FALCONI
SPORTS AGENCY

Cybersecurity Checklist
Onboarding

1	**COMPANY MISSION & POLICY ACKNOWLEDGEMENT**	
•	I have reviewed Falconi's mission & Cybersecurity Charter.	☐
•	I have acknowledged Falconi's Acceptable Use Policy (AUP).	☐
•	I have completed Falconi's Awareness Training Plan.	☐
2	**SYSTEM ACCESS & SECURITY SETUP**	
•	I have integrated my Falconi email with MFA (Okta).	☐
•	I have created a unique default password according to Falconi password standards (12+ characters, symbols, etc).	☐
3	**PHISHING & THREAT AWARENESS**	
•	I have read Falconi's phishing awareness resources.	☐
•	I have completed Falconi's Phishing Simulation Training.	☐
4	**DEVICE & DATA HANDLING PROCEDURES**	
•	I have completed the "Clean Desk" and lock screen policies Training Module.	☐
•	I understand "Clean Desk" and lock screen policies.	☐
•	I understand it is my duty to recognize and report security incidents or suspicious activities.	☐
5	**INCIDENT RESPONSE**	
•	I have bookmarked the Falconi Incident Response Form and Reporting Hotline on all work devices.	☐
•	I have reviewed Falconi's incident escalation path and understand when to report an incident.	☐
6	**CONFIDENTIALITY**	
•	I understand that player information, contracts, and scouting reports are confidential. I will not discuss any of this with unauthorized parties, regardless if they are employees of Falconi.	☐

EMPLOYEE SIGNATURE: DATE:

FALCONI
SPORTS AGENCY

security@falconi.com
220 Gardenpoint Plaza, Suite 205, Newark, NJ 07102
(973) 555-1490