



Australian Government
Australian Signals Directorate

ASD
AUSTRALIAN SIGNALS DIRECTORATE
ACSC
Australian Cyber Security Centre



PERSONAL CYBER SECURITY FIRST STEPS

cyber.gov.au

Personal Cyber Security Series

Dispela **Personal Cyber Security: First Steps** guide o toksave em nambawan namel long tripela guide ol mekim long halvim olgeta Australian long kisim save long cyber security. Yu ken lainim ol wei bilong lukautim yu yet long birua bilong ol cyber threat.



First Steps



Next Steps



Advanced Steps

Teibel bilong kontents

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Introdaksen (Tok Go Pas)

Personal Cyber Security em wanem?

Long displa taim yumi stap nau, yumi save yusim planti moa device na ol akaunt we igat planti moa sans long yumi painim trabel or birua long ol cyber threats.

- Ol device yumi yusim kain olsem ol computer, mobile phone, tablet na ol arapela kain masin em save konekt igo long Internet.
- Yumi save yusim ol online akaunt long kain samting olsem email, banking, online stoa, social media, pilai online geim na planti moa.

Personal cyber security em ol pasin yumi ken bihainim olgeta taim long lukautim na strongim ol akaunt na ol device bilong yumi long ol cyber threats.

Cyber threats em wanem?

Tupela bikpela birua long Internet we ol planti manmeri long Australia i save painim em ol **scams** na **malware**.

- **Malware em i nem ol givim long ol kain software** em ol mekим long bringim birua or bagarapim samting long device bilong yu. Dispela kain software em olsem viruses, worms, spyware, trojans na ransomware. Ol cybercriminals bai yusim dispela malware bilong stilim ol infomesen, moni, na bosim ol device na akaunt bilong yu.
- **Scams em ol kainkain giaman toksave ol cybercriminal** i salim long yu long giamanim yu na stilim ol infomesin bilong yu, o trai na putim malware long masin o device bilong yu.

Dispela ol kain birua emi ken bringim bikpela bagarap long yumi. Dispela kain birua tu wok long kamap hat moa long luksave long em, na em save kamap planti taim moa nau.

Dispela toksave em bai lukautim mi long ol cyber threat olsem wanem?

Sapos yu wok long lainim cyber security nau tasol o yu laik kisim sampela moa save, dispela toksave emi wanpela gutpela hap bilong stat. Personal Cyber Security: First Steps em i nambawan long tripela kain toksave em ol i kamapim long halivim yu long lainim wei bilong lukautim yu yet wantaim cyber security.



Tanim on automatic updates

Updates em wanem samting?

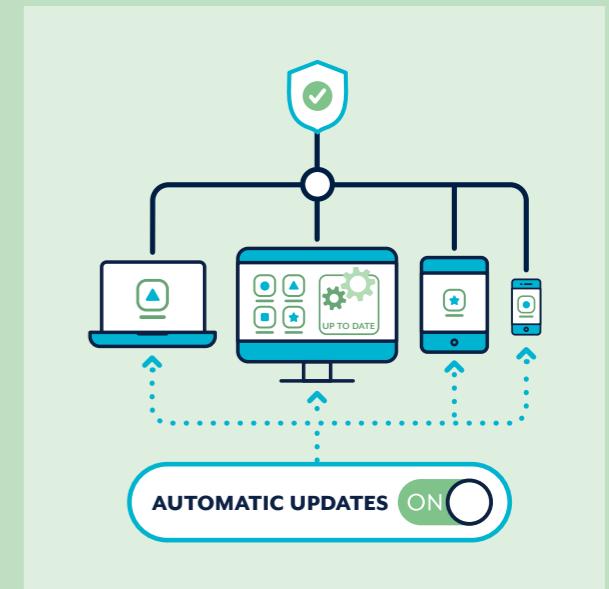
Update em niupela kain software (programs, apps na operating system) ol i ken putim long computer o mobile device bilong yu we ol i strongim na mekim dispela software gutpela moa.

