Basic Step by Step Security Guide

Introduction

This Basic Step by Step Security Guide is aimed at users who manage their own systems and have administrator access.

The systems which are covered in this guide are:

- Windows XP
- Windows 2000

Patching

Microsoft release Operating System and Software patches to enable users to keep their computers up-to-date and to fix any bugs that Microsoft find.

Steps to patching your computer:

1) Log in as Administrator
2) Go to: http://v4.windowsupdate.microsoft.com/en/default.asp
3) Click on the Scan for Updates link to let Microsoft check what patches your computer needs. The updates that are needed will be listed on the left hand side; you need to install critical updates.
4) Click on the Critical Update and Service Packs link on the left hand side.
5) Click on the Add button underneath each update.
6) Click on the Review and Install Updates link.
7) The required patches will be listed, now click on the Install Now button.
8) Reboot your computer to ensure that all patches take effect.

Please note, some patches need to be installed separately so you may need to go through the above steps several times.

Set your computer to automatically download Updates:

Please note that Windows will only notify you of any updates if you are logged in as Administrator, it is recommended that you do not work in Administrator but log into Administrator daily to check that no updates are needed.

1) Go to: Start > Settings > Control Panel
2) Click on the Automatic Updates Icon.
3) Click on the option “Download the updates automatically and notify me when they are ready to be installed”.
4) By choosing the above option, you will need to make sure that you install the updates when Windows notifies you.

Remember to reboot your computer after installing patches if Windows asks you to, as some patches do not take affect until the machine has been rebooted.

Anti-Virus Software

Anti-virus software is used to protect computers from viruses; viruses can spread through networks, over the Internet and through email.

UCL has site licences for Anti-virus software, the recommended one being F-Secure. F-Secure 5.52 anti-virus software has a built-in firewall, automatic virus definition updates and scans emails for viruses.

Steps to downloading F-Secure Anti-virus Software:

1) Go to: http://www.ucl.ac.uk/fsecure/, you will be prompted for your IS username and password.
2) Scroll down to the F-Secure section of the page and click on the F-Secure Anti-Virus Client Security 5.52 link.
3) Click on the Download link and go through the setup process.

Guidelines to setting up the built-in Firewall:

http://www.ucl.ac.uk/fsecure/firewall1.htm

Secure Passwords

It is important to make passwords secure as it is passwords that keep your data and information private.

Guidelines on choosing a secure password:

http://www.ucl.ac.uk/is/passwords/#6

Points to keep in mind:

- Don't keep a record of your userid and password together.
- Never give your password out to anyone else.
- If you have reason to believe that your account has been tampered with at any time, change your password immediately and let the CERT know as soon as possible.