

bearaware

Information Technology Services
Security Bulletin

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Take Care with Small Media

Flash/thumb drives, memory cards, and CD/DVDs are convenient means for transporting files, pictures, presentations, etc. We all use them these days – in our cell phones, cameras, and computers. They are so handy. BUT... they are also easy to misplace or forget and are natural targets for theft.

Data stored on these media are easily retrieved, read, stored, transmitted, and used with many types of electronic devices. Your private, confidential, or personally identifiable information could be at risk. We strongly recommend these devices not be used for storing confidential university data. ITS will work with departments to help alleviate the need to use portable media for confidential data. Take extra care to secure these undersized items and always be cautious in our digital world.



Who's Working on Your Computer?

Baylor employees, do you know the person who is trying to troubleshoot your computer? Did you call ITS about a problem? Did someone show up unexpectedly, say they were from ITS, and ask for access to your workstation? Did you ask for identification?

Be assured that anyone dispatched from ITS to address a problem with a university-owned computer will be carrying a picture ID that notes that they are from ITS. Student worker badges indicate the current academic year. So, ask for identification! Call the ITS Help Line (710-HELP/4357) for verification. We will not be offended. It is the right thing to do.



Passwords Refresher

Passwords are the keys to your personal information and to University information with which you are entrusted. Take a minute to visit <http://www.baylor.edu/its/index.php?id=43842> and refresh your memory regarding Baylor's password policies. ITS recommends that for all your password (Baylor and personal) you use the strong structure required for BearID password.

User name:	<input type="text" value="Bruiser_Bear"/>
Password:	<input type="password" value="*****"/>

Currently, you must change your BearID password every 180 days. When you change it, you cannot reuse your last two password values. In the future, due to compliance regulations and external audit recommendations, these settings may become even more conservative. Security in today's world is often inconvenient but is essential to minimize potential problems. And remember - ITS staff will never ask for your password by email, telephone or in person. If you are solicited for your Baylor password, please report it to the ITS Help Line (710-HELP/4357).

Protect Your Past, Secure Your Future



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