- **Software updates halivim yu long lukautim ol device bilong yu** sapos igat ol samting nogut o software “bugs” we ol cybercriminals ken yusim long go insait long masin o device bilong yu na stilim infomesin o nem o ol akaunt bilong yu.
- **Ol i save painim niupela software “bugs” olgeta taim** na ol cybercriminals save yusim ol dispela samting nogut o “bugs” olsem liklik dua long kalap go insait long device bilong yu. Sapos yu mekim ol updates bai yu banisim yu yet na device bilong yu long ol dispela cyber-attacks.

Wanem rot bai mi bihainim long tanim on automatic updates?

Ol automatic updates em samting we yu ken tanim on na lusim. Em yet bai putim ol update taim ol i kamap na redi long go long masin o device bilong yu.

- ✓ **Tanim on na sekim olsem ol automatic updates bai kamap** long olgeta software na device bilong yu.
- ✓ **Rot bilong tanim on automatic updates bai** narakain long wanwan software na wanwan device bilong yu.
- ✓ **Makim taim bilong kisim ol automatic updates olsem kain taim** olsem yu silip o taim we yu no save yusim device bilong yu.



Yu mas tanim device bilong yu on, sekim olsem em igat pawa na mas igat inap speis we yu ken kisim ol update.



Tip: Sapos yu kisim toksave olsem igat wanpela software update em i redi long kam long device bilong yu, yu mas bihainim dispela toksave na putim dispela update hariap.



Sapos yu laik kisim sampela moa infomesin long wei bilong tanim on automatic updates, yu ken go na painim ‘Updates’ long cyber.gov.au



Sapos yu no inap long painim automatic update setting?

Sapos automatic update setting em ino kamap, yu ken go na painim settings long software o device bilong yu na sekim ol niupela updates.

Sapos olpela device na software bilong mi ino inap long kisim ol updates?

Sapos masin o device bilong yu em olpela tumas, sampela taim ol kampani husait i bin mekим dispela device em bai nogat sapot o luksave moa.

Taim ol device o masin em kamap long 'end of support', em bai no inap long kisim ol niupela updates. Dispela em nogut bikos dispela masin o device bilong yu bai i gat dua we em bai larim ol birua i kam insait long ol wokim ol cyber-attacks. Ol masin o device istap long dispela end of support taim em ol masin or device igat Windows 7 operating system na iPhone 7.

Sapos device o operating system o software i kamap long end of support, ACSC (Australian Cyber Security Centre) em i tok strong olsem yu mas senis igo long niupela kain device o operating system o software hariap tasol long lukautim yu yet.

Sapos yu laikim sampela moa infomesin, go na painim 'End of support' long [cyber.gov.au](#)



Yusim multi-factor authentication (MFA)

MFA em wanem samting?

Yu ken yusim multi-factor authentication (MFA) long strongim security long ol bikpela akaunt bilong yu. MFA em mas igat tupela o moa wei bilong kisim tok orait o authentication long yu bipo yu inap go insait long akaunt bilong yu.

- **Samting yu save** (olsem, PIN, password o passphrase)
- **Samting yu igat** (olsem, smartcard, physical token, authenticator app, SMS o email)
- **Samting em stap long yu** (olsem, fingerprint, facial recognition o iris scan)

MFA em i save mekim hat moa long ol "cybercriminals" long go insait long akaunt bilong yu. Em i save putim planti moa banis long akaunt bilong yu we ol dispela birua bai painim hat tru long brukim banis.



Wanem rot bai mi bihainim long yusim MFA long lukautim ol bikpela akaunt bilong mi?

Rot bilong bihainim long yusim MFA em narakain sapos yu laik wokim long akaunt bilong yu, long device bilong yu or long ol software application. Yu mas tanim on MFA nau. Statim dispela wantaim ol samting olsem:

- ✓ Olgeta online banking na ol moni akaunt bilong yu (olsem, bank bilong yu na PayPal)
- ✓ Olgeta email akaunt (olsem, Gmail, Outlook, Hotmail, Yahoo!)

