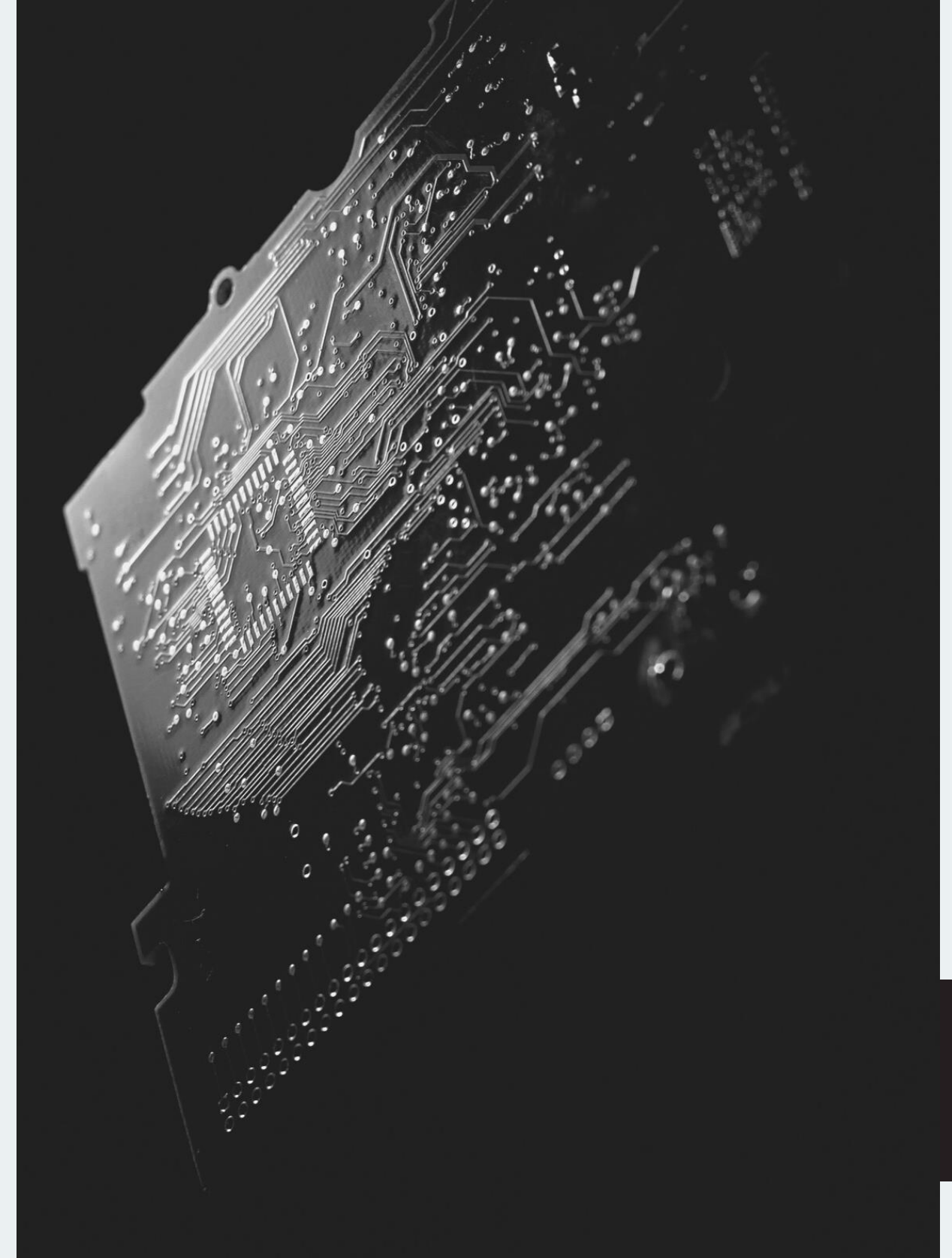




CAPITOL
Technology University

EMPLOYEE CYBERSECURITY TRAINING



WHAT IS CYBERSECURITY?

