


## Safe everyday computer usage checklist

Protect your identity by following these steps every time you use a public computer:

1. Switch on the computer/laptop (that is, if it is not already on).
2. If required, enter your username: \_\_\_\_\_  
And password: \_\_\_\_\_  
to login to the computer.
3. Ask a support person where you can store your personal files. Most public computers are cleaned regularly, which means that your files may be deleted if they are not saved on a designated drive. I would recommend using a personal flash drive to store your files. **(Don't forget to unplug and take it with you when you are done).**
4. Don't forget to LOGOUT  
Make sure to logout of any of your accounts that require you to enter a username/password (Gmail, yahoo Mail, Hotmail, D2L, etc.). It is not sufficient to just close the window by clicking on  as many websites keep you logged in even after you have closed the browser.
5. Switch off the computer.