

Security

AntiVirus

In order to ensure that your computer and others on the network are protected against viruses. EMU requires an anti-virus program that is updated at least monthly and is operational at all times while your computer is connected to the network.

Here are some free options:

[Avast](#)

[AVG](#)

[Windows Defender](#)

Virus warnings

Most email virus warnings are actually hoaxes. Check a list of hoax warning to see if the virus is listed.

Hoax or not, do not forward virus warning emails. Just hit delete.

Virus and malware protection at EMU

Information systems is committed to protecting users, data and the network from viruses and other malware. The following mechanisms are in place to ensure it:

- Up to date anti-virus is required on all computers
- All servers run anti-virus software and scan files when they are accessed
- All inbound email is scanned for viruses and other malware

Protecting your computer

All EMU Windows computers have Microsoft Security Essentials and guests are required to have a functioning anti-virus client to gain access to the EMU network.

Practice safe emailing:

- Adopt a skeptical attitude. If you don't know something to be virus-free, assume it isn't. Always save attachments before opening. This will allow your anti-virus software to detect a virus or other malware. There is not reason to send an .exe file; if you receive one, delete it.
- Do not open any files with a double file extensions, (e.g. iamavirus.txt.vbs). Under normal circumstances you should never need to receive or use these.
- If you have to work at home, ensure that you follow the same procedures as you do at work. Viruses can easily be introduced into the institutional network along with work that has been done on a home computer.

Keep your computer up to date. All EMU computers automatically check for operating systems updates. You can configure your personal computer to do the same.

Copyright Infringement

When Information Systems receives notice of an alleged violation of U.S. copyright law:

1. Information Systems will research the alleged violation; and will identify and document the user associated with it.

Service Attributes
Service Category
Security
Service Name
AntiVirus
Audience
Faculty, Staff, Students, Affiliates
Service Cost
There is no charge for this service
Managing Team
User Services
Applications
Fortinet Endpoint Protection, Windows Defender

2. Information Systems will notify Student Life and the student about the violation. The notice to the student will be sent to the student's EMU-provided email address.
3. Student Life will meet with the student to explain the situation and require that the student remove the software and/or intellectual property that violates copyright law. The student will sign the statement below.
4. The student will bring their device(s) to the Information Systems Helpdesk for verification that the software and content has been removed.
5. After verifying that the student has met with Student Life and removed any software and content that violate U.S. copyright law, Information Systems will remove the restriction on the student's internet access.
6. Information Systems and Student Life will keep documentation on the actions that were taken. The first incident will not be recorded in the student's discipline file. Subsequent incidents will be recorded in the student's discipline file and the student will need to pay \$25 to have the internet access restriction removed.

Digital Millennium Copyright Act Designated Agent

Service Attributes
<p>Service Category</p> <p>Security</p>
<p>Service Name</p> <p>Copyright Infringement</p>
<p>Audience</p> <p>Faculty, Staff, Students, Affiliates</p>
<p>Service Cost</p> <p>There is no charge for this service</p>
<p>Managing Team</p> <p>Information systems</p>
<p>Applications</p> <p>There are no supporting applications associated with this service</p>

Endpoint Encryption

All EMU laptops have full-disk encryption.

Service Attributes
Service Category Security
Service Name Endpoint Encryption
Audience Faculty, Staff, Affiliates
Service Cost There is no charge for this service
Managing Team User Services
Applications Bitlocker, Filevault

Google 2-Step

2-Step Verification is required for all EMU faculty and staff email accounts. 2-Step Verification requires users to provide their password and a code (the "second step") when logging in. This code is most commonly delivered to your cell phone, however there are other options if you don't have or don't want to use a cell phone. With 2-Step Verification enabled, even if someone has your password, they can't get in because they don't have access to your "second step".

