

Cybersecurity Hygiene: Dos and Don'ts Every Employee Should Know



- ✓ **Create a complex password**
Use 9-14 characters with upper & lower case letters & special characters \$, %, #, @.
- ✓ **Change your passwords every 90 days**
Hackers can't use other stolen passwords to access your accounts.
- ✓ **Enable multi-factor authentication**
Always provide two or more pieces of evidence to access a computer system.



- ✗ **Don't reuse the same password**
If the password is leaked from one place, criminals try it on other accounts.
- ✗ **Don't have your company name on Wi-Fi**
Your Wi-Fi name should not convey any personal information (company names, location, etc.)
- ✗ **Don't fall for phishing scams**
Don't open links, attachments & delete suspicious email. These messages are designed to trick you into revealing sensitive information/making fraudulent payments.