



## How to Keep Your Data Safe

Security starts with you, the user. Keeping written list of passwords on scraps of paper, or in a document on your desktop is unsafe and is easily viewed by prying eyes (both cyber-based and human). Using the same password over and over again across a wide spectrum of systems and web sites creates the nightmare scenario where once someone has figured out one password, they have figured out all your passwords and now have access to every part of your life (system, email, retail, financial, work).

Here are some common sense steps everyone can take to help keep their data safe:

- Do not use the same password across multiple sites
- Create the strongest password especially for sites that contain the most sensitive information
- Use a secure password manager to store your passwords
- Use two-factor authentication, when available. When you enter your password, you'll receive a message with a one-time code that you must enter before you can log in. In some cases, the second authentication is required only if you're logging in from a new computer.
- Monitor your financial records to minimize the damage should someone get your information