Tips on Protecting Your Information

Protect your personal information:

**Secure your accounts:** Ask for protection beyond passwords. Many account providers now offer additional ways for you verify identity before you conduct business on their site.

**Make passwords long and strong:** Combine capital and lowercase letters with numbers and symbols to create a more secure password.

**Unique account, unique password:** Use separate passwords for every account helps to thwart cybercriminals.

**Own your online presence:** When available, set the privacy and security settings on websites to your comfort level for information sharing. It’s ok to limit how and with whom you share information.

Be web wise:

**Stay current. Keep pace with new ways to stay safe online:** Check trusted websites for the latest information, and share with friends, family, and colleagues and encourage them to be web wise.

**Think before you act:** Be wary of communications that implores you to act immediately, offers something that sounds too good to be true, or asks for personal information.

**Back it up:** Protect your valuable work, music, photos, and other digital information by making an electronic copy and storing it safely.