



# New York COLLEGE

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## of Health Professions

## Safety Tips

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### Cyber Security and Cell Phone Protection

1. Never give your password to anyone.
2. Provide your social security number only to secure sites you trust.
3. Change your passwords regularly.
4. Do not allow others access to your email account.
5. Do not put personal information or photos on your web page and do not give personal information that can identify where you live to social networking sites.
6. Never leave your computer/laptop or smart device unattended.
7. Engrave markings on your computer.
8. Do not download files sent to you by strangers or click on hyperlinks from people you don't know.
9. Computer phishing is a crime. Phishers attempt to fraudulently acquire credit card details and other sensitive personal data via bogus emails or pop-up windows. It may look like a legitimate email from a legitimate institution, but beware of unsolicited requests for information.
10. Financial or payment institutions will never request that you send them personal sensitive data via email or pop-up windows.
11. If you receive a suspicious looking email from any bank, lending, or payment institution, it is best to delete and not respond. If, by coincidence, you have an account with the entity mentioned in the email, call your legitimate institution using the number on your physical bill or via the telephone book or through telephone information.
12. Make certain that all your personal information is deleted from your computer prior to disposing of it.

**Cell phone protection**

1. Carry your phone with you whenever possible and make sure it is in a safe place whenever you leave it behind. If you leave your phone in your car, be sure it is hidden from view.
2. Turn off your phone when you are not using it. Request a personal identification number.
3. Use the "lock" feature on your phone.
4. Report a stolen cellular telephone immediately to the cellular telephone carrier and police.
5. Check your monthly bills carefully, and report unfamiliar calls to your cellular phone company.
6. Do not give out your electronic serial number or even your phone number to strangers, including callers who represent themselves as technicians testing your line.
7. Keep your subscriber agreement, which includes your electronic serial number, in a secure location.