First: Enroll in 2-Step Verification

[Instructions for setting up 2-Step Verification](#)

[Visual instructions for setting up 2-Step Verification](#)

[Video instructions for setting up 2-Step Verification](#)

Service Attributes
Service Category Security
Service Name Google 2-Step
Audience Faculty, Staff, Students, Affiliates,
Service Cost There is no charge for this service
Managing Team Network Systems
Applications

Second: Add Additional Second Steps

Additional second steps ensures that you can always access your account. There may be times when you do not have your primary second step. In these cases, you can use an alternate second step to sign in.

[Setting up Google Prompt](#)

[Setting up a security key](#)

[Setting up backup codes](#)

Third: Sign in using 2-Step Verification

When signing in with 2-Step Verification, enter your email address and password. Google will prompt you for 2-Step Verification; it will show you which method it is using to contact you.

- Security Key - Insert the Security Key into the USB port when prompted. Tap the blinking light.
 - [Video instructions on using a security key.](#)
- Backup Codes - Enter the backup code when prompted. Each code can only be used once.
- Google Prompt - Approve the login when prompted on your smartphone.
- Google Authenticator - Open Google Authenticator and enter the verification code displayed.

Frequently Asked Questions

Why is EMU requiring faculty and staff to enable 2-Step Verification?

To protect EMU accounts and information secure. Your EMU account has access to your personal information, the loss of which could result in identity theft. Additionally some faculty and staff have access to confidential information about faculty, staff and students. Protecting this information is very important.

Will I need to enter a code every time I login to my EMU Google account?

No. The first time you sign in on a computer it will require 2-step verification. After that, the computer (and browser you used) is remember for approximately 30 days. After 30 days, you will be required to go through the 2-step verification process again. If you sign in from a new location, you will be required to go through the 2-step verification process again.

I don't have a smart phone, will it still work with 2-Step Verification?

Yes, "dumb" phones can verify sign-ins by text message or voice call. In both cases you need a landline or cell coverage.

I don't have a cell phone. How do I setup 2-Step Verification?

You can set up 2-Step Verification to use your office or home phone (or both). When setting it up, you do need to be by a phone. You can also use a security key or backup codes for when you are not near a phone.

I'll be traveling abroad. What do I need to do?

There are several options for 2-Step Verification usage overseas.

- Authenticator app - Requires access to wireless
- Backup codes
- Security key

Contact the Helpdesk to determine the best setup for your situation.

Do I need 2-Step Verification when I use classroom computers?

Yes and no. When signing in to a classroom computer you do not need a verification code. However, if you want to use any Google services you will need a verification code. Contact the Helpdesk to determine the best setup for your situation.

Security Consulting

Information Systems provides consulting on security matters as requested.

[Protecting Yourself Against Phishing](#)

Service Attributes
Service Category
Security
Service Name
Security Consulting
Audience
Faculty, Staff, Students, Affiliates
Service Cost

Security Education

Information Systems provides education on security practices.

[Avoid Phishing Attempts](#)

[Forged Email Messages](#)

[HEOA P2P Disclosure](#)

[Royal Account Security](#)

There is no charge for this service

Managing Team

Network Systems

Applications

There are no supporting applications associated with this service

Service Attributes

Service Category

Security

Service Name

Security Education

Audience

Faculty, Staff, Students, Affiliates

Service Cost

There is no charge for this service

Managing Team

Information Systems

Applications

There are no supporting applications associated with this service

Security Incident Response

Security incidents should be reported Information Systems within one hour. Time is critical during an active incident, and

Service Attributes

Service Category

Security

reporting an incident promptly will allow more time for Information Systems to identify the root cause and implement measure to contain the threat.

Service Name

Security Incident Response

Audience

Faculty, Staff, Students, Affiliates

Service Cost

There is no charge for this service

Managing Team

Network Systems

Applications

There are no supporting applications associated with this service

SSL Certs

IS manages all SSL certificates for emu.edu. SSL certificates are used to protect EMU online services.

SSL is the encryption of data in transit for EMU services.

Service Attributes

Service Category

Data & Servers
Security
Websites

Service Name

SSL Certs

Audience

Information Systems

Service Cost

There is no charge for this service

Managing Team

Network Systems

Applications

There are no supporting applications associated with this service