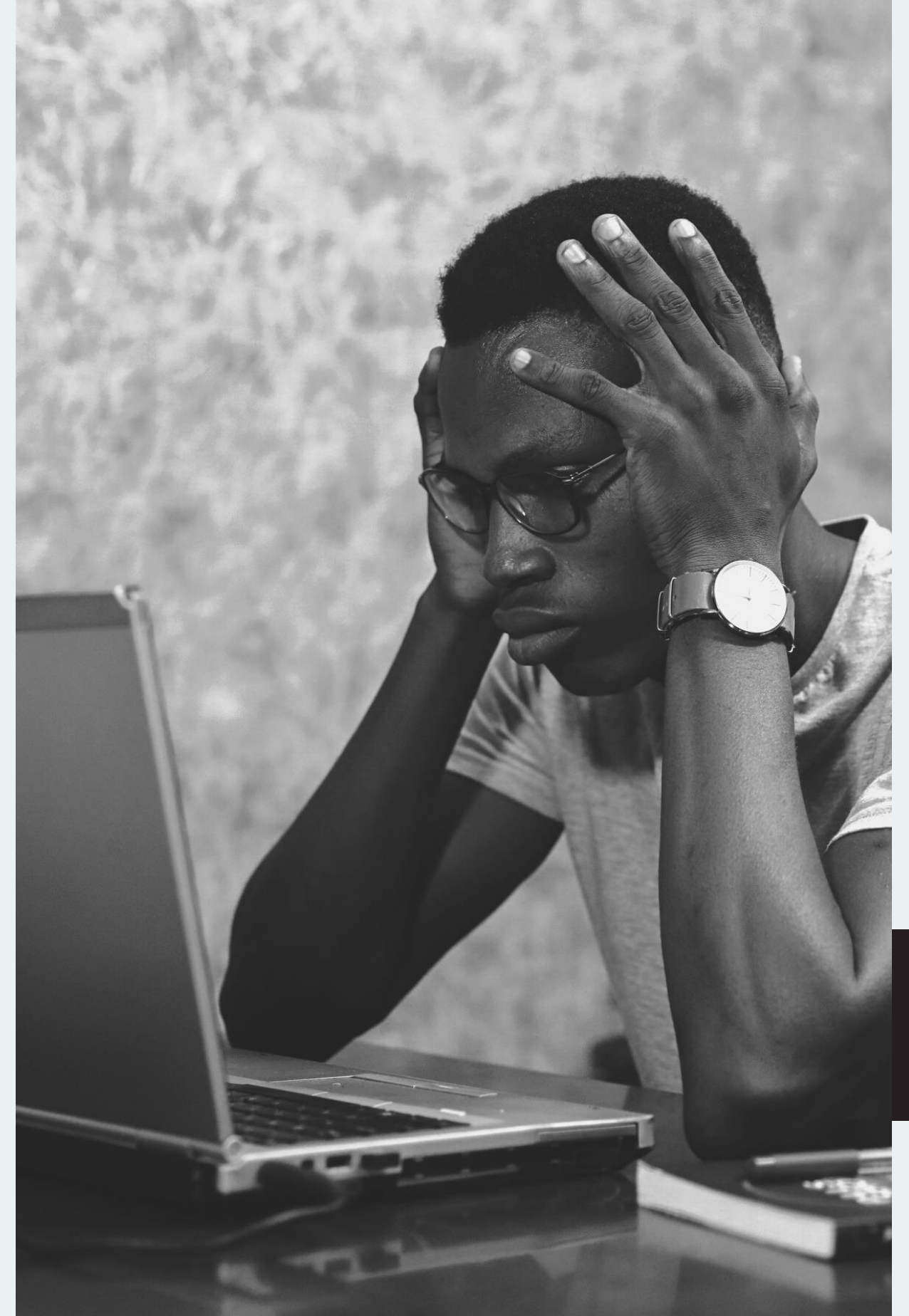
Cybersecurity is the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks.

With an increasing amount of Internet Based apps and services, the security threats that result in massive harm are increasing also.

WHY DO I NEED TO LEARN SECURITY?

Isn't it IT's job?

Everyone who uses a computer and/or has access to sensitive information needs to understand how to keep it safe.



PRESENTATION OVERVIEW

Understanding Sensitive Data

04

Confidentiality

Integrity

Availability

Good Security Principles

Common Mistakes

Malware

Social Engineering

Phishing

Email Security

Passwords

Incident Reporting

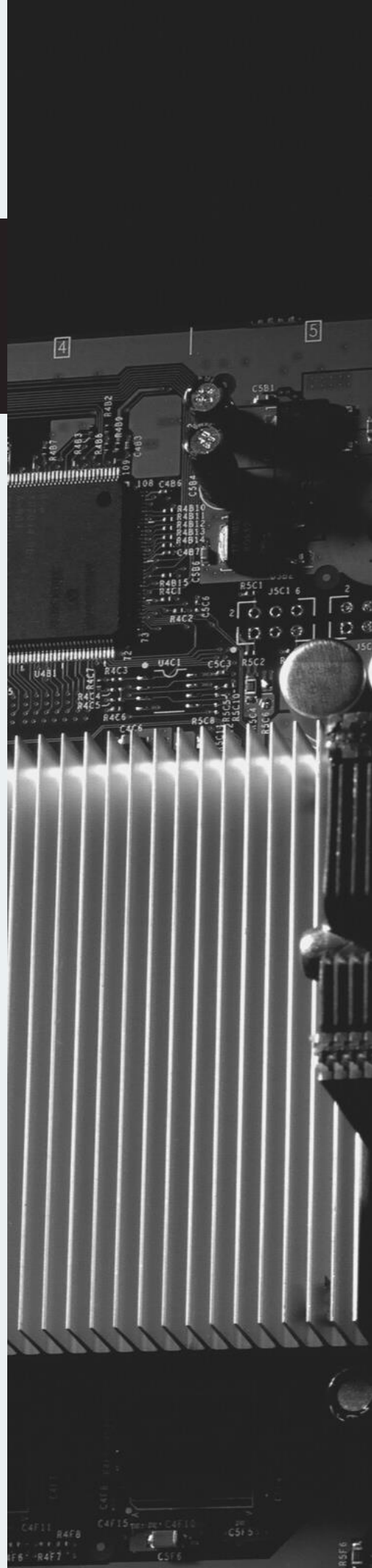
COMMON MISTAKES

05

- Poor password management
- Not locking the computer when unattended
- Opening email attachments from unknown addresses
- Not running anti-virus programs
- Not reporting security violations
- Improper information handling

CONSEQUENCES OF SECURITY VIOLATIONS?

