

Think Before you Click

1. Security risks exist only in the office.
 - A. True
 - B. False
 2. What type of information is considered sensitive information? (Select all that apply)
 - A. Student Records
 - B. Campus Event Information
 - C. Employee Records
 - D. Project Information
 3. When creating secure passwords or passphrases, a standard would be replacing certain letters with a specific _____ or _____.
(Select all that apply)
 - A. Capital Letter
 - B. Symbol / Special Character
 - C. Number
 - D. None of the above
 4. There are two locations you need to secure documents when someone approaches you. What are those two locations? (Select all that apply)
 - A. Desk
 - B. Wall
 - C. Computer Screen
 - D. Marker Board/Peg Board
 5. What is the Hot Key combination to lock your computer?
 - A. Ctrl + V
 - B. Shift + Tab
 - C. Windows + L
 - D. Ctrl + I
 6. There are several things you can do when on a video conference to keep the setting professional. What are they? (select all that apply)
 - A. Close doors to reduce background noise.
 - B. Play music.
 - C. Wear bright colors.
 - D. Be aware of what others see in the background.
 7. Which of the below options provides you with a more stable and secure internet connection?
 - A. Wireless Internet
 - B. Wired / Ethernet Connection
 8. What are some things you should never do on your work PC / Laptop?
 - A. Access Google
 - B. Use Social Media
 - C. Handle Personal Business
 - D. Attend Webinars / Training
 9. Before sending an email you should check the Recipient List, Content of Email and Attachments, Your Signature, and Grammar and Spelling.
 - A. True
 - B. False
 10. How can you identify a Phishing Email?
 - A. Email of the sender
 - B. Generic / Non-Personalized Greeting
 - C. Links that redirect to another website
 - D. All of the Above
 11. What is the term for someone that is committing crime via a computer or internet?
 - A. Catfishing
 - B. Virtual Criminal
 - C. Cybercriminals
 - D. Spammer
- BONUS: What does PII stand for?
- A. Personalized Imaging Index
 - B. Personally Identifiable Information
 - C. Professional Image Icon
 - D. Personal Identity Inventory

In the age of technology, it is easy to overlook the dangers of unprotected information.

Learn simple methods to keep sensitive information safe at work and at home.