Checklist

1. Read the readme and Forensic questions then read them again
2. Try to solve Forensic questions if they are easy otherwise just keep them in mind so you do not make changes that could cause them to not be solvable
3. if there is any specific instructions of thing to change in the readme do that
4. Remove unauthorized users
5. Change all user passwords
6. Check all user privileges (ie. Admin, or root access)
7. Check user account settings to make sure accounts are not enabled/disabled
8. set password policies (eg min len lockout threshold ect)
9. Set up automatic system update (daily)
10. Enable firewall
11. set auto log off timer/set screen saver
12. check for unauthorized file shares
13. Update all applications
14. cheek services to make sure all required ones are running and prohibited/insecure ones are not
15. Start/download anti virus/malware scanner
16. Install updates for system
17. Delete any suspicious files and media files
18. Check for recurring tasks (windows event scheduler on windows and cronjobs on ubuntu)
19. Disable guest account
20. Search for listening services (netstat -plant) and stop/remove anything that should not be there
21. Secure all required services