Sapos yu igat planti email akaunt, pastaim tru sekim na tanim on MFA long ol dispela akaunt em yu save yusim wantaim online banking or ol arapela bikpela sevises.

Yu ken ridim sampela moa infomesin long wei bilong tanim on "multi-factor authentication" sapos yu go na painim 'Multi-factor authentication' o 'MFA' long [cyber.gov.au](#)



Makim taim we yu bai mekim ol back up long ol device bilong yu

Back up em wanem samting?

Back up em i olsem yu kisim infomesin na yu wokim narapela kopibilong dispela infomesin. Yu ken mekim back up bilong ol poto, moni infomesin o arapela kain pepa wok em yu bin putim long external storage device o yu bin sevim long internet.

Sapos yu mekim back up, yu bai inap kisim infomesin gen sapos ol i stilim o yu lusim infomesin o sampela kain bagarap i kamap olsem.

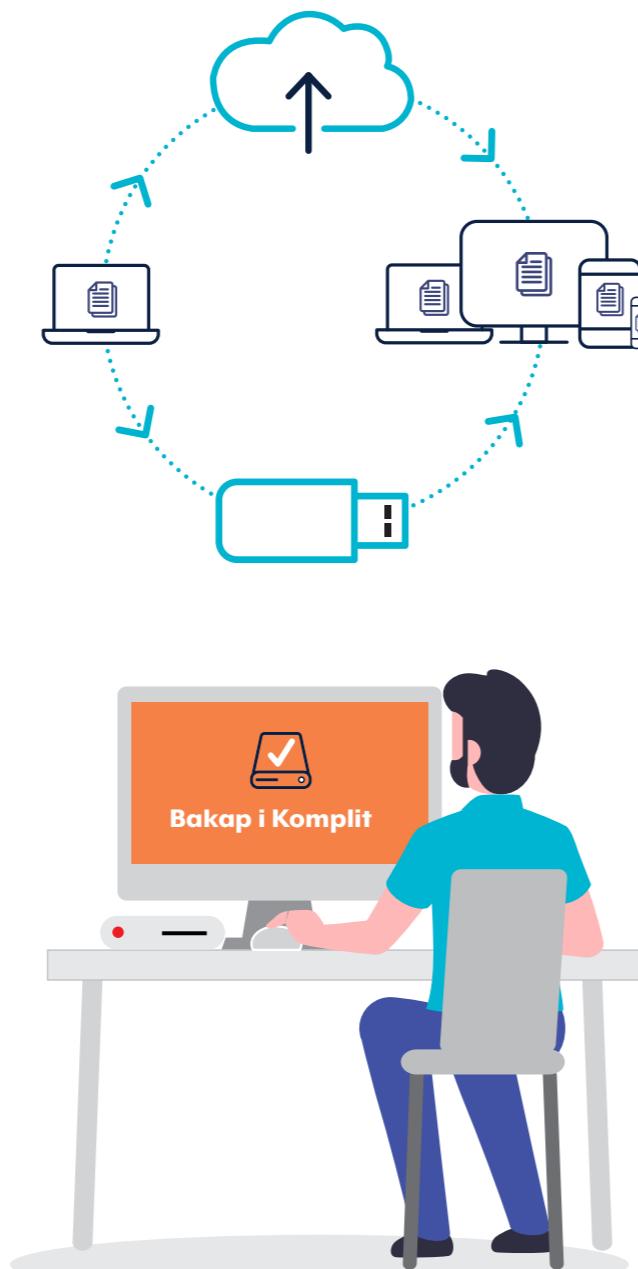
Wanem rot bai mi bihainim long mekim ol back up bilong ol device na ol files bilong mi?