- Damage to reputation
- Having to recreate lost data
- Identity theft
- Data corruption or destruction
- Loss of student / public trust
- Costly reporting requirements and penalties
- Disciplinary action
- Unavailability of vital data



UNDERSTANDING SENSITIVE DATA

PROTECT SENSITIVE DATA - PII

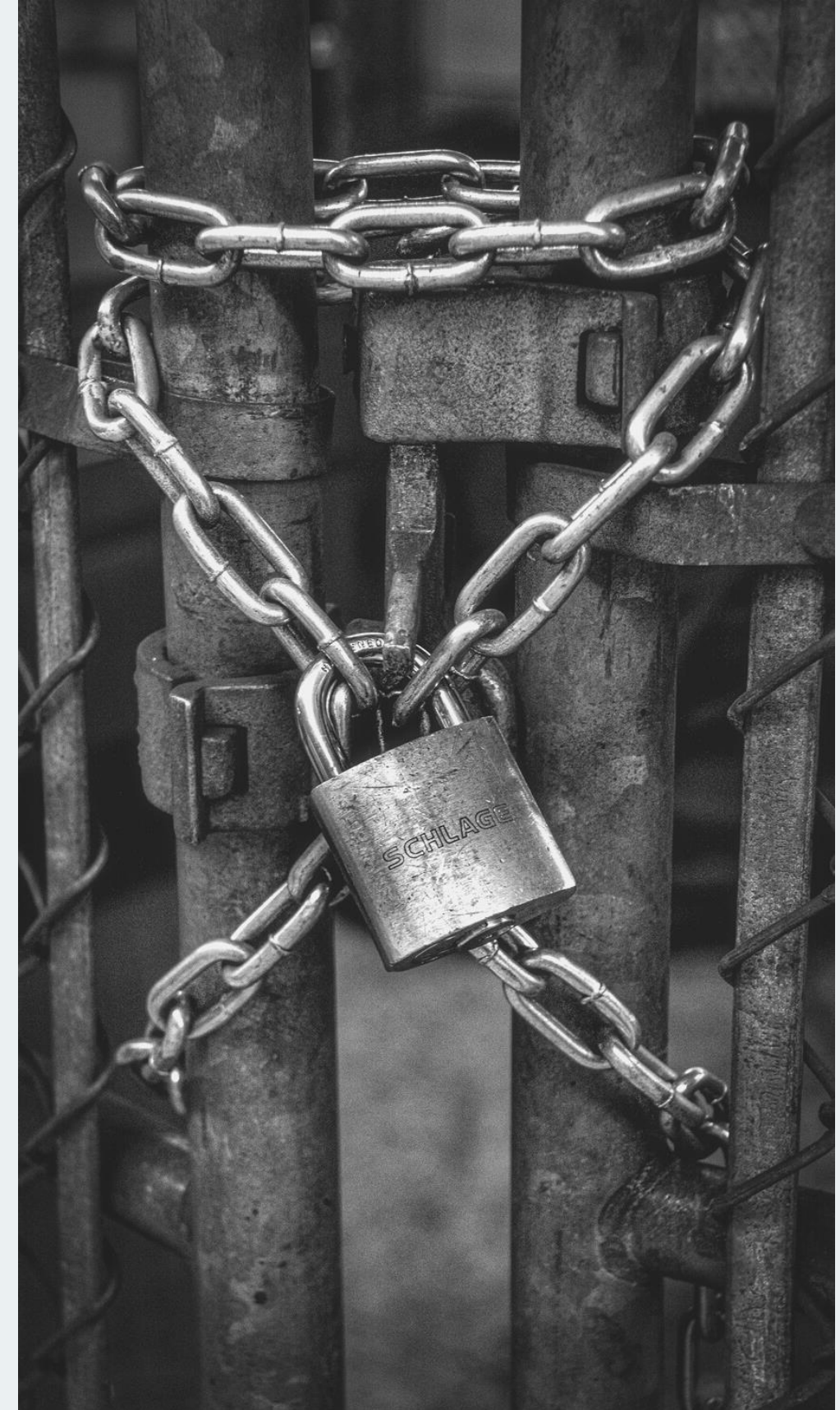
INCLUDES:

- Social Security Numbers
- Religion, gender, ethnicity, date of birth
- Health / Medical information
- Home address & phone number
- Student records protected by FERPA
- Financial Information

CONFIDENTIALITY

Confidentiality refers to protecting information from being access by unauthorized parties.

A failure to maintain confidentiality means that someone who shouldn't have access has managed to get it, through intentional behavior or by accident. This failure is commonly known as a breach.



