

Workstation Security Checklist

- ☐ Lock your computer screen whenever you step away from your desk.
(Ctl+Alt+Del or Windows key + L on a PC; Control+Shift+Power or Control+Shift+Eject on a Mac)
- ☐ Use a cable lock for your laptop to discourage theft.
- ☐ Store flash drives, CDs, and other portable media in a secure place such as a lockable drawer or cabinet.
- ☐ Secure all confidential materials and sensitive data in lockable storage.
- ☐ Dispose of sensitive materials appropriately (See the UGA Data Classification and Protection Standard if you are unsure which materials are sensitive:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/dcps)
- ☐ Always use strong passwords that follow the UGA Password Standard for construction:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/passwords/password_standard
- ☐ Protect your passwords - never share them with anyone and do not use your UGA MyID and password on another site.
- ☐ Change your passwords at least twice a year.
- ☐ Keep valuables in a secure place.
- ☐ Shut and lock your office door when leaving for any length of time, such as when you are on a break or having lunch. If you do not have an office make sure sensitive materials are secure and lock your computer before stepping away from your desk.
- ☐ Clear your desk and power down or log off your computer at the end of the day.