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
   - Guidelines on Using Social Media

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 or log a call via the Support Portal at myit.abdn.ac.uk.