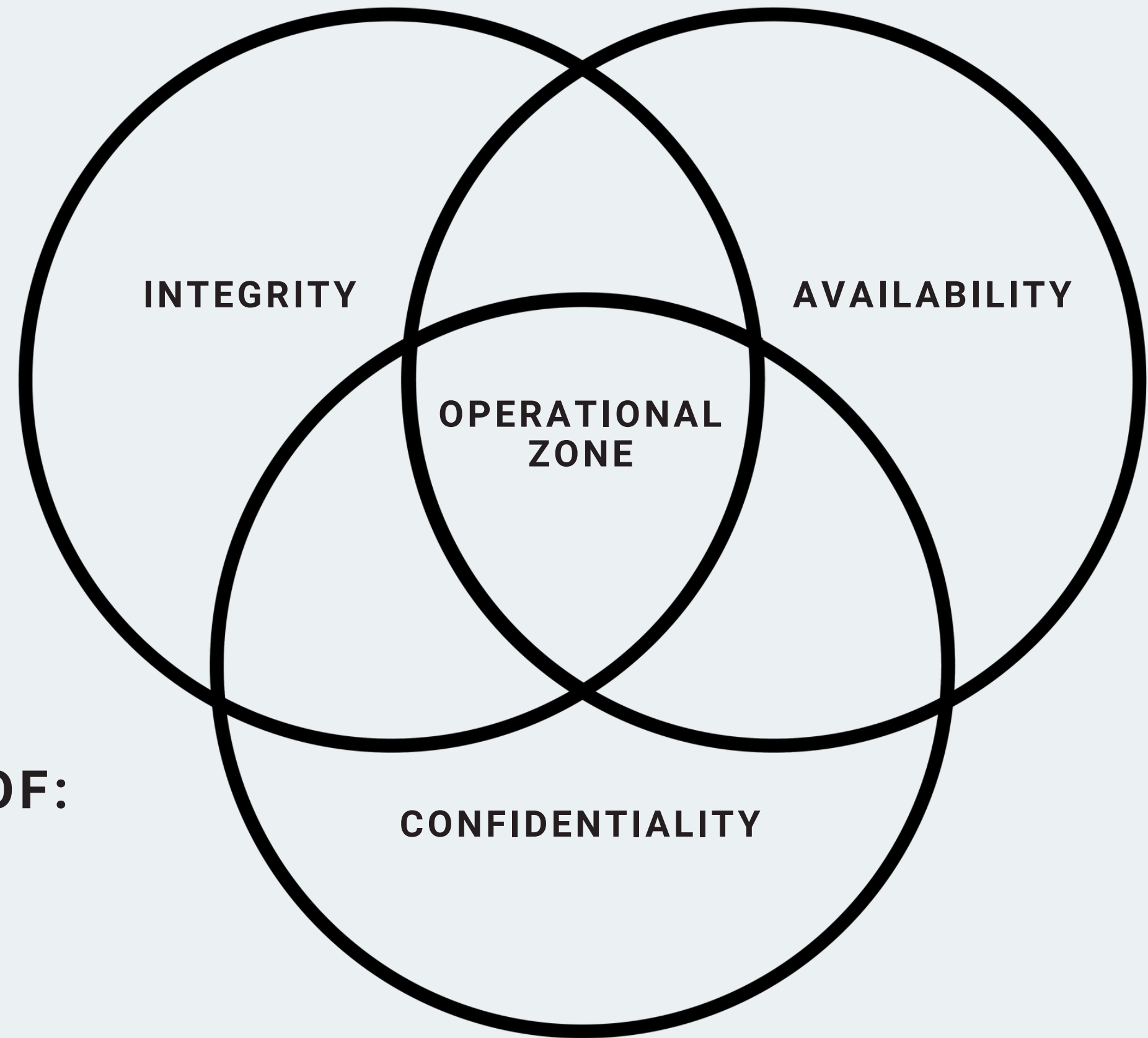
INTEGRITY

Refers to ensuring the authenticity of information – that the information is not altered, and the source of the information is genuine.

AVAILABILITY

Information is accessible of authorized users.

Information is unavailable not only when it is lost or destroyed, but also when denies or delayed.



**THE OPERATIONAL ZONE IS
THE PROPER COMBINATION OF:**

Data Integrity – authentic data

Data Availability – available data

Data Confidentiality – protected data

MALWARE — *It only takes one click*

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**VIRUSES, HACKER, WORMS, TROJAN HORSES, ROOTKITS,
PASSWORD CRACKING, KEY LOGGING, RANSOMWARE**

PURPOSE:

- Extortion
- Cause Destruction
- Install Ransomware
- Exploit information/data
- To be an annoyance

METHODS OF ACTIVATION:

- Emails & IM's
- Attachments (.exe .dat. screensavers)
- Spam
- Web
- Active X, Java Scripts
- Portable media
- Floppy, Flashdrive, PDA's



MALWARE SYMPTOMS

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- Computer is slower than normal
- Increased/Continual CPU Processing
- Icons disappearing/moving
- Unexplainable actions
- Missing/New files
- Cursor moving by itself
- Entire hard drive encrypted
- McAfee shield has a red shadow

SOCIAL ENGINEERING

The art of manipulating people into performing actions or divulging confidential information

- Preys on all users
- Creates Curiosity / Trickery
- miss-delivered email with photo

EXAMPLE:

*John,
Had a great time with you last weekend. You
won't believe some of the pictures of us. Make
sure you check out the one on the beach. See
you soon...
Love Jane*

Social Engineering cont.

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PHISHING:

An attempt to acquire sensitive information like a password by posing as a legitimate entity.

