



Guiding Cyber Principle #6: Determine Vulnerabilities

Monthly Checklist

- Install Windows updates on all servers and workstations (Critical, Important and Optional)
- Check for Java, Adobe Flash Player, Adobe Reader/Acrobat, Chrome, and Firefox updates and remove any old or outdated versions if necessary
- Verify all anti-virus/anti-malware software is up to date and run full system scans
- Run internal vulnerability scans on all workstations and servers (Third-party, cloud-based vendor)
- Run perimeter scans (outside penetration) on all IP addresses given by your ISP (Third-party, cloud-based vendor)

Quarterly Checklist

- Check for cable modem, DSL modem, router firmware and software updates
- Check for server/workstation hardware driver and firmware updates and install
- Employee training (They are your greatest vulnerability)



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Additional Tips

Configure Your Systems

- Network passwords should require at least 7 characters, be complex, and expire every 90 days. Passwords should not be reusable. Complex passwords require three of the following: Upper case characters, lower case characters, special characters and numbers.
- Make sure your email system uses TLS encryption (checktls.com). If your customers don't use an email system that uses TLS encryption, you should have a product that can send them emails using encryption.
- Backup Tapes should be encrypted.
- Use a VPN with dual factor authentication to access your network remotely.
- Email server should use an anti-virus program that is updated at least daily.
- Anti-virus software on every workstation and server that is updated at least daily.

Procedures

- **Employee Termination Procedures:** Make sure accounts are closed on a timely basis. Create a list of all web sites and programs that each employee can access so they can quickly be closed when an employee leaves.
- **Hire a consultant for your security needs.**



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