

Basic IT Security

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- What is IT Security and what does it mean for me?
 - IT Security is a set of strategies that prevent unauthorized access to UF assets such as computers and data (Cisco.com)
 - As a University of Florida Student Affairs employee I am responsible for basic security measures to keep confidential information safe from outside sources



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- Password
 - Easiest way to keep data safe is to create a password that is not easily guessed
 - Use numbers, symbols, and different cases
 - Passphrase that is 18 characters long (up to 48)
 - Change when appropriate or when ANY suspected interference may have happened
 - Never keep password written down on or around your workspace
 - Keep Gatorlink username and password on separate sheets of paper until memorized
- Lock your machine
 - When leaving your work area for any amount of time lock your machine
 - Easy to do
 - Hold windows key and press L
 - Unlock upon your return

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- Mobile Devices – Phones and Tablets
 - Easy – Put a password on it
 - Any mobile device containing UF information (IE: email) must be secured with a passcode or biometric scan
 - This includes phones, tablets, iPads, laptops, anythingwithdatathatmovespads
- USB Drives



- The UF Mobile Computing and Storage Devices Standard requires all portable devices be fully encrypted – USB and External Hard Drives
- There are some exceptions, but for the most part this is a requirement
- See : <https://security.ufl.edu/resources/usb-drives/#faqs>

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- Malware



- What is it? – Malicious software designed to infiltrate a computer without a users consent
- Examples – Virus, Trojans, Spyware, Ransomware, Adware



- Basic rule of thought – Don't click it unless you meant it!
- Don't click on ads – If you are interested in something you see, look up the product/service rather than clicking a link in an ad
- Only download from trusted sources IE Microsoft Support Online Vs Dano's Great Downloads
 - If you are not sure, contact UFSAIT and we can tell you
- If you are sent an email attachment that looks questionable, don't click it. Contact that user directly and ask if they sent you something. Your current superpower = NOT Clicking. You alone can prevent mass destruction! (of files) 😊

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- Phishing 
 - What is it – Fake emails sent from “reputable” companies to illicit responses including personal/private information
 - These emails are made to look real and may appear to be from someone you know
 - Do **Not** ever send your password to anyone. Ever. Even if you know them. Even if they bake you cookies.
- This includes your boss/supervisor!!! 
- SSN's- should never be sent over email. Even if this is a trusted source, this information can be stolen.
- Entering data on a secure website is different than sending a clear text email containing personal information
- The University of Florida will NEVER ask for your password. If you see this, contact SA IT and we will assist with how to deal with it.

- Conclusion
 - Create hard to guess passwords
 - Change password if anything unusual happens
 - Encrypt storage devices
 - DON'T get clicky!!! Check before clicking
 - Never send passwords or personal info via email
 - If questionable, never hesitate to ask



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