

# Computer Security Checklist

*Keep this list near your computer, and pencil in the date you last do each item.*

Do these **regularly** (and **often**):

## **Patch & Update** Your Operating System

\_\_\_\_\_ Date last done Windows: [www.wellesley.edu/Computing/WinUpdate/](http://www.wellesley.edu/Computing/WinUpdate/)  
Macintosh: [www.wellesley.edu/Computing/OSX/#softupdate](http://www.wellesley.edu/Computing/OSX/#softupdate)

## Update Your Anti Virus & **Scan Your System**

\_\_\_\_\_ Date last done [www.wellesley.edu/Computing/TVD/](http://www.wellesley.edu/Computing/TVD/)

## Use Windows? Check for **Adware & Spyware**

\_\_\_\_\_ Date last done [www.wellesley.edu/Computing/TVD/#spyware](http://www.wellesley.edu/Computing/TVD/#spyware)

## **Back Up** Your Important Documents & Other Personal Files

\_\_\_\_\_ Date last done [www.wellesley.edu/Computing/Backup/](http://www.wellesley.edu/Computing/Backup/)

Do these **now** (then check online occasionally for new information):

- Use Strong **Passwords**  
[www.wellesley.edu/Computing/Security/#passwords](http://www.wellesley.edu/Computing/Security/#passwords)
- Filter Your **Spam**  
[www.wellesley.edu/Computing/FirstClass/fcrules.html#spam](http://www.wellesley.edu/Computing/FirstClass/fcrules.html#spam)
- Protect Yourself from **Phishing & Identity Theft**  
[www.antiphishing.org](http://www.antiphishing.org) & [www.ftc.gov/idtheft/](http://www.ftc.gov/idtheft/)
- Lock Your Laptop** – Physical Security  
[www.wellesley.edu/Computing/Security/#lockdown](http://www.wellesley.edu/Computing/Security/#lockdown)
- Review the **Responsible Use of IT Resources** Policy  
[www.wellesley.edu/InformationServices/ispolicies.html](http://www.wellesley.edu/InformationServices/ispolicies.html)
- Review the **Guidelines for Sharing Music and Movies**  
[www.wellesley.edu/InformationServices/ispolicies.html](http://www.wellesley.edu/InformationServices/ispolicies.html)
- Use Windows? Protect Your Home Computer with a **Firewall**  
[www.wellesley.edu/Computing/Security/#firewalls](http://www.wellesley.edu/Computing/Security/#firewalls)
- Use Windows? **Avoid File & Printer Sharing** if Possible  
[www.wellesley.edu/Computing/FileSharing/Windows/](http://www.wellesley.edu/Computing/FileSharing/Windows/)
- Review the **Where to Go For Help** Information (next page)

# Where to Go for Help

| <b>For help with</b>   | <b>Connect to</b>  |
|--|--|
| General Computing Questions                                      | <a href="http://www.wellesley.edu/Computing/computing.html">www.wellesley.edu/Computing/computing.html</a><br><i>or</i><br>Computing Questions on FirstClass               |
| CyberSecurity Questions  | CyberSecurity Guidelines<br><a href="http://www.wellesley.edu/Computing/Security/">www.wellesley.edu/Computing/Security/</a>   |
| Copyright Questions  | <a href="http://www.wellesley.edu/Library/copyright_ToC.html">www.wellesley.edu/Library/copyright_ToC.html</a>   |
| Faculty and Staff Computing Support                              | Faculty/Staff HelpDesk<br><a href="http://www.wellesley.edu/Computing/helpdesk.html">www.wellesley.edu/Computing/helpdesk.html</a>   |
| Student Computing Support  | Computing Help for Students<br><a href="http://www.wellesley.edu/Computing/ResNet/faq.html#Help">www.wellesley.edu/Computing/ResNet/faq.html#Help</a>                      |
| Changing your own Domain Account password                        | Password Station<br><a href="https://dc3.wellesley.edu/pwstart.htm">https://dc3.wellesley.edu/pwstart.htm</a>  |
| Spyware Protection   | McAfee AntiSpyware Module for VirusScan<br><a href="http://www.wellesley.edu/Computing/TVD/#spyware">www.wellesley.edu/Computing/TVD/#spyware</a>                          |
| Faculty and Staff Who Forgot Your FirstClass and Domain Accounts | Faculty/Staff HelpDesk (Bring your Wellesley College ID)<br><a href="http://www.wellesley.edu/Computing/helpdesk.html">www.wellesley.edu/Computing/helpdesk.html</a>       |
| A Student Who Forgot Your FirstClass or Domain Account Password  | Faculty/Staff HelpDesk (Bring your Wellesley College ID)<br><a href="http://www.wellesley.edu/Computing/HD/students.html">www.wellesley.edu/Computing/HD/students.html</a> |
| Virus Protection   | McAfee VirusScan / Virex<br><a href="http://www.wellesley.edu/Computing/TVD/">www.wellesley.edu/Computing/TVD/</a>   |