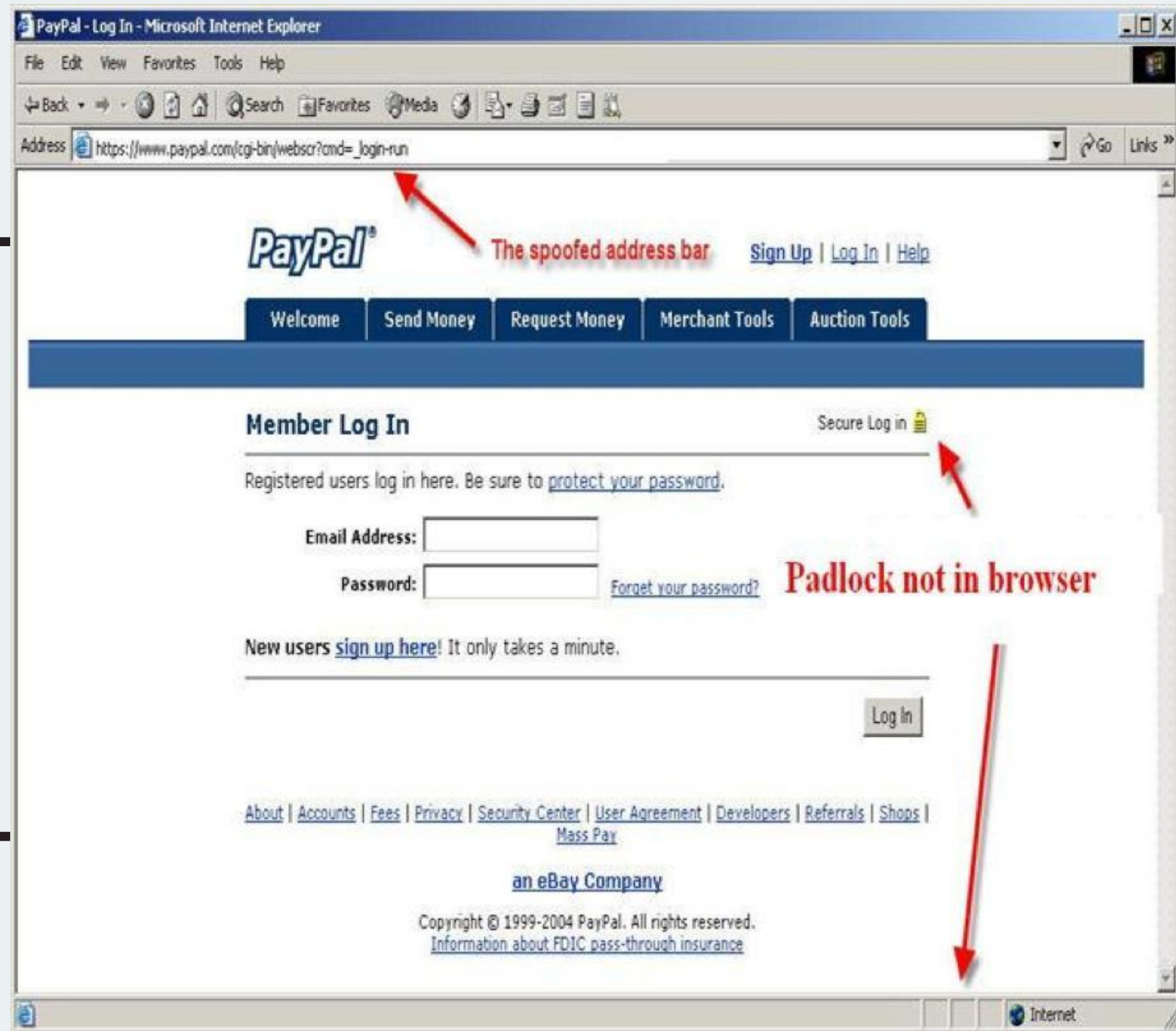
You get an email that looks like it comes from your bank, employer, credit card company, etc.

Prompts you to click on a link to enter your personal information.

Asking you to “update their records” due to a fraud or some other important reason.

This link takes you to a website disguised to look like the company’s.

PHISHING EXAMPLE



PHISHING
EXAMPLE

HIRING IMMEDIATELY ~ Work From Home - Deleted Items

Message

Delete

Reply

Reply All

Forward

Attachment

Meeting

Switch Background

Move

Junk

Rules

Read/Unread


Categorize

Follow Up

Send to OneNote

Categorize

HIRING IMMEDIATELY ~ Work From Home



Capitol Technology University

Approved Job Alert

You have received this email as you are selected for Shadow Shopper Inc. Walmart Review for Capitol Technology University students and staff.

You can earn as up-to a \$450/Weekly. Apply now if you are interested.

APPLY HERE

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EMAIL SECURITY

UNKNOWN EMAILS – DO NOT OPEN!

- Attachments may contain viruses
- Don't click on unknown web address links

DELETE SPAM

- Don't be curious...

