

DIGITAL SPRING CLEANING CHECKLIST

NATIONAL
CYBERSECURITY
ALLIANCE



STOP | THINK | CONNECT

WEEK 1: KEEP CLEAN MACHINES

GET STARTED BY MAKING SURE THAT ALL WEB-CONNECTED DEVICES ARE SQUEAKY CLEAN.

- Update software on all Internet-connected devices to reduce risks from malware and infections.
- Clean up your mobile life by deleting unused apps, keeping others current and reviewing app permissions.



WEEK 2: MAKE SURE YOU'RE SECURE

ENHANCING THE SECURITY OF YOUR ONLINE ACCOUNTS IS A MUST AND A FAST, SIMPLE WAY TO BE SAFER ONLINE.

- Turn on two-factor authentication on critical accounts like email, banking and social media. Learn more by visiting stophinkconnect.org/2stepsahead
- Secure your router by making sure it has a strong password and does not broadcast who you are through its name, such as "the Jones Family" or "123 Elm Street".
- Make better passwords by combining upper and lower case letters with numbers and symbols.
- Make unique passwords for important accounts like email, finance and healthcare.
- Write down your new passwords and store them in a safe place away from your computer.
- Check to ensure all devices are password, passcode or fingerprint protected.



WEEK 3: DIGITAL FILE PURGE AND PROTECTION

TEND TO YOUR DIGITAL RECORDS JUST AS YOU DO FOR PAPER FILES. BE SURE TO PROPERLY DISPOSE OF SENSITIVE MATERIALS - SUCH AS HARD DRIVES, DISKS AND MEMORY CARDS - AT A COMMUNITY SHREDDING EVENT. CHECK BBB.ORG/SECURE-YOUR-ID-DAY TO SEE IF THERE IS A BBB "SECURE YOUR ID DAY" EVENT IN YOUR AREA.

- Clean out your old email and empty deleted folders. If you need to keep old messages, move them to an archive.
- Delete or archive older files and outdated financial statements.
- Unsubscribe to newsletters, email alerts and updates you no longer read.
- Update your online photo album by deleting or backing up old or less flattering photos.
- Update online relationships by reviewing friends on social networks and all contacts lists to make sure everyone still belongs.
- Copy important data to a secure cloud site or other drive where it can be safely stored.
- Password protect back-up drives and keep them in a different location off the network.
- Permanently delete all old files.



WEEK 4: CLEAN UP YOUR ONLINE REPUTATION

PARENTS AND OLDER KIDS WITH SOCIAL MEDIA ACCOUNTS CAN TAKE AN ACTIVE ROLE IN MAKING SURE THEIR ONLINE REPUTATIONS SHINE.

- Own your online presence by reviewing the privacy and security settings on websites you use to be sure they are set at your comfort level for sharing.
- Clean up your social media presence by deleting old photos, etc. that are embarrassing or no longer represent who you are.
- Update your "online self" by reviewing your personal information and updating it where needed.

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