



## Securing Personal Computers Guide

As we continue with our plan, we are making an exception to our use of state side equipment and use of personal computer policies. This exception will apply for those that are approved for telecommuting. Those that are on admin leave still must abide by the policy.

First, please read the attached document – Remote Security Measures Guide

Second, use your laptop computer for all state side business.

Third, if you have no need to access Level One data (such as social security numbers, driver's licenses, medical information, banking information), Peoplesoft as a Level One User, or OnBase feel free to use your personal computer once you've protected it.

Finally, if your MPP deems that you need to continue to access restricted information such as Level One Data, OnBase, File Shares, or Peoplesoft as a level one user, then you are authorized to take your desktop computer home after you get approval from your MPP and HR and have a Telecommuting form on file.

### **Please note, using your personal computer to access:**

- Level One data (such as social security numbers, driver's licenses, medical information, banking information) is prohibited.
- Accessing our file shares or systems such as OnBase is also prohibited.

### **Please take the following steps to protect your personal computer:**

- <https://its.csub.edu/Computer-Tips> (tips below and more found here)
  - Install updates on your computer.
  - Install an Antivirus tool, if you have one already, make sure it is updated
    - [AVG AntiVirus Free](#) - PC
    - [Bit Defender Free edition](#) – PC/Mac
  - Scan your computer for malicious software
    - [Microsoft malicious software removal tool](#)
- Tips from the Federal Government: [OnGuard Online](#)
- Choose strong passwords
  - Keep passwords unique and different between accounts (e.g., work, banking, social media).
  - Utilize password manager software (e.g., [Bitwarden](#)) to keep up with the different passwords.
- Take caution with emailed attachments.
- Be careful with what you click on websites and in email.
- Limit information that you share online.