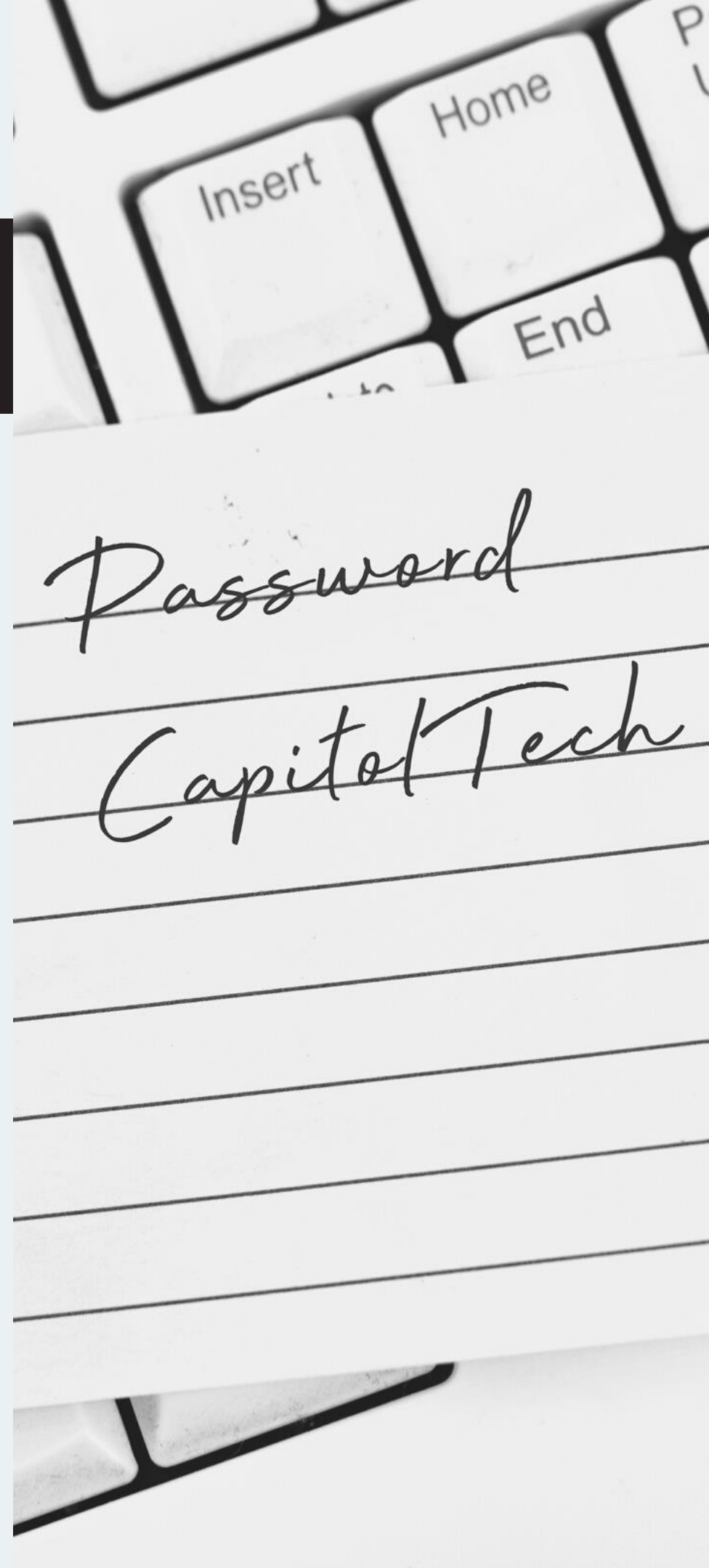
LOOK FOR PHISHING ATTACKS

- Look like real website / email
- Try to get personal information
ex. *"Confirm password"*

CREATING PASSWORDS



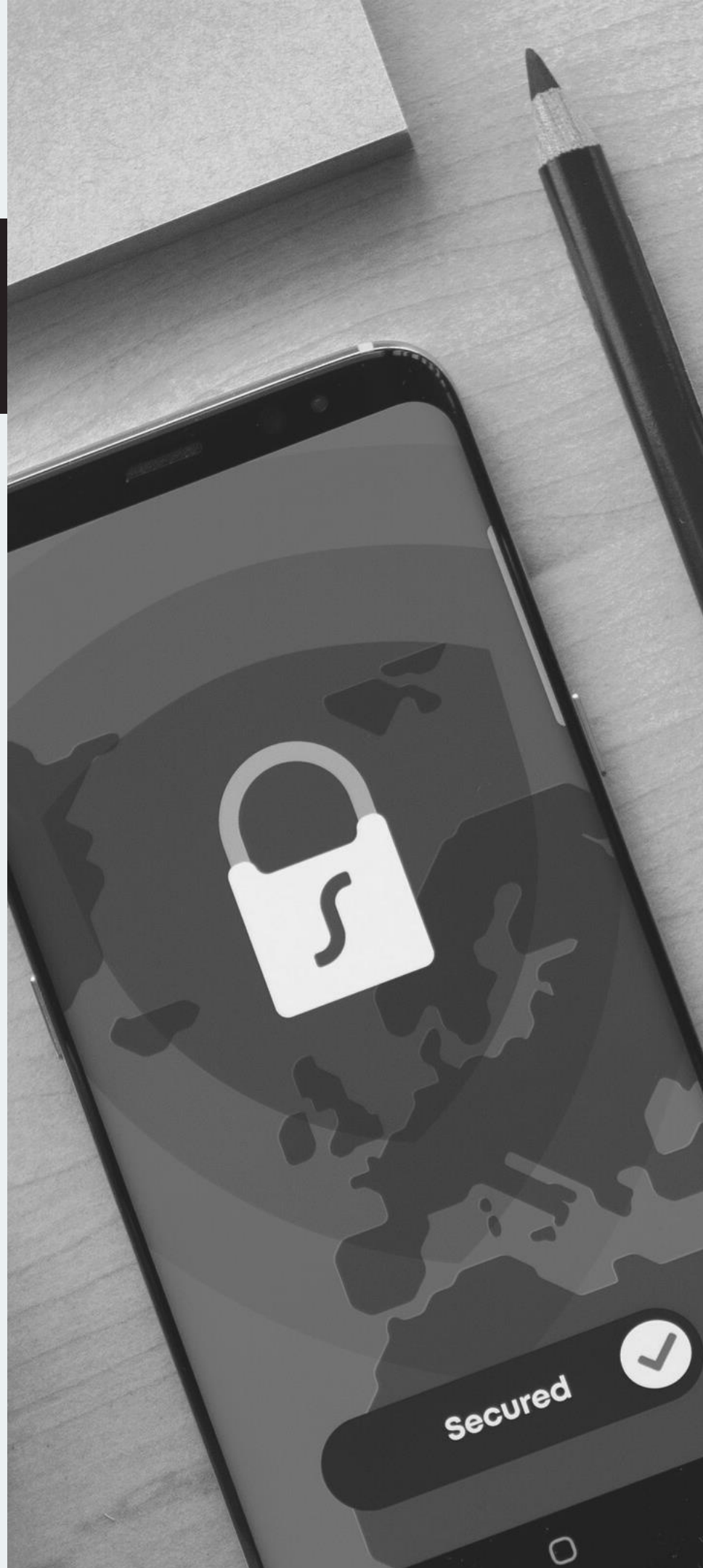
Why great care and consideration should be taken when selecting the proper password



THE DON'TS

OF CREATING PASSWORDS

- NO SINGLE DICTIONARY WORDS
Any language
- NO NAMES
Spouse, kids, aunt/uncle, username, pet
- NO PERSONAL INFO
SSN, B-day, favorite football team
- AVOID LOOK ALIKE CHARACTERS
0 for o's, \$for s, P@s\$w0r|)
- DON'T WRITE IT DOWN!



