

Secure Start Quick Reference

Keep this by your desk · New-hire computer essentials



1 Logging in

- Press **Ctrl + Alt + Delete** to reach sign-in (Windows).
- Username is **first.last**.
- Set a **passphrase**: 14+ chars, four unrelated words, never reused.
- Approve **MFA** in your authenticator app.
- Lock every time you leave: **Windows + L**.

2 Keep apps updated

- Install only from **Company Portal**, never the open web.
- Portal → **Updates** → **Update all**.
- Run **Windows Update** too (Settings).
- Update your browser: menu → **Help** → **About**.
- Save your work**, then allow the restart.

3 Stay safe

- Slow down on anything that wants a click or login.
- Keep antivirus & auto-updates **on**.
- No unknown **USB drives**.
- Use the **VPN** on untrusted Wi-Fi.
- When in doubt, **report it**. You're never punished.

! Spot a phishing email: the four-point check

Sender. Is the address really who it claims? Hover for the true domain; watch for look-alikes.

Links. Hover before you click. Does the URL match the real site?

Ask. Urgency, secrecy, payment, gift cards, or your password? Real IT never asks for your password.

Attachments. Unexpected file? Don't open it; confirm with the sender first.

Safe habits

DO

- ✓ Lock your screen
- ✓ Patch promptly
- ✓ Report anything odd

DON'T

- ✗ Reuse passwords
- ✗ Disable antivirus
- ✗ Click unknown links

Key terms

MFA

Multi-factor authentication: a second proof (app code) on top of your password.

Phishing

A message designed to trick you into clicking, logging in, or paying.

Malware

Harmful software such as viruses or ransomware that damages or spies on your device.

Patch / update

A fix that closes a known security hole. Always install promptly.

VPN

An encrypted tunnel that protects your traffic on untrusted networks.

Passphrase

A long password made of several words: easy to recall, hard to crack.

Need help?

IT Help Desk

ext. 4357 (HELP)

Report phishing

Use the *Report Phishing* button, or forward to phishing@securibyte.com

Reporting early is always the right call.