

Security Checklist

PASSWORD MANAGER

Dashlane:

- Accept invitation to N&P Dashlane Business Account
- Download app for your phone and laptop
- Download extensions
- Make a 35+ character, mixed case, and numerical password for your Dashlane master password. We suggest using favorite lyrics or a poem you won't forget with each word separated by punctuation or numbers.

Once signed in, use the Dashlane password manager to automatically generate complex 35+ character passwords for you, audit your password strength across sites, and to instantly change weak or reused passwords. Dashlane offers a free 'Personal Space' along with our Business password manager to help improve your password security across all your N&P and personal accounts.

We cannot see anything related to your personal accounts and you can keep a free account with Dashlane when you separate from the company. We have seen hacking attempts on back office personnel and on their personal accounts; we encourage you to secure all of your accounts.

TWO-FACTOR AUTHENTICATION (2FA)

2FA provides safeguards against bad actors trying to access your accounts. It requires users to submit a supplementary verification in addition to a password. You should set up 2FA for all of your accounts - both campaign-related and personal.

Why is 2FA important? Look [what happened to John Podesta](#)

And [what happened to Veronica Escobar](#)

SECURITY KEYS: UNIVERSAL 2ND FACTOR (U2F)

Your U2F device is a security key that you can attach to your keychain. Security keys are excellent security tools because they are so old school. You need to physically insert them into your device. If the hacker doesn't have your security key, they'll need to expend more energy to access your account. Enable your security keys on all accounts and use Google Authenticator as the back-up, NOT SMS text 2FA.

[Gmail](#)

- Download Google Authenticator app (and Google App if you are an iPhone user)
- Google will prompt you to set up Google prompt with your cell phone
- It will then prompt you to set up a secondary security measure with SMS. Go ahead and set this up. We will delete it after.
- Turn on 2FA
- Set up alternative second step with security key (see [UNIVERSAL 2ND FACTOR \(U2F\)](#))
- Set up alternative tertiary step with Authenticator app
- Remove SMS (Voice or text message) authentication

- Activate, print and store backup codes in a safe place (e.g., In your Dashlane 'Notes' field or 'Secure Notes,' in a lockbox, etc.)
- Confirm that you have three 2fa methods: security key, Authenticator app and backup codes
- Make sure to remove SMS (Voice or text message) authentication

Slack

- Download Slack app for your laptop and phone
- Set up with 2FA via Google Authenticator, NOT SMS Text.
- Customize notifications to show an alert, but not the message on a lock screen
 - On phone: Notifications > Slack > De-select 'Show on Lock Screen' and 'Show Previews when Unlocked'

Dashlane

- Turn on 2FA with Universal 2nd Factor, Google Authenticator and backup codes (whatever is applicable)

Twitter

- Turn on 2FA with Universal 2nd Factor, Google Authenticator and backup code. Twitter requires that you set up SMS first, so go ahead and do that first. Then proceed to set up 2FA with U2F, Authenticator and backup code. Finally, turn off SMS.

Facebook

- Turn on 2FA with Universal 2nd Factor, Google Authenticator and backup codes

BROWSER & EXTENSIONS

Please use Chrome as your default web browser. Chrome has the most advanced protection against malicious code.

- **HTTPS Everywhere**

HTTPS is the basic technology that applies encryption to data as it travels between your computer and the Web server. The HTTPS Everywhere extension forces your browser to use HTTPS any time it is available.

- **uBlock Origin**

uBlock Origin is the most comprehensive ad blocker currently available.

TEAM COMMUNICATION

Signal Signal is an encrypted text-messaging app. All communication within Nesbitt Research should be through Slack; if any texting is ever necessary, please use Signal and not iMessage or other texting services.

- Download on phone and computer
- Accept invitation to join N&P All Staff group
- Customize notifications to show alert, but not name and message
 - On phone: Notifications > Notification Content > No Name or Content

DEVICE UPDATES

OSX

- Click Apple icon on top left corner > About This Mac > Software Update

- Enable Auto Update

iPhone

- Settings > General > Software Update

DEVICE ENCRYPTION & SECURITY

- Turn on FileVault
- System Preferences > Security & Privacy > FileVault tab > Turn on FileVault
- Turn on [Find My iPhone](#)