

# CyberGuardian Security Checklist

November 13, 2021

Order	CyberGuardian Security Checklist Item	Book Section	Priority Group	When To Do
1	Freeze your credit at the 4 credit bureaus and check your credit report frequently at each.	R. Financial Security	VH	Once, then Frequently
2	Install antivirus on personal computer(s) and smartphone(s), so that it runs continuously	D.8. Antivirus Software to the Rescue	VH	Weekly
3	Encrypt your files on all devices. Consult a professional, if necessary.	O.3. Disk (Storage) Encryption	VH	Once
4	Maintain a remote, multi-version backup of personal computer and smartphone files.	S.3. Backup Strategy	VH	Continuously; monthly monitor
5	Create long, unique, memorable passwords for all online accounts.	G. Passwords	VH	Once
6	Set up two-factor authentication (2FA; MFA) at all your important online accounts (government, banks, investments, credit cards, .....).	G.2. Two Factor Authentication (2FA)	VH	Once
7	In email, don't click on attachments or links unless expected and sure of source.	J. Email	VH	Always
8	Keep software (operating system, web browser, apps, ...) up to date on all PCs and smartphones using only the native auto-update feature.	O. Personal Computers	VH	Always

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9	Setup a software firewall on personal devices through operating system or security suite.	F.7. Firewalls	H	Once
10	Set up non-Administrator accounts for yourself and other users on your PC.	O.1. Separate Accounts for Multiple Users on PCs	H	Once
11	Set up your home router with a non-personal SSID, strong password, encryption, firewall enabled, and remote management turned off. Login annually to ensure firmware is up-to-date.	F.2. A Secure Home Router is a Must	H	Once
12	Use Public Wi-Fi only with a secure VPN. Avoid online financial transactions on public Wi-Fi.	F.3. Public Networks	H	Always
13	Use a Password Manager, browser-based or add-on, to manage your passwords.	G.1. Password Managers	H	Once
14	Set your devices to lock after a short time of inactivity.	O.2. Physical Access Control	H	Once
15	Change all potentially compromised passwords when a major breach occurs.	D.9. Major Data Breach?	H	Always
16	If virus-infected, run antivirus and/or consult a professional .	D.8. Antivirus Software to the Rescue	H	Always

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17	When web browsing to a new site, examine the address bar details to ensure security.	H. Web Browsing	H	As needed
18	If scam victim, change passwords, run antivirus, call police, contact credit bureaus & financial companies. Consult a professional, if necessary .	D.10. Are You a Victim?	H	Always
19	Don't send important personal information in email.	J. Email	H	Always
20	Frequently monitor financial accounts and set up automatic alerts.	R. Financial Security	H	Daily
21	Avoid sending important personal information in text messages.	K. Texting	M	Always
22	Avoid entering online contests/surveys, mailing in warranty cards and excessive posting on Social Media.	D.7. Scams	M	Always
23	Turn off unnecessary "local" communications features (e.g. Bluetooth, AirDrop, network sharing) when in public places.	E.6. The Outside World	M	Whenever
24	Use touch/facial recognition (if available) and a non-obvious pass code for all devices.	P.1. Physical Device Security	M	Once

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25	After migrating to a new computer, carefully erase all files. Consult a professional, if necessary.	O.4. How do I securely dispose of my old personal computer?	M	Always
26	After migrating to a new smartphone, carefully erase all files. Consult a professional, if necessary.	P.8. Migrate from Old to New Smartphone (Securely)	M	Always
27	Set up a pin access code with your phone service provider.	P.5. Telephone Account Access	M	Once
28	Set up a guest network in your home WI-FI router for visitors who might request access.	F.2. A Secure Home Router is a Must	M	Once
29	If you are investing in a smart home, create a second, separate Wi-Fi network for your IoT devices.	Q.8. Dealing with "Leakage"	M	Once
30	Secure your web browsing by encrypting your DNS requests.	H.2. Securing Your DNS Interactions	M	Once
31	Minimize tracking of your browser activity by going incognito or installing a blocking extension.	H4. Minimizing & Avoiding Personal Tracking	M	
32	Avoid clicking on ads when browsing – you may be clickjacked!	H.4. Minimizing & Avoiding Personal Tracking	M	Whenever

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33	If email security is very important, consider an enhanced email service.	J.1. Consider Paying for Your Email Service	M	Once
34	Get involved if your young children are online.	M. Parenting Do's & Don'ts	M	Always
35	Review sharing and privacy settings for all social media accounts at least annually.	I.1. Social Media	M	Once
36	Ensure that the firmware in your IoT devices is up-to-date.	Q.8. Dealing with "Leakage"	M	Annually
37	Get an IP Pin annually from the IRS at <a href="https://irs.gov">irs.gov</a> to protect your tax submissions from fraud.	R.1. Protect Your Identity	M	Annually
38	Quarterly, check your personal exposure on the Dark Web at <a href="https://haveibeenpwned.com">https://haveibeenpwned.com</a> . Change passwords as needed.	D.5. The Dark Web	L	Often
39	Protect your employer's business with secure home computing.	N. Working from Home Securely	L	Always
40	Set up personal email address aliases for your important online accounts.	J. Email	L	Once
41	Minimize sharing of your cell phone number.	G.3. Minimize Sharing Your Phone Number	L	Always
42	Only use your own cable connected to a traditional (120V) plug if charging device in a public place.	E.6. The Outside World	L	Always

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43	Create a smartphone lock screen with alternate phone number and email.	P.1. Physical Device Security	L	Always
44	Delete unnecessary, personal files on all devices periodically.	S.1. What to Keep and How Long to Keep It?	L	Yearly
45	Minimize use of contact sharing.	P.4. Contact Sharing	L	Always
46	Minimize use of location sharing.	P.3. Location Sharing	L	Always
47	Create a printable record of personal cyber details ( Kick the Bucket letter) for your family (heirs).	T. Kicking the Bucket	L	Once; update as needed
48	Periodically clean up stale personal data on websites.	H.6. Clean Up Stale Digital Haunts and Personal Data	L	Yearly
49	Establish accounts at major, official websites before a scammer does it for you.	H.5. Shoppers Beware	L	Once
50	Establish accounts at major social media apps before a scammer does it for you.	I.1.1 Plant Your Flag!	L	Once
51	Reduce stored emails.	J.2. Reduce Stored Emails	L	Yearly
52	If smished, forward the message to 7726 to report it.	K.1. Have You Been Smished?	L	Whenever
53	Gamers should document suspected hacking and report it to developers.	L. Gaming	L	Always

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54	For excessive robo calls, contact phone service providers for blocking services.	P.7. Guidance to Minimize Vishing (Spam Calls)	L	Once
55	Don't use your voice assistant to find numbers for important calls.	Q.7. Voice Assistant "Leakage"	L	Whenever
56	Use smartphone "Pay" apps for more secure payments.	R.4. Making Payments Securely in the 21st Century	L	Whenever

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