**SECURING YOUR PERSONAL LAPTOP**

* Password protect your device
  + Your password should include upper and lowercase letters, numbers and symbols
  + Change your password at regular intervals (e.g. every 90 days)
* Install and update antivirus software on your device
  + For PC: Microsoft Security Essentials. Free download available here:

<https://support.microsoft.com/en-us/help/14210/security-essentials-download>

* + For Mac: Avira. Free download available here:

<https://www.avira.com/en/avira-free-antivirus>

* Encrypt your device
  + For PC: Click on “Control Panel,” Click on “System and Security,” Click on “Bitlocker Drive Encryption.” Follow the instructions to turn Bitlocker on. This will encrypt your computer.\*

\*If you are running Windows 10 and Bitlocker does not show up, you will need to upgrade to Windows 10 Education. You can download Windows 10 Education for free here: <https://etsu.onthehub.com/WebStore/OfferingDetails.aspx?o=7eb31ee9-cb46-e511-940f-b8ca3a5db7a1>

* + For Mac: Click on “System Preferences”, Click on “Security & Privacy,” Click on the “FileVault” tab. Follow the instruction to turn FileVault on. This will encrypt your computer.
* Secure your internet connection
  + ETSU Wi-Fi is secure
  + At home you should password protect your Wi-Fi
  + NEVER use public Wi-Fi

**SECURING YOUR IPAD**

* Password protect your device
  + Your password should include upper and lowercase letters, numbers and symbols or use the fingerprint feature
  + Change your password at regular intervals (e.g. every 90 days)
  + Directions:
    1. Click on Settings
    2. Click on Passcode
    3. Set Passcode
* Enable the auto-locking feature
  + Directions:
    1. Click on Settings
    2. Click on General
    3. Click on auto-lock
  + Recommended setting is 2 minutes
* Enable remote wiping
  + Under Settings click enable beside “Find My iPhone.” Enabling this feature will allow you to login to your cloud from a computer, find your device and remote wipe the device.
* Secure your internet connection
  + ETSU Wi-Fi is secure
  + At home you should password protect your Wi-Fi
  + NEVER use public Wi-Fi

Other security related reminders:

* Do not “surf” the internet or click on links in emails while logged into the EMR
* Be diligent in identifying phishing emails

***IF AT ANY TIME A DEVICE THAT CONTAINS PROTECTED HEALTH INFORMATION IS LOST OR STOLEN, PLEASE IMMEDIATELY NOTIFY THE HIPAA COMPLIANCE OFFICE AND ETSU ITS SO THAT WE CAN TAKE IMMEDIATE ACTION.*** [***DANIELL@ETSU.EDU***](mailto:DANIELL@ETSU.EDU)