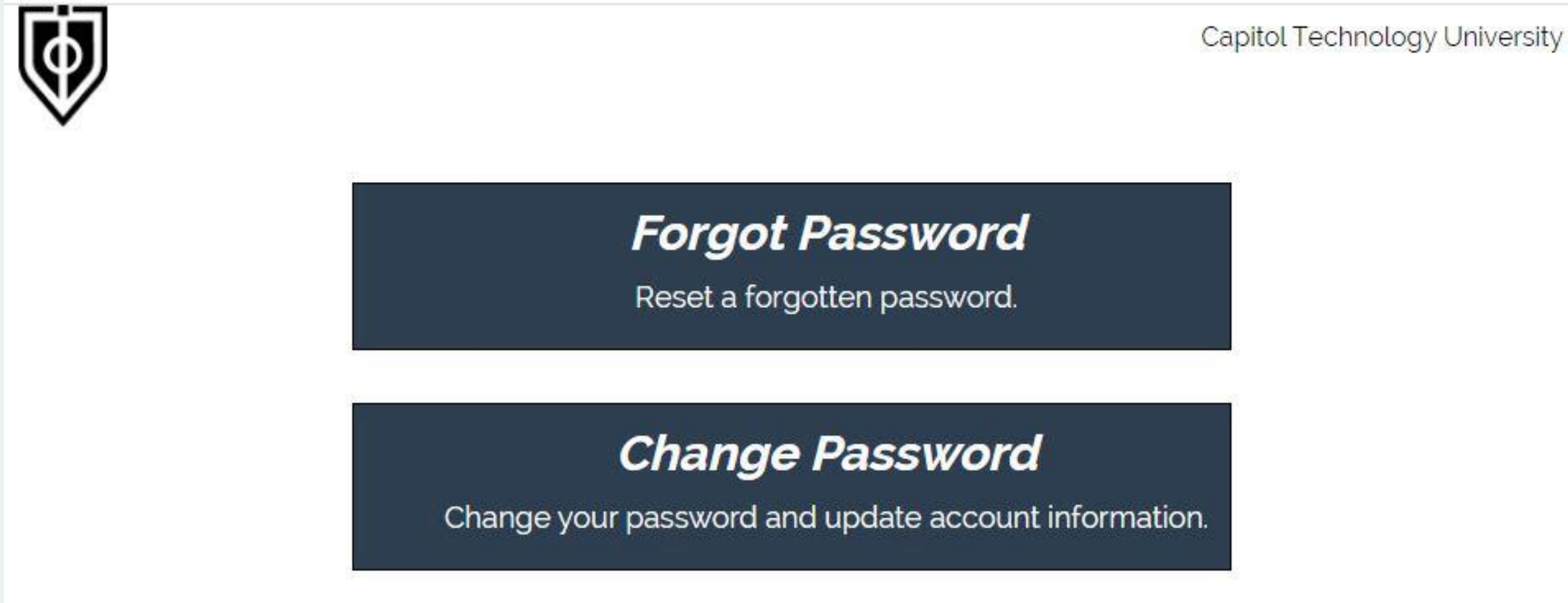
THE DO'S

OF CREATING PASSWORDS

- USE GOOD COMPLEXITY
A good mix of numbers, letters (upper/lower), symbols
- LENGTH
10 to 15 characters
- CHANGE REGULARLY
- DIFFERENT PASSWORDS FOR DIFFERENT ACCOUNTS
- PICK ONE YOU CAN REMEMBER

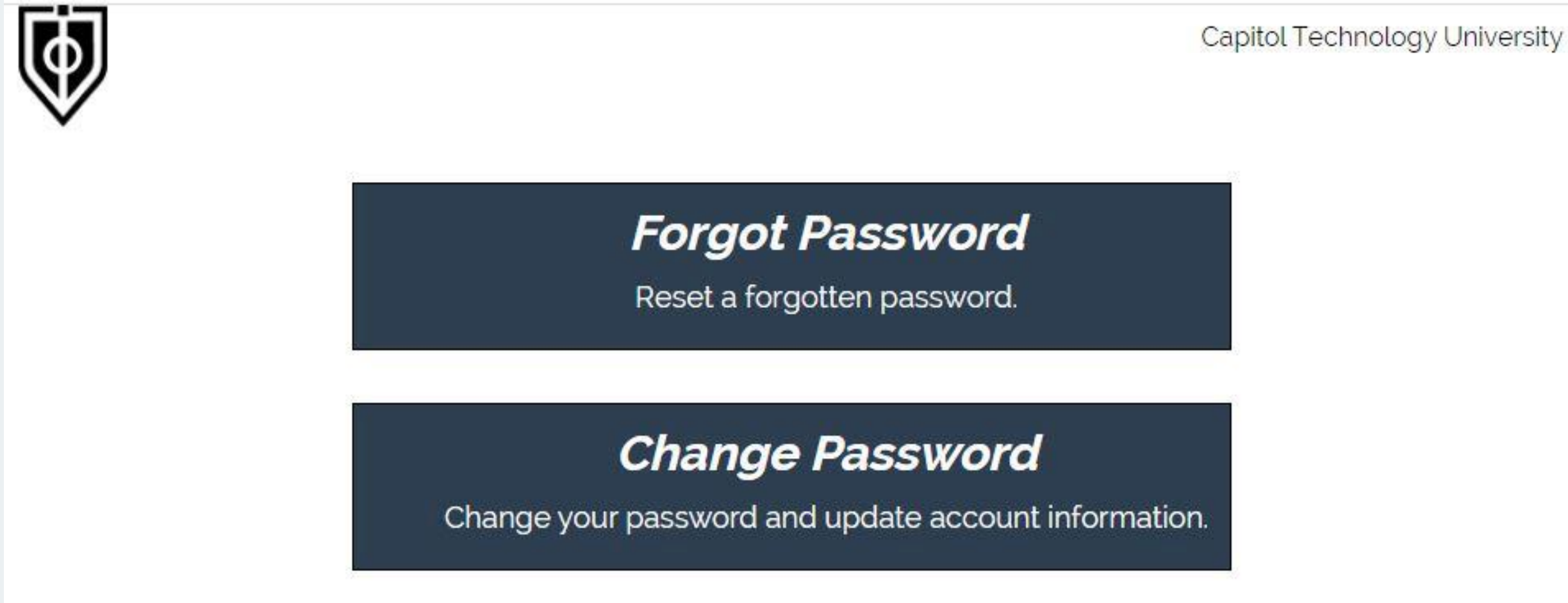
CHANGING YOUR PASSWORD

To change your password, navigate to <https://account.capttechu.edu/home.html?0> and click on “**Change Password**”.



