WWU MÜNSTER

IT

Checklist IT Security

8 simple measures to a solid basic protection in the office and at home

1 Basic coverage

- Current updates for operating system and programs installed? ☐
- Virus protection program available? ☐
- Current backups of all important data available? ☐
- Software installed only from trustworthy sources? ☐
- Unnecessary software uninstalled? ☐

2 Strong passwords

- Complex passwords chosen? ☐
- Used a separate password for each service? ☐
- Passwords entered only on trusted PCs? ☐
- Passwords stored only in safe places? ☐
- Password manager used? ☐

3 Two-Factor authentication

- Prevention against password loss activated in the IT portal? ☐
- Two-factor authentication activated where possible? ☐
- Digital ID requested or in use? ☐

4 Dangers from e-mails

- Authenticity of the e-mail before opening attachments? ☐
- Macros disabled in Office? ☐
- Automatic display of images and attachments deactivated? ☐
- View as text only enabled? ☐

5 Dangers on the internet

- Authenticity of the website checked before password entry? ☐
- Add-ons for privacy and security installed in the browser? ☐
- Unnecessary add-ons uninstalled? ☐

6 Unauthorized use

- PC locked when leaving the workplace (key combination WIN-L)? ☐
- Office door locked when leaving the office? ☐

7 USB-Stick usage

- External data carriers (e.g. USB sticks) encrypted? ☐
- Found USB-sticks of unknown origin disposed of? ☐

8 Social engeneering

- Urgent e-mails / calls from unknown persons about virus infection, passwords or publication of confidential information to IV security officers reported? ☐
- Security officer and CERT known? ☐
- Suspects or unauthorized persons in the building reported to building managers? ☐

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Comprehensive information on the individual points can be found on the following website:

www.uni-muenster.de/it-sicherheit

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