Yu mas makim taim long mekim ol back up bilong yu. Dispela em ken wanwan dei o wik o mun, em yu yet ken makim. Hamaspela taim yu laik mekim back up em yu ken lukluk long kain samting olsem:

- Hamaspela niupela files yu putim long masin o device bilong yu
- Hamaspela senis yu mekim long ol files bilong yu



Tip: Sekim ol back up bilong yu. Yu mas lukim, olgeta back up i wok orait o nogat? Na yu mas tingim yet wei bilong kisim infomesin bek gen sapos emi lus.



Sapos yu laikim sampela moa infomesin long wei bilong mekim ol back up, yu ken go na painim 'Backups' long [cyber.gov.au](#)



Yusim ol passphrase long strongim security long ol bikpela akaunt bilong yu.

Multi-factor authentication (MFA) em i wanpela strongpela wei bilong lukautim ol akaunt bilong yu na banisim gut long ol cybercriminals. **Sapos i nogat MFA**, yu mas yusim strongpela passphrase na dispela bai lukautim yu moa long wanpela liklik password tasol.

Passphrase em wanem samting?

Taim yu yusim passphrase em yu yusim fopela o moa wod or haptok. Dispela fopela wod bai kamap olsem wanpela nupela na strongpela password bilong yu.

Kain olsem: 'crystal onion clay pretzel'.

- **Passphrases em i strongpela moa** long wanpela password tasol
- Passphrases em i **hat moa long ol cybercriminals** long painim aut tasol em isi long yu long tingim



Wanem ol akaunt bai mi lukautim na strongim wantain wanpela passphrase?

Sapos ol bikpela akaunt bilong yu i no yusim MFA, senisim ol password bilong yu igo long strongpela passphrase. Yu ken statim dispela wantaim:

- ✓ Online banking na ol moni akaunt bilong yu
- ✓ Email akaunt

Sapos yu gat planti email akaunt, statim dispela senisim wantaim ol email em i pas wantain online banking o arapela bikpela sevis.

Yu ken senisim password bilong yu igo long strongpela passphrase insait long "account settings".



Bai mi mekim passphrase olsem wanem?

Mekim ol passphrases olsem:

- **Longpela:** yusim 14 o moa leta o namba, na yusim fopela (4) o moa wod. Longpela passphrase em i strong moa.
- **Ino isi long painim:** yusim fopela (4) o moa wod we ino inap isi long painim na ol dispela wod ino wankain. Noken yusim ol wod o toktok we planti manmeri bai save.
- **Noken yusim wanpel apassphrase long ol arapela akaunt:** noken yusim dispela passphrase long ol arapela akaunt bilong yu.

Sapos wanpela websait o sevis laikim password wantaim sampela kain simbol, bikpela leta o namba, yu ken yusim dispela long passphrase bilong yu. Passphrase mas longpela, i mas hat long painim na wanwan akaunt mas gat wanpela passphrase bilong em yet tasol. Dispela pasin bai strongim na lukautim yu.

Tip: Sapos yu painim hat long tingim olgeta passphrases bilong yu, traيم na yusim wanpela "password manager". Wantaim dispela password manager, yu bai tingim wanpela password tasol na password manager bai lukautim olgeta arapela passphrases. Go na painim "password manager" long [cyber.gov.au](#) sapos yu laikim sampela moa infomesin.

