

## **Security Information for Working from Home**

### **Working from home using a University-owned device:**

- Connect to the university network using VPN

(This is not necessary if only using public websites, Teams, Outlook, etc...).

- Report any suspicious activity on your computer to security@uh.edu.
- Avoid giving others physical access to university equipment.
- Level 1 data handling and protection MUST comply with SAM 07.A.08.

[https://www.uhsystem.edu/compliance-ethics/\\_docs/sam/07/7a8.pdf](https://www.uhsystem.edu/compliance-ethics/_docs/sam/07/7a8.pdf)

- Logout before you walk away from your computer.

### **If using a personally owned device make sure you are running the latest Windows OS, which is Windows 11 on your home computer. Not Windows 10.**

- Ensure you have anti-virus/anti-malware software installed and running on your computer.

Windows 10 has a free built-in anti-virus so no need to purchase one. For Macs we recommend installing the latest McAfee anti-virus software.

- Run a full virus scan on your computer once a week to detect any problems.
- Report any suspicious activity on your computer to afts@uh.edu.
- Do not store Level 1 data on your personal device. Level 1 data handling and protection

MUST comply with SAM 07.A.08. [https://www.uhsystem.edu/compliance-](https://www.uhsystem.edu/compliance-ethics/_docs/sam/07/7a8.pdf)

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- If you are using University Enterprise systems such as PeopleSoft, do not download data onto your personal device. Enterprise system data needs to remain in the enterprise system.
- Logout of University systems after completing your work. Do not remain logged in to University systems on your personal device.
- If you perform any work or create any work product that is considered a university record, it is your responsibility to move the 'university record' off your personal device and store it on a university- owned device, OneDrive, or departmental share drive as soon as possible.