

Net-Tech User Awareness Checklist

Purpose:

Ensure all employees understand and follow the key security behaviors required to maintain compliance and reduce risk.

Checklist for Each User

- I have completed my security awareness training in the past 12 months.
- I understand how to report a suspicious email or security incident.
- I use strong, unique passwords for all work accounts.
- I use multi-factor authentication (MFA) where required.
- I lock my device when not in use.
- I do not share my login credentials with anyone.
- I avoid clicking links or downloading attachments from unknown sources.
- I understand and follow the company's Acceptable Use Policy.
- I only store company data in approved locations (no personal cloud storage).
- I know how to verify requests for sensitive information (anti-phishing awareness).
- I report any lost or stolen devices immediately.

Completion:

Employee Name: _____

Date: _____

Signature: _____