



**QUALICODE**  
software

Comprehend • Optimize • Integrate!



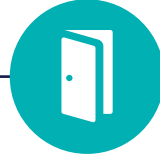
## TIPS FOR KEEPING YOUR COMPUTER NETWORK SECURE

### 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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