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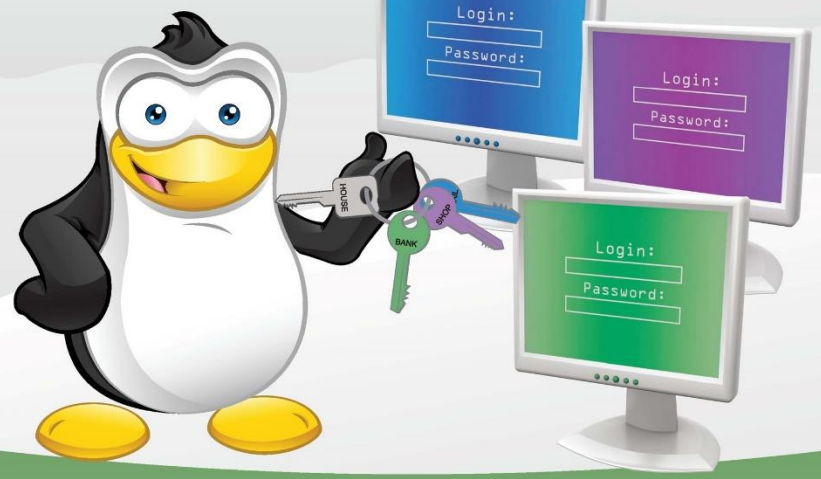
# Different Keys for Different Places

## Using the same password for multiple sites opens the door to greater losses.

Over 99% of passwords are among the top 10,000 most commonly used passwords.
**MAKE YOUR INFORMATION MORE SECURE** by creating a password that is complex to others yet memorable to you!




**DON'T REUSE** — Use a unique password for every online account, just as you would use different keys for your car, home and mailbox.

**USE MFA** — Use multifactor authentication whenever available.

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National Cyber Security Awareness Month at UCOP:

# 8 Important Habits to Protect Yourself and UC

1. Always think twice before clicking on a link or opening an attachment.
2. Verify requests for private information (yours or other people's).
3. Protect your passwords.
4. Protect your stuff! Lock it up or take it with you when you leave.
5. Keep a clean machine! Keep your devices, apps, browsers, and anti-virus/anti-malware software patched and up to date.
6. Back up critical files.
7. Delete sensitive information when you are done with it.
8. If it's suspicious, report it!

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*www.surfersam.com*

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# Always CHECK before you CLICK!

## Don't help others steal your information.

**TARGETED EMAILS** from hackers can look very legitimate

Make sure the email is **GENUINE** before you click on any links or open attachments!

## What To Check For

1. Look for unprofessional **spelling or grammar errors,** though keep in mind the best scams are well written.
2. Treat **any email you didn't expect to receive** with suspicion.
3. Check for **odd phrases and word choice** based on your knowledge of the sender.
4. **Hover over links** to see if the web address is legitimate and relates to the email's content.
5. Verify any email that asks for personal information by **independently looking up the sender's contact information.**

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# Is someone monitoring you?

While convenient, public Wi-Fi is not secure! Be careful how you work and surf when connected.

## Be Safe on Public Wi-Fi

- Encrypt your data by using the UCOP-provided VPN.
- Be mindful of who can see your screen and work.
- Be cautious in coffee shops, airports, buses, trains, libraries and public areas.

**PLAY IT SAFE!** Save confidential tasks for when you're connected to a secure network.

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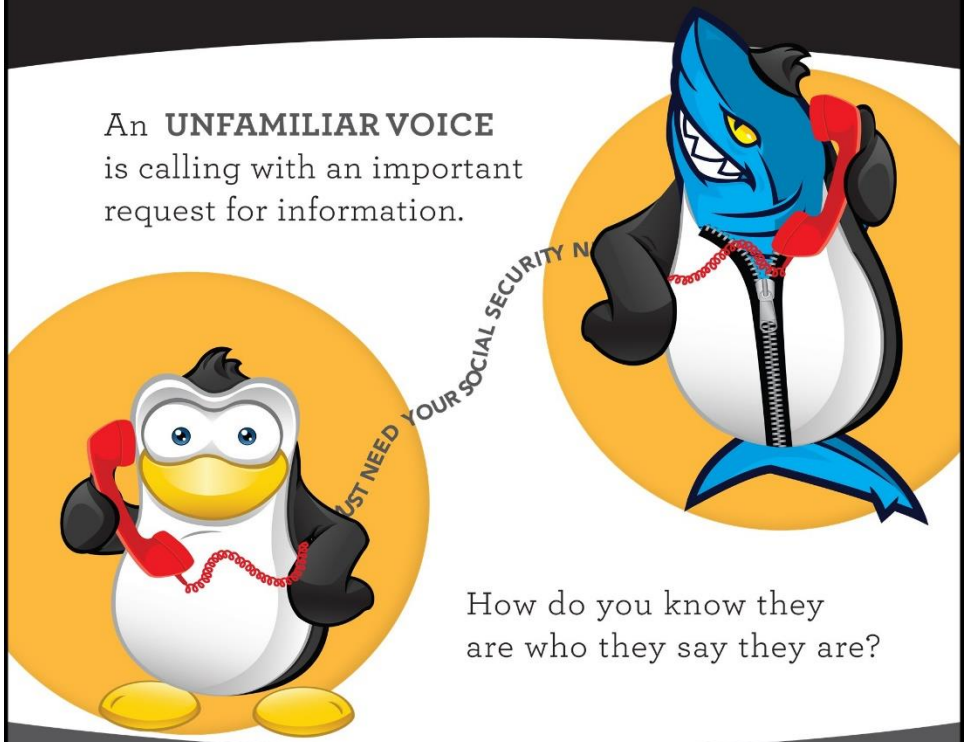
# Hello? Who's Calling?

## Keep your personal information safe from con artists.

An **UNFAMILIAR VOICE** is calling with an important request for information.




How do you know they are who they say they are?

Don't be tricked into giving personal information over the phone. If you don't recognize the voice, don't answer any personal questions.

Instead, **INDEPENDENTLY VERIFY** their phone number, and call *them* to make sure you are talking to who you think you are!

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# Do You Know Where Your Files Are Really Stored?

## Make sure there are no holes in your boxes.

Internet sites that promise free file storage appear convenient but they don't protect your information.

Use UCOP-provided storage, such as **BOX** or **SHAREPOINT**.

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