



# CYBERSECURITY AWARENESS MONTH

## SEE YOURSELF IN CYBER

*Everyone plays a part in cybersecurity...no matter your role.*

Do your part to keep yourself and our Company cybersecurity safe by following four key actions.



### ENABLE MULTI-FACTOR AUTHENTICATION

Also known as two-factor authentication and two-step verification, multi-factor authentication, is a security measure that requires anyone logging into an account to navigate a two-step process to prove their identity. It makes it twice as hard for criminals to access an online account. By adding one more simple step when logging into an account, multi-factor authentication greatly increases the security of your account.



### USE STRONG PASSWORDS

Passwords are important if you want to keep your information safe. Here are some simple ways to secure your accounts through better password practices. No matter the account, all passwords should be created with these three words in mind.

- Long – At least 12 characters
- Unique – Each account needs its own unique password
- Complex – Use a combination of upper and lower case letters, numbers and special characters. Some websites will even let you include spaces.



### UPDATE SOFTWARE

Always keep your software updated when updates become available and don't delay. These updates fix general software problems and provide new security patches where criminals might get in. When downloading a software update, only get it from the company that created it. Never use a hacked, pirated or unlicensed version of software as these often contain malware and cause more problems than they solve.



### RECOGNIZE AND REPORT PHISHING

The signs can be subtle, but once you recognize a phishing attempt you can avoid falling for it. Here are some quick tips on how to clearly spot a fake phishing email: Contains an offer that's too good to be true; Language that's urgent, alarming, or threatening; Poorly-crafted writing with misspellings, and bad grammar; Greetings that are ambiguous or very generic; Requests to send personal information; Urgency to click on unfamiliar hyperlinks or attachments; Strange or abrupt business requests; Sending e-mail address doesn't match the company it's coming from.