### Stay Safe Online - Faculty and Staff Tips

| STOP | Review your Social Media Privacy settings - customize your privacy settings and think about what you share  
Be aware of online scams - don’t get lured by phishing! Report attempts to get your username, password, or other personal information to phish@appstate.edu and see reported phishing attempts at security.appstate.edu/phishing  
Keep your office computer on 1 night during the week to get IT updates  
Lock your computer when you step away |
| THINK | Know our Guidelines for Storing & Sharing University Information: [http://goo.gl/WUsdIt](http://goo.gl/WUsdIt)  
Use uDesk - a remote virtual Windows desktop that runs on your computer - when appropriate. If you visit a site with malware in uDesk, your computer won’t be infected  
Keep clean machines by setting up and installing all regular updates on your devices and software  
Use Good Passwords and keep them Safe  
- Use unique passwords - with letters, numbers, and symbols - for each account  
- If you need help remembering your passwords, use a password vault like KeePass  
- Don’t provide your password to anyone. ITS will never ask for your password |
| CONNECT | Connect Safely  
- Use a secure wireless connection, like “asu” secure wireless network, or use ASU VPN when you connect to public wireless  
- Use https whenever you transmit confidential information to a website  
Be careful where you click  
- Use official sites like Google Play Store to download apps, and review what they want to access. Don’t open questionable email attachments or click on website ads  
Back up your files to your uStor P: drive |

### Resources
- [security.appstate.edu/employees](http://security.appstate.edu/employees) for security tips and resources for employees  
- [filelocker.appstate.edu](http://filelocker.appstate.edu) for secure transmission of confidential information  
- [asuvpn.appstate.edu](http://asuvpn.appstate.edu) to connect to our VPN  
- [support.appstate.edu/answers/what-udesk-how-do-i-use-it](http://support.appstate.edu/answers/what-udesk-how-do-i-use-it) to learn how to use uDesk  
- [goo.gl/rdwjP1](http://goo.gl/rdwjP1) for University Guidelines for storing and sharing information  
- Our Technology Support Center can troubleshoot problems, and remove virus and spyware from personal and work machines  
- See something suspicious? Report Issues Promptly - Call the ITS Help Desk at 828-262-6266