

Security Awareness Message

January 2012

Information Security Resources and Contact Information

GENERAL REMINDERS

- Provide the minimal access necessary for staff to perform their duties.
- Staff should access only what is needed to perform their assigned duties
- Remove all access when no longer needed
- Review individual access at regular intervals (at least yearly but preferably more frequently)

CONNECTIONS Security Information is located at:

<http://ocfs.state.nyenet/connect/security/>

General Information Security and portable device security information is located at

<http://ocfs.state.nyenet/it/security/>

Important information you will find there:

A Portable device tri-fold- New in 2011- Provides security information on portable devices.

Use of Laptops and encryption - Reminds staff on how to verify if their laptops have encryption.

Mi-Fi Security - If your staff have been assigned a Mi-Fi device, please make sure they have properly configured the security for the device, including changing the SSID and password. Information and a step-by-step guide were provided when the devices were initially distributed. This guide may be found at: <http://ocfs.state.nyenet/connect/resources/MiFi2200%20Security%20Settings%20Steps.docx>

RESOURCES

You may contact your implementation person for assistance.

[CONNECTIONS Implementation Regional Office Staff Contact List](#)

If you have questions regarding equipment handling and inventory requirements, please refer to 11-OCFS-ADM-08/ 11-OTDA-ADM-08, entitled "State-issued OCFS and OTDA IT Equipment" or email your questions to: comctrup@ocfs.state.ny.us

If you have questions regarding Information Security you can email your questions the acceptable use mailbox at: ocfs.sm.committee.acceptable-use