

From the National Cyber Security Alliance and AC I.T.

Before Hitting the Road

1. **Keep a clean machine** - Before you hit the road, make sure all security and critical software is up to date, and keep devices and apps updated during travel.
2. **Don't take what you can't afford to lose** – back up all data on your traveling device that you can't afford to lose or share, and leave the backup in a safe place back home. Better yet, delete that data from your device if you won't need it during the trip.
3. **Make sure all devices are password protected** - Use a passcode or security feature to lock your mobile device.
4. **Own your online presence** - Set the privacy and security settings on web services and devices to limit how and to whom you share information, especially when you are away.

While On the Go

1. **Protect your assets** – Whenever possible leave your computer in a safe place such as a room safe. When you must carry it, do your best to disguise or hide it while you keep it close to your body. The same goes for tablets and phones.
2. **Get savvy about WiFi hotspots** - Do not transmit personal info or make purchases on unsecure networks. Instead, use a virtual private network (VPN) or your phone's cellular connection as a personal hotspot to surf more securely.
3. **Never use public computers to log in to any accounts** - Be extremely cautious on public computers in airports, hotel lobbies and Internet cafes. Keep activities as generic and anonymous as possible.
4. **Protect your \$\$\$** - Be sure to shop or bank only on secure sites. Web addresses with "https:///" take extra security measures. An "http:///" address is NOT secure.
5. **Share with care** - Think twice before posting pictures that would reveal you are not home or that you would not want certain people to see.
6. **Turn off WiFi and Bluetooth when idle** - When WiFi and Bluetooth are on, they track your whereabouts. If you do not need them, switch them off.
7. **Actively manage location services** - Location tools come in handy while planning your trip or navigating a new place, but they can also expose your location, even through photos. Turn off location services when not in use.
8. **If you lose ANY device with AC data, email, or network access (whether it is College owned or not) – it is CRITICAL that you report the loss or theft to the College immediately.** If you are calling during normal business hours, call the Help Desk at 903-813-2036. If you are calling outside normal business hours, call Campus Police at 903-813-2555. They will contact the appropriate on-call IT person. IT will take steps to prevent any unauthorized access to your account on the network. We can also assist you in getting a replacement device if your need is urgent and/or possibly get access to your data backup if it is available to the network. Be sure to provide the Help Desk or Campus Police a number where we can reach you to get more information.