Sapos yu laikim sampela moa infomesin long wei bilong mekim strongpela passphrase, yu ken go na painim "Passphrases" long [cyber.gov.au](#)

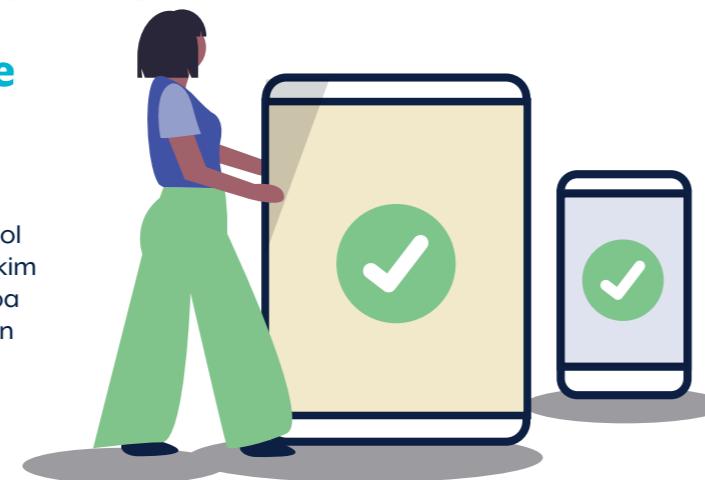


Strongim security long mobile device bilong yu

Tude yumi save yusim olgeta kain smart phone na tablet long laif bilong yumi. Yumi save yusim ol dispela masin long toktok, baim ol samting, wokim wok, wokim banking, lukautim helt na planti moa samting. Yumi save yusim olsem long olgeta kain taim na long olgeta kain peles.

Wanem samting ken kamap sapos mi lusim o ol stilim o painim wei long go insait long mobile device bilong mi?

- Ol cybercriminals ken yusim dispela device bilong yu long stilim moni o nem na infomesin bilong yu. Ol ken yusim dispela ol infomesin stap long social media na long ol email akaunt bilong yu.



- Yu ken lusim ol naispela samting bilong yu olsem ol piksa o poto, ol samting yu raitim o ol toksave yu kisim (sapos yu i no bin mekим back up).
- Ol cybercriminal ken yusim phone namba bilong yu long giamanim ol arapela lain tu.

Bai mi mekim wanem long strongim security long mobile device bilong mi?

Device security:

- ✓ **Pasim** ol device bilong yu wantaim passphrase, password, PIN o passcode. Mekim dispela hat long painim aut – noken yusim dei mama karim yu o ol pasin we em isi long painim na biahinim. Yusim passphrase long strongim security (lukim page 6). Na tu yu ken yusim facial recognition o fingerprint long opim device bilong yu.
- ✓ **Sekim** na mekim device bilong yu pasim em yet sapos yu ino yusim na sampela liklik taim igo.
- ✓ **Noken** yusim ol publik peles long putim pawa long device bilong yu na traيم long noken yusim ol pawa kod bilong ol kampani we ino mekim device bilong yu.
- ✓ **Kain** olsem yu save lukautim gut walet bilong yu, em wankain yu mas lukautim phone bilong yu. Lukautim gut na karim wantaim yu long olgeta hap.

Software na app security:

- ✓ **Yusim** automatic update long device bilong yu long putim niupela update taim ol i kamap redi.

Sapos yu laikim sampela moa infomesin long ol pasin bilong strongim security long mobile bilong yu, go na painim 'Secure your mobile phone' long [cyber.gov.au](#)



Kirapim tingting bilong yu long cyber security

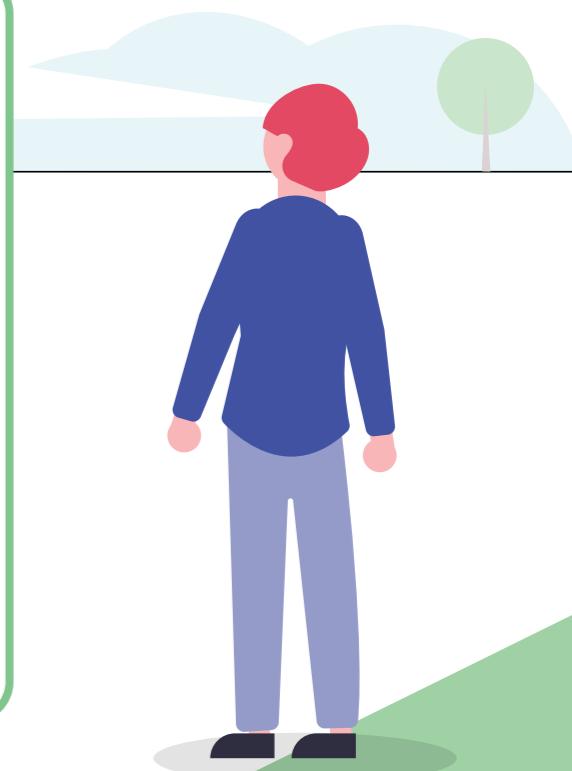
Personal cyber security em i no samting bilong senisim ol settings bilong yumi tasol, em i senis long tingting na pasin bilong yumi tu.

