



CYBER SMART CHECKLIST

HOW MANY CAN YOU TICK OFF?

☐ **USE LONG, STRONG, UNIQUE PASSPHRASES**

Use a different passphrase for every account. A password manager can help you remember them all.

☐ **TURN ON MFA**

Add an extra layer of protection to your most important accounts with multi-factor authentication (MFA).

☐ **THINK BEFORE YOU CLICK**

Pause, think, and verify before clicking a link, opening an attachment or accepting an unexpected request.

☐ **REVIEW YOUR PRIVACY SETTINGS**

Check who can see your information and limit what you share publicly online.

☐ **BE CAREFUL WHAT YOU SHARE ONLINE**

Think twice before sharing content online or pasting information into AI tools. If in doubt, leave it out.

☐ **KEEP WORK AND PERSONAL SEPARATE**

Use your personal email for personal accounts and think carefully before sharing work information with AI tools.

☐ **TURN ON AUTOMATIC UPDATES**

Turn on automatic updates so your devices and apps can protect themselves against the latest security threats.

☐ **DELETE WHAT YOU DON'T USE**

Remove old apps and accounts you no longer need to reduce your digital footprint.

☐ **SECURE YOUR HOME WI-FI**

Secure your home Wi-Fi by changing your router's default password to a long, strong and unique passphrase. Keep connected devices updated and consider using a guest network for smart devices.

**own
your
online**
cyber smart week