



QUALICODE
software

Comprehend • Optimize • Integrate!



TIPS FOR KEEPING YOUR COMPUTER NETWORK SECURE

A strong PASSWORD!



Your password is the first line of defense in protecting your information and resources, so it must meet certain standards for security, quality and robustness:

- Keep your password confidential and **memorize it**
- Change it often
- Make sure it is robust enough to thwart hacking attempts:
 - Minimum length of **8 characters**
 - Does not contain your last name, first name or access code
 - Contains characters belonging to at least three (3) of the following four (4) categories:
 - > Capital letters (**A - Z**)
 - > Lowercase characters (**a - z**)
 - > Numbers from **0 to 9**
 - > Non-alphanumeric characters (e.g., \$, #, %)
 - Do not use:
 - > **More than two (2) repeating characters**
Consecutive strings on the keyboard
 - > **More than two characters** included in your username
 - > Any word that is easy to guess
- Password examples:
!Lov3MyPiano and **GoodMorning!3**



Beware of FREE SOFTWARE!

Nothing is free on the Internet, so do thorough checks before installing free software on a computer on your network!

- Do not install pirated software on workstations on your computer network. These programs can allow outsiders to gain access to terminals and the network.
- Have all free software approved by your Network administrator before installing it.



SPAMS

As tactics get more advanced, spam messages can look like legitimate email.

Never open an email that contains :

- .zip* □ .exe* □ .jpg*

files unless it comes from trusted sources. NEVER open a web link or an attachment from Amazon, Desjardins, etc. even if it seems legitimate.



Internet browsing & ONLINE shopping

- To make online payments, make sure that "HTTPS" appears in the address bar and is accompanied by the small crossed-out padlock icon.
- Pay close attention to domain names to **make sure that the web link is legitimate**. Hackers often use names that look credible but are not, e.g., **www.rbc.ca.org** and **www.bestbuy.com.uk**.



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