Lukaut gut long ol cyber scams

Ol cybercriminals save yusim email, messages, social media na ol phone call long traيم na giamanim o "scam" ol manmeri i stap insait long Australia. Ol bai traيم long mekим yumi tingting olsem yumi save long ol o yumi save long ogensaisen ol wok wantain na yumi ken trastim ol, tasol dispela em no tru.

Ol toksave o phone call bai traيم na giamanim yu na bai askim yu long wokim sampela samting olsem:

- Givim ol bank infomesin, password o namba bilong kredit kad,
- Givim ol wei long go insait long masin o computer bilong yu,
- Opim ol file o attachment we igat malware,
- Salim moni o ol gift kad.



Bai mi luksave long ol scam messages olsem wanem?

Sampela taim em hat tru long luksave long ol scam messages. Ol cybercriminals save yusim sampela kain wei long giamanim yu. Dispela ol scam toksave o messages ol i salim i kam long yu ken igat ol samting olsem:

- **Authority:** dispela toksave em i luk olsem em i kam long wanpela official o bik man, kain olsem long bank?
- **Urgency:** dispela toksave em i tokim yu olsem igat wanpela hevi o yu gat liklik taim long salim moni o salim toksave igo bek?
- **Emotion:** dispela toksave em mekim yu wari o guria o tingting planti?
- **Scarcity:** dispela toksave em tokim yu olsem igat wanpela gutpela samting tru wetim yu stap tasol yu mas wok hariap long kisim?
- **Current events:** dispela toksave em i toktok long ol samting i kamap nau tasol na em i bikpela nius?

Lainim ol wei bilong luksave long ol "phishing" o scam messages sapos yu go na painim 'Learning the basics' long [cyber.gov.au](#)

Bai mi wokim wanem sapos mi kisim wanpela scam message?

Sapos yu kisim wanpela scam message o phone call, yu ken lusim tasol, rausim, o ripotim long Scamwatch bilong ACCC long scamwatch.gov.au

Yu ken toktok wantaim ACSC Cyber Security Hotline long **1300 CYBER1** (1300 292 371) sapos yu igat wari long cyber security bilong yu.

Sapos yu ting olsem wanpela scam o birua i bin kisim bank akaunt, kredit kad o debit kad bilong yu yu mas toksave long bank o moni ogenaisesin bilong yu hariap tasol. Ol bai inap long pasim akaunt na stopim ol dispela samting nogut long kamap.

Bai mi wokim wanem sapos mi no klia olsem dispela em scam message or nogat?

Sapos yu ting olsem wanpela toksave o message em ikam long kampani o ogenaisesin we yu save gut long em (olsem bank bilong yu), painim wanpela wei long toktok o salim toksave long ol na sekim. Painim trupela websait bilong ol, sekim phone namba bilong ol o go long stoa o opis bilong ol. Noken opim ol link o yusim ol namba o email long dispela kain message, ol dispela samting ken giamanim yu.

Tip: Tingting Bipo Yu Opim.



Sapos yu ting olsem cybercrime em i kamap long yu, ripotim igo long ASCS ReportCyber long cyber.gov.au/report o ringim Cyber Security Hotline long **1300 CYBER1** (1300 292 371).

