

# State of Arizona Department of Economic Security

## Security Awareness Website



# Why a Separate website?

- To improve cybersecurity, you must create a culture where employees have the necessary knowledge (what to do), skill (how to do), and attitude (want to do).
- Therefore, to successfully modify or change behavior, security awareness must be part of an intentional, systematic organizational change effort that adjusts "attitudes" and reshapes values and norms.
- The DES Security Awareness website is just part of a systemic effort in creating that awareness.

# DES Web Site Overview

- Ensured all content made sense and could be read in correct order to enhance user understanding.
- Provides methods that permit users of assistive technology the option to skip repetitive navigation links. Provides descriptive text for all links
- Through the DES Security Awareness intranet site, agency employees can find information, resources and policy related to:
  - Information Technology security
  - Physical security
  - Policies and Procedures
  - Incident Reporting
  - information on policies and guidelines data
  - Computer and network security
  - Virus alerts and hoaxes.

# Overview cont.

- In addition, you will find a Spotlight section that is used to communicate current information and events of interest. (regulatory changes impacting how employees will need to do their jobs, threats and/or vulnerabilities, etc.)
- Example:
  - 3 new house bills introducing various security and/or privacy regulations.

# Let's Start With the Home Page



Arizona Department of Economic Security

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## Information Security Administration Intranet



**INFORMATION SECURITY**

DES employees must learn how to **PROTECT** information, **DETECT** signs of trouble, and **REACT** appropriately. This symbol is an important part of the information awareness program and provides an instant reminder of the key information security principles.

Security awareness is recognizing what types of security issues and incidents may arise and knowing which actions to take in the event of a security breach.

### **Become aware**

- Know how to identify a potential issue.
- Use sound judgment.

### **Learn and practice good security habits**

- Incorporate secure practices into your everyday routine.
- Encourage others to do so as well.

### **Report anything unusual**



# Security Awareness Logo



- Used extensively on all security awareness material.
- Serves as a visual identity for the Security Awareness program.
- Ensures that all DES Security Awareness communications have a consistent, recognizable overall appearance.
- A great deal of "recognition value" that can be gained by presenting a consistent overall appearance.
- More than half of all people process information primarily visually, while auditory and kinesthetic processing come in second and third, respectively. Visual identity has a big impact.
- In addition, the stylistic flavor of the logo — bold, informative, use of patterns — allows us to communicate nonverbally some subtle messages (continuous effort, accountability)

# Bottom Section of Home Page



Spotlight  
Section

## Security Spotlight

This section will display something new that has been added to our website. Check back often to see the latest!

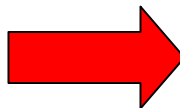
Today's Spotlight:

How to deal with Confidential Data and How to Protect Your Kids Online (January Brown Bag)

[Confidential Data and How to Protect Your Kids Online](#) (1447KB PowerPoint)

## Security Awareness, Training and Education (Start Here!)

Provides access to important tools, i.e, CBT course, Secure email documentation, etc.



## Data Security Awareness Training Manual

This manual covers the security principles and common sense security practices that are needed to protect confidential data.

These principals are used wherever confidential data must be protected. They do not cover program/division specific security requirements. Your DSA/PSA will train you with specific procedures that are unique to your program/division.

**To access the Data Security Training Manual Please click the Link below:**

[Data Security Training Manual \(2.88 MB PDF\)](#)

**If you need to access the Basic Data Security CBT, click on:**

[Instructions for getting into CBT](#) (390.95KB PDF)

**To access the User Affirmation Statement Recertification Manual, click on:**

[SHORT Security Training manual](#) (PDF:288.68KB)

[SHORT Security Training manual](#) (Word:396 KB)

**Secure (Encrypted) Email User Documentation**

[Secure Email DES User Documentation V4.9](#) (592KB PDF)

# Navigation Options of Security Awareness Site

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Start Here

Brown Bags

Security Resources

SAM's Spots



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- Notify the appropriate contacts if you become aware of a security incident.



# Easy Access to Security Policies and Procedures

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Security Related Policies  
Security Related Forms



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Note: Most employees were previously unable to locate policies and procedures easily.

# Brownbag Schedule and Past Presentations are available for any area to utilize

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Promotes participation.

“No involvement – No commitment”

## Information Security Administration Intranet

### Brown Bags

Ongoing **'Brown Bag'** sessions are held every month. Our idea is to have an informal get-together during lunch hour and cover a variety of security-oriented issues. These sessions will be on new Security Policies and Procedures and a host of other issues. Topic suggestions can be sent to: [+ISA Admin](#)  
Meeting locations are listed below the topic.

#### Upcoming Brown Bag Sessions:

February Brown Bag (February 8th): Working at Home Securely

Noon-1:00, Room 110, 1717 W. Jefferson, Phoenix

March Brown Bag (March 8th) : How to Spot a Security Incident

Noon-1:00, Room 110, 1717 W. Jefferson, Phoenix

#### Past Brown Bag Sessions:

Check out these entertaining and informative HTMLized PowerPoint presentations:

- [What I Learned at DEFCON 2005](#) (1135KB PowerPoint)
- [How to Surf the Web Safely](#) (PDF: 517.96KB)
- [Secure Home Office Computing](#) (PDF: 357.96KB)
- [What the Heck is a Network](#) (137KB PowerPoint)
- [Security Incident Reporting](#) (223KB PowerPoint)
- [DES Acceptable Use: What is it and why should you care?](#) (1099KB PowerPoint)

# Additional Resources to Educate and Create Awareness



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## Information Security Administration Intranet

### Security Videos

These humorous video snippets from the University of Tennessee are excellent reminders of how information security can affect you personally. They are in Windows Media Player Format.

