

## Protecting Against Computer Viruses

- Scan each diskette coming from a workstation other than your own before using it
- Only approved software may be installed on a SIGNET-C4 workstation or server. The Canada-Based System Administrator (SIGNET support) or SXT should be consulted prior to installing any software on the workstation
- Promptly report all incidents of viruses to your Canada-based System Administrator or Mission Security Officer

## Creating an Appropriate Password

- A properly constructed password should consist of special characters and letters. For example: ABC#@DEF, PASSW4ME, etc.
- Do not use a unique dictionary word, a foreign word, your spouse's name or anything else related to you
- Do not write your password under your keyboard, next to your keyboard, on a posted note or any location where someone may have access to it
- **DO NOT** share your password with anyone. Your password is the key to your electronic identity