Yu ken kisim toksave long olgeta kain birua cyber scam nabaut sapos yu go na painim 'Subscribe to the ACSC alert service' long cyber.gov.au
Bai mipela salim toksave ikam long yu taim mipela lukim nupela cyber threat.

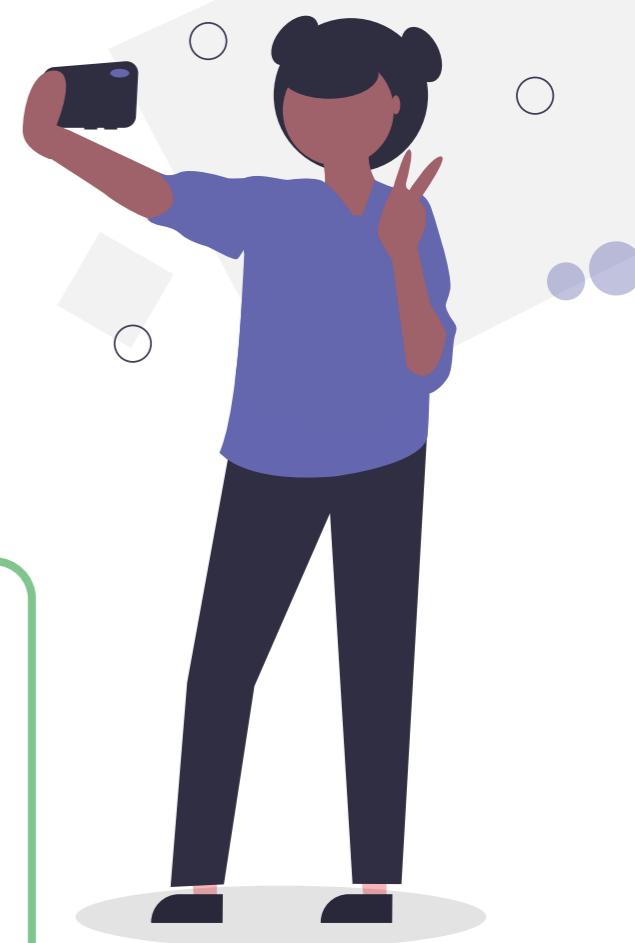
Stop na tingting bipo yu putim samting long social media

Ol cybercriminal ken yusim infomesin yu putim long pablik long social media akaunt bilong yu long ol scam na cyber-attack.

Tingim olsem infomesin yu putim long internet em bai stap oltaim na yu bai no inap long rausim dispela gen.

Wanem tingting bai mi gat bipo mi postim samting?

- Askim yu yet:** Dispela infomesin em ol cybercriminal bai inap long yusim long bringim hevi long mi o painim wei long go insait long ol akaunt bilong mi?
- Askim yu yet:** Bai mi hamamas long givim dispela infomesin or piksa long ol man o meri we mi no save long em?



Wanem kain infomesin mi mas holim gut na noken givim long ol arapela lain?

Noken givim hariap infomesin (o piksa tu) online we ol cybercriminals ken yusim ol long painim yu, o tra'im giamanim yu long ol scam, o tra'im yusim long painim wei long go insait long ol akaunt bilong yu:

- Peles mama karim yu o deit mama karim yu
- Peles yu stап o phone namba bilong yu
- Peles yu wok nau o arapela peles yu wok bipo
- Wanem skul yu bin go long em
- Olgeta kain infomesin we ol ken yusim long makim yu

Liklik Seklist



Yu pinisim olgeta samting long dispela guide?

Yusim dispela seklist long halivim yu long kamapim olgeta samting

Mi tanim on automatic updates long olgeta device bilong mi:

- Computer (desktop na laptop).
- Mobile phone.
- Tablet.

