsing History**, click **Delete**
3. Put check marks on **Cookies, Passwords, Internet Files, History and etc** and then click on Delete

Smartphones & Mobile Internet Devices

- Know where your Smartphone or MID is at all times (ex: don't keep your Smartphone or MID in your pocket where it can be easily stolen)
- Use removable memory cards to prevent the loss of data in case your Smartphone or MID is stolen. While travelling, keep memory cards in a separate location from your Smartphone or MID when not in use
- Try to avoid connecting in public "Hot Spots" (ex: coffee shops, airports)
- Do not have auto-connect activated. This will enable you to connect to any wireless network whether you want to or not – **Always manually connect**
- Only open attachments from known contacts
- Protect your Smartphone or MID by locking it with a strong password

NetStorage

NetStorage allows you to access your file storage from a web browser no matter where you are located without the installation of any software.

This Network drive is backed-up and is accessible anywhere via internet:

https://netstorage.cc.uregina.ca

- For enhanced security, it is always best to close your browser after logging out of NetStorage and delete your downloaded working copy off of the desktop

GroupWise

When using the Proxy tool, it is possible to see sensitive information such as:

- Folder structure and names of folders
- Appointments (ex: Interviews)
- Number of unread messages

To ensure that this data is protected, select an existing item and then right-click on **Actions>Mark Private**, or you can select the item and then press **[F8].**

File Back-Up

Access to U of R network drives depends on the setup of your Novell account. Information stored on network drives is shared only with users that have permission to access certain folders on the network drives.

Benefits of using a network drive:

- Data is backed up every night. If a hard drive problem occurs, computer files are still safe and recoverable
- Files stored on a network drive are accessible via Netstorage

Network Drives at the University of Regina

- **I:** Drive is your personal storage space on the network and is automatically set up for you!
- **T:** Drive provides storage and secure access to folders for use by departments as requested. To request space on the **T:**, call ITSC at 585-4685