

Quick Cybersecurity Checklist

for Local Government Clerks

Take these 8 simple actions now to boost your agency's cybersecurity—each takes just seconds:

- ☐ Lock your computer screen every time you step away
(Windows: press Windows+L; Mac: press Control+Command+Q)
- ☐ Verify sender email addresses before opening attachments or clicking links
Look for unexpected or urgent messages from unknown senders
- ☐ Close browser tabs and applications you aren't actively using
- ☐ Use strong, unique passwords for each account
Never write passwords down where others can see them
- ☐ Log out fully from sensitive systems instead of just closing the browser
- ☐ Enable automatic updates on your computer and mobile devices
- ☐ Remove unknown USB drives or devices from your workspace immediately
Never plug in untrusted external drives
- ☐ Report suspicious emails, attachments, or login prompts to your supervisor or security contact

Always verify with IT department if you have one.