Mi tanim on multi-factor authentication long olgeta bikpela akaunt bilong mi:

- Olgeta online banking na moni akaunt bilong mi (e.g. bank bilong yu, PayPal).
- Olgeta email akaunt bilong mi (e.g. Gmail, Outlook, Hotmail, Yahoo!).

Mi gat back up long olgeta device bilong mi:

- Computer (desktop na laptop).
- Mobile phone.
- Tablet.

Mi yusim strongpela passphrase long ol bikpela akaunt bilong mi em ino gat MFA:

- Online banking na ol moni akaunt.
- Email akaunt.

Mi lukautim na strongim ol mobile device bilong mi:

- Laptop.
- Mobile phone.
- Tablet.



Glossary

(Wod Wantaim Mining Bilong Oi)

Account recovery

Dispela em wei bilong senism password o passphrase long akaunt bilong yu sapos yu lusim. Em bai askim yu sampla kwesten o yusim arapela wei long sekim olsem dispela em akaunt bilong yu yet.

App

Em nem ol givim long mobile application. App em ol i save yusim long smart phone or tablet.

Attachment

Em file ol i salim wantaim ol email message.

Authenticator app

Dispela em app yu bai yusim long sekim na stretim nem bilong yu taim yu yusim multi-factor authentication (MFA).

Cloud

Dispela em ol planti server istap longwe na olgeta em pas wantaim o igat koneksen na wok wantaim long halivim yumi long wokim ol kainkain samting long internet.

Cybercriminal

Dispela em olgeta kain manmeri husait laik giamanim yu na painim wei long go insait long masin or computer bilong yu na bagarapim o stilim infomesin.

Device

Dispela em olgeta kain masin olsem, computer, laptop, mobile phone o tablet.

End of support

End of support em dispela taim olsem wanpela kampani o ogenaisesin bai stopim sapot bilong wanpela samting o sevis ol i save mekim or givim. Dispela em save kamap taim kampani igat niupela samting olsem product o sevis na ino inap long sapotim ol samting em olpela nau.

Malware

Dispela em ol "malicious software" o software ol i mekim long painim wei long go insait long computer bilong yu na stilim infomesin o bagarapim wok bilong masin o bagarapim ol arapela masin em igat koneksen wantaim masin bilong yu.

Operating system

Dispela em software istap insait long computer na yumi save yusim long toktok wantaim ol arapela computer o masin na yumi save yusim long wokim wok long computer. Kain olsem: Microsoft Windows, Apple MacOS, iOS, Android.

Physical token

Dispela em samting yu bai holim na i ken go long ol keyring. Dispela "token" em i save mekim ol security code na bai ol yusim long sekim nem bilong ol computer wantaim MFA.

Remote access

Dispela em wei bilong mekim koneksen long masin o computer em i stап longwe na yu ken yusim dispela masin kain olsem yu stап klostу.

Software

Dispela em nem ol i givim long ol programs, o sampela instraksen we yumi ken toktok wantaim ol masin o computer na mekim ol kainkain wok.

Disclaimer

Ol samting ol i raitim long dispela guide em karamapim ol bikpela tingting na yu no ken ting em i olsem legal advais o yusim long halivim yu long olgeta kain hevi. Sapos yu nidim halivim, toktok wantaim wanpela indipendent professional or save man o meri long dispela samting na bai ol i ken halivim yu.

Commonwealth em bai no inap luksave o halivim taim ol samting bruk o yu lusim moni sapos yu bihainim ol infomesin istap long dispela guide.

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Wei bilong yusim Coat of Arms

Wei bilong yusim dispela Coat of Arms em i stap long websait bilong "Department of the Prime Minister and Cabinet"
(www.pmc.gov.au/government/commonwealth-coat-of-arms).

Sapos yu laik painim sampela moa infomesin, or yu laik ripotim cyber security birua o taim samting olsem kamap, toksave long mipela:

cyber.gov.au | 1300 CYBER1 (1300 292 371)

Dispela namba em yu ken yusim insait long Australia tasol.