

# Cybersecurity Survival Guide

## FOR FACULTY & STAFF

Quick tips to protect your students, research, & university data.

MONTCLAIR  
STATE UNIVERSITY | Information Security

### 1. Lock Down Your Logins (Duo MFA)

- Duo MFA is your first line of defense.
- Choose **Duo Push** over phone call or text (SMS). It's safer!
- Approve the push notification for yourself only — never share codes.
- Unexpected Duo requests? Deny, report immediately & reset your password!

### 2. Spot & Report Phishing (Phish Alert Button – PAB)

- Hover over links before clicking.
- Watch for: spelling mistakes, odd senders, urgent demands, strange attachments.
- Unsure? Click the PAB — it reports directly to **Information Security**.
  - **All job offers** at Montclair should come from **Handshake**.
- Never forward suspicious emails to colleagues — reporting using the PAB is faster and safer.
  - Inform students to do the same or forward to **phishfiles@montclair.edu**.

### 3. Payroll & HR Scams

- Fake emails often ask for direct deposit changes or W-2 info.
- Always confirm requests via official HR/Payroll channels — not email links.
  - Go to **Workday** directly either via a bookmark or the Montclair website.
- Never email sensitive info (SSN, bank info, tax forms).
  - **Secure File Transfer via Google Drive**
- Verify any “urgent” supervisor request by phone or in person.
- Still unsure? Contact the **Workday Customer Care** team.

### 4. Sensitive Information

- Store data on approved university systems only.
- Encrypt sensitive files during transfer.
  - **Secure File Transfer via Google Drive**
- Limit access — only give permissions to those who truly need it.

### 5. Device Security

- Lock screens when away (Windows+L, Ctrl+Cmd+Q on Mac).
- Install updates promptly.

- Don't use unknown USB drives.
- Set up Find My on all devices:
  - **Apple**
  - **Android**

## 6. Emergency Protocol

- Stop. Don't click.
- Use the **PAB** to report suspicious emails.
- Contact the **IT Service Desk** or your **local tech team**.
- Early reporting can prevent a single compromise from affecting the whole campus.



### Pro Tip

**Your NetID + Duo MFA** = master key to office systems, payroll, research, and student data. Protect it like your life depends on it — because it does!