

# bearaware Bulletin

Baylor University ITS

Protect Your Past. Secure Your Future

December, 2008  
Volume 1, Issue 1

## Lost or Stolen ID Card

If your Baylor ID card is lost or stolen, there is an immediate action every faculty/staff member and student should take.

Go to the web at [www.baylor.edu/inactivateidcard](http://www.baylor.edu/inactivateidcard) and indicate that the card is missing and should be inactivated. This website is secured by Bear ID and password.

Entry to secured areas, BearBucks usage, and payroll deductions for food and services are tied to these ID cards. Therefore, missing cards should be inactivated immediately.

Then, arrangements should be made for a new card during business hours Monday-Friday in the Cashier's Office area on the first floor of Robinson Tower.



## Locking Your Computer

It is a natural habit to lock your home when you leave for work, or lock your vehicle when you go into a store, but we don't always think about locking our computers. In today's environment, this habit must be developed and it is easy to do.

On a **Windows PC**, when you leave your computer, simply press Ctrl/Alt/Delete and then press Enter. When you return to the computer, press Ctrl/Alt/Delete and type your Bear ID password to resume. Another method is to turn on the screen saver "lock" feature. This way, the locking will occur automatically after a set time. To set this feature, go to Start=>Settings=>Control Panel=>Display. Select the Screen Saver tab. Make two changes: fill in the number of minutes before the screen saver activates; then check the box to "on resume, password protect". When you return to the computer, press Ctrl/Alt/Delete and type your password to resume.

On a **Macintosh PC**, from the Apple menu in the top left corner, select "System Preferences..." In the Security pane, make sure "Require password to wake this computer from sleep or screen saver" is checked. Second, click "Show All" at the top left of the window and then in the Desktop & Screensaver pane set the Screen Saver slider to 15 minutes. See [www.baylor.edu/selfservice](http://www.baylor.edu/selfservice) for expanded instructions.



## Phishing Reminder



Phishing is sending an email falsely claiming to be a legitimate enterprise in an attempt to obtain private information to be used for identity theft.

In recent weeks, many at Baylor have received phishing emails about various "issues" with their Baylor email accounts. The email asked the user to reply with their username and password.

Remember that this is a scam. **ITS will never send an email asking that you reply with your username/password.** If you are in any way suspicious of an email you receive please contact the Helpline (x4357) about the message.

See also: <http://www.baylor.edu/its/index.php?id=49595>.