

# IT Security – top tips for students

IT's not all about technology. IT's **your** responsibility too.

Did you know that in most IT incidents, user error or unthinking behaviour has been a major contributing factor?

IT security is **10%** technology, **90%** people and processes. We are all responsible.



## Our top tips for keeping you and your data safe.

1. **NEVER** reveal your username and password combination – **to anyone**.
  - Not even the IT Service Desk will ask you to reveal your password.
2. **Passwords**. Make them strong; keep them safe; never share them; and change them regularly.
  - If you think your account has been compromised, use the [Password Reset service](#) to change your password to something that will be hard for others to guess.
3. Always **lock your device** – or log off completely – whenever you leave it unattended for even a short period of time.
  - It only takes a second or two for someone to access your files.
4. Always **protect your user identity**, at work and at home.
  - Don't share access to your device with strangers.
  - Don't store sensitive personal information, such as bank account numbers, on your device.
  - See our fact sheet for tips on [how to spot email phishing scams](#).
5. Always **use electronic communication with care**.
  - Don't open emails or attachments from unknown sources
  - See our guidance on [Junk and Malicious email](#).
6. Use **anti-virus software** and keep it up to date.
  - Ensure your device is protected from viruses and malware by running anti-virus software.
7. **Never cause offence or break the law** when using University IT facilities. See our
  - [Conditions for using IT Facilities](http://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/DIT_cond-IT.pdf)
  - [Guidelines on Using Social Media](http://www.abdn.ac.uk/toolkit/documents/uploads/social-media-safe-practice.pdf)

## Further help

- Find out more about how you can help to [keep your data and our data and systems safe](#).
- Find out [how to keep your IT account secure](#) by using Multi-factor authentication.
- For further help, advice, and to report ALL IT incidents, contact IT Services on: [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) or log a call via the Support Portal at <https://myit.abdn.ac.uk/>