#### Virus Protection

<mms://mediabeast.ites.utk.edu/virus%20protection.wmv>

#### Passwords

<mms://mediabeast.ites.utk.edu/passwords.wmv>

#### Storing Sensitive Data

<mms://mediabeast.ites.utk.edu/data%20storage.wmv>

#### File Sharing and Copyright

<mms://mediabeast.ites.utk.edu/filesharing&copyright.wmv>

### Security Links We Like


[Lawrence Livermore National Laboratory, Computer Security Technology Center](#)

[FieldGuide to SPAM](#)

[Beginners Central](#) An online tutorial aimed at the new Internet user. Topics include file downloading, email and news reader configuration and operation (on the two major browsers), FTP and Telnet basics, and Internet myths. A summary and brief quiz conclude each chapter.

[The World Wide Web Security Frequently Asked](#)

# Resources to Promote Ownership/Accountability

	<p><a href="#">Computer Security Resource Center</a> information about a variety of computer security issues, research and products from the Computer Security Division of the National Institute of Standards and Technology.</p>
<p><b>Self-Audit Checklists</b></p> <p>Checklists are tools that can help you assess the security and vulnerability of your computer system and data.</p>	<ul style="list-style-type: none"><li>• <a href="#">Before You Connect a New Computer to the Internet</a></li><li>• <a href="#">Business Continuity and Planning Checklist</a></li><li>• <a href="#">CERT Technical Tips</a> (general info and checklists)</li><li>• <a href="#">Intruder Detection Checklist</a></li><li>• <a href="#">PC/Work Area Ergonomics Checklist</a></li><li>• <a href="#">PC Security Checklists</a></li><li>• <a href="#">Physical Security Checklist</a></li><li>• <a href="#">Free Software Audit Tools</a></li></ul>
<p><b>The Security Quickie</b></p>  <p>The <b>Security Quickie</b> is a weekly mass e-mail that contains relevant tips on security issues. Past Quickies can be found by clicking on the links to the right.</p>	<ul style="list-style-type: none"><li>• <a href="#">Information Classification</a> (PDF: 39.74KB)</li></ul>



# Sam's Spot – Sam is the Mascot



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### Sam's Spot



#### Get current and past Sam's Spot newsletters

**here!** Sam's Spot is the DES Security Awareness Office's monthly newsletter. Available as a Acrobat PDF, the newsletter is designed to keep you current with information and resources that aid all employees in protecting our information, information systems and other valuable assets.

- [SAM's Spot, Spyware](#) (PDF: 312.0 KB)
- [SAM's Spot, Symptoms of Spyware and How to Remove it](#) (PDF: 312.0 KB)
- [SAM's Spot, The Dangers of Internet Use](#) (PDF: 150.75KB)
- [SAM's Spot, Pop Up Windows](#) (PDF: 312.0 KB)
- [SAM's Spot, Windows Patches](#) (PDF: 12.0 KB)
- [SAM's Spot, Chain Emails](#) (PDF: 265.15 KB)
- [SAM's Spot, Streaming Audio and Video](#) (PDF: 11.68 KB)
- [SAM's Spot, Instant Messaging](#) (PDF: 13.44 KB)
- [SAM's Spot, Email Attachments](#) (PDF: 381.42 KB)
- [SAM's Spot, Email Encryption](#) (PDF: 271.96 KB)
- [SAM's Spot, How to Manage Your Email](#) (PDF: 318.59KB)
- [SAM's Spot, SPAM](#) (PDF: 235.32KB)
- [SAM's Spot, Telecommunications Fraud](#) (PDF: 8.30KB)
- [SAM's Spot, Inappropriate Email](#) (PDF: 35.45KB)
- [SAM's Spot, Password and Login Id Etiquette](#) (PDF: 15.0 KB)
- [SAM's Spot, Password Construction](#) (PDF: 20.0 KB)
- [SAM's Spot, Trojan Email Attacks](#) (PDF: 19.0 KB)
- [SAM's Spot, Telephone Voice Mail Security](#) (PDF: 19.0 KB)
- [SAM's Spot, Access to Files](#) (PDF: 18.0 KB)
- [SAM's Spot, Shared Drives](#) (PDF: 17.0 KB)
- [SAM's Spot, Sharing Calendars](#) (PDF: 322.0 KB)
- [SAM's Spot, Outlook Roles \(Email\)](#) (PDF: 19.0 KB)
- [SAM's Spot, Fake Internet Websites](#) (PDF: 22.0 KB)
- [SAM's Spot, Cybersecurity Awareness Day](#) (PDF: 20.0 KB)
- [SAM's Spot, What not to send in Email](#) (PDF: 14.0 KB)
- [SAM's Spot, Computer Updates](#) (PDF: 138.0 KB)
- [SAM's Spot, Blocked Websites](#) (PDF: 28.0 KB)



# Additional Information

- DES Program Manager

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