FORGOTTEN PASSWORD

Should you ever forget your password, you can go back to <https://account.capttechu.edu/home.html?0> and click on “**Forgot Password**”.





PROTECTION

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1. KEEP YOUR PASSWORD A SECRET

- No sharing
- Change often

2. WATCH FOR SHOULDER SURFERS

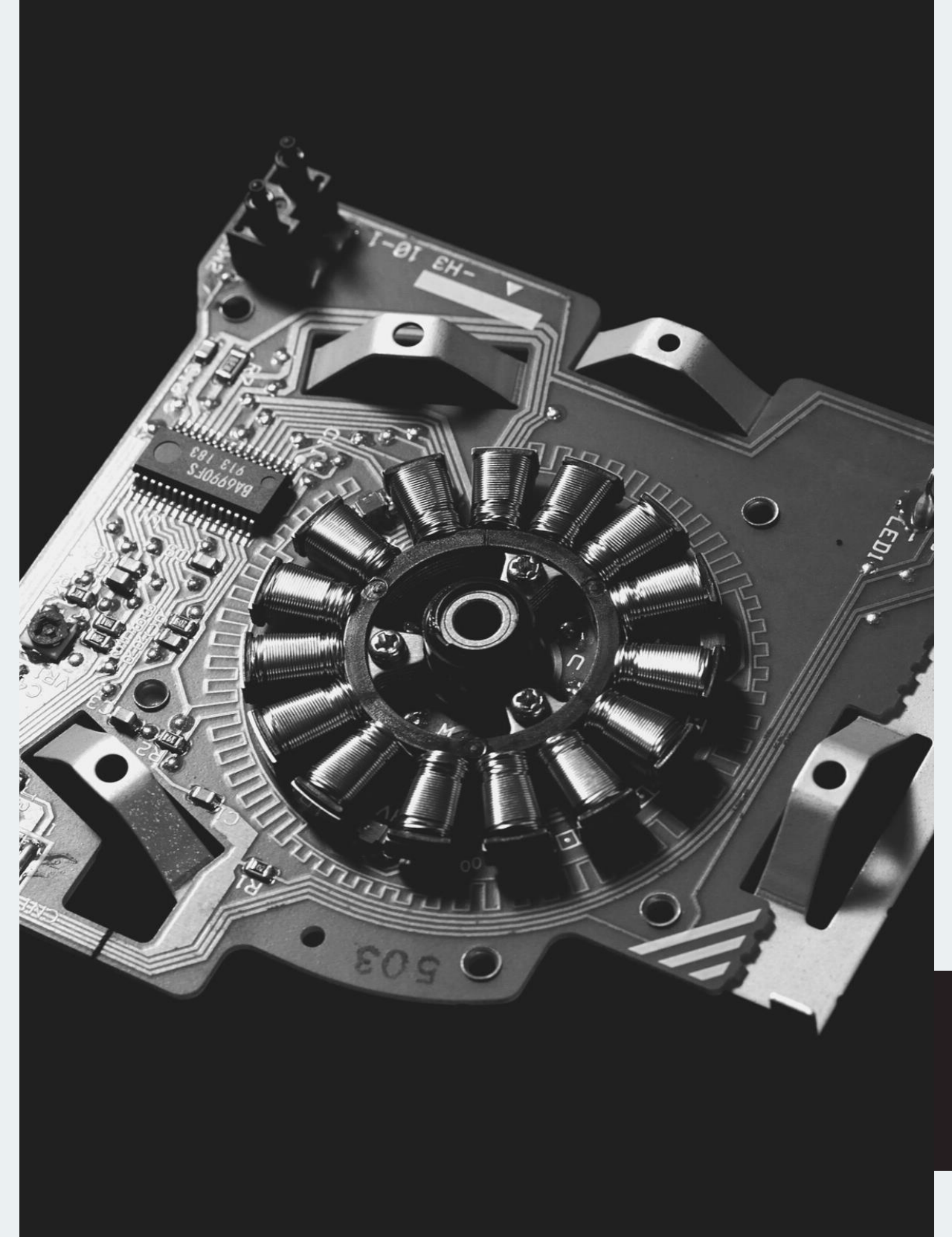
Someone looks over your shoulder at keyboard while your typing your password.

3. WHAT DO YOU DO IF PASSWORD IS STOLEN?

or even think it has been compromised? **Contact IT immediately!**

PRIOR STAFF AND FACULTY

If you have a prior association with Capitol Technology University as a student or professor you may need to contact IT at **ithelp@captechu.edu** to have your password reset as a new password may not have been generated for you.



REPORTING SECURITY INCIDENTS

- Immediately report suspicious activity
- Report all incidents & breaches
- Report lost or missing equipment

**MAKE ALL REPORTS TO YOUR SUPERVISOR
& COMPUTER SERVICES IMMEDIATELY**

Extension **2548**

Email **IThelp@captechu.edu**

THANK YOU!

PLEASE FEEL FREE TO CONTACT THE IT DEPARTMENT WITH
ANY QUESTIONS OR COMMENTS.

