

# YOUR CYBERSECURITY CHECKLIST



Don't have an IT or security expert on-demand in your household? Don't worry; use this easy checklist to stay updated on the latest must-haves and must-dos to help keep yourself cyber-safe.

- ✔ Ensure all **operating systems, software, and browsers** on your devices are up to date and auto-update when available.
  - ✔ Ensure you have up-to-date **anti-virus software** installed on all your computers, tablets, cell phones and that they auto-update.
  - ✔ Ensure all your devices have a **password or passcode** to lock and unlock the device and that the screen auto-locks after a certain period if not used.
  - ✔ **Review your passwords.** Change easy passwords to something more difficult (but don't reuse passwords) and update any that are too old. Too many to remember and manage? Find a good password manager that does it for you.
  - ✔ Set up **two-factor authentication** on sensitive accounts (like banking and email). You will need both a **password and a code** (accessible via your phone) to get access. This second step will significantly reduce your risk of being hacked.
  - ✔ **Back up** the data on your devices to a cloud service or a physical hard drive. Then, set up a recurring schedule to keep your backup data current.
  - ✔ Have kids in the house? Take a few minutes to **set up parental controls** on your devices and theirs. They can block unsafe websites, set time limits, and manage who can/can't contact them to help keep them safe.
- It can take time to install anti-virus software, set up backups, update passwords, and take the other steps listed here. But once you do it, the hard work is done.
- This checklist is not a one-time activity. Schedule your checklist to be reviewed, say, quarterly! Reviews can show how secure you are staying and are also an excellent check to ensure any new devices are protected as they should be. Being cyber-secure is a good thing.**