ATTC Manufacturing New Computer User Orientation

Information Technology Department

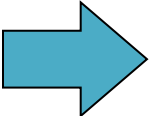2021

Background & Training Goals

Familiarization and compliance with ATTC's information system rules and guidelines are important for efficiency and risk reduction.

Training Goals:

1. **Security: Learn about Information system security.**
2. **Standards : Rules and guidelines.**
3. **Internet and Email: Policies and rules.**
4. **Compliance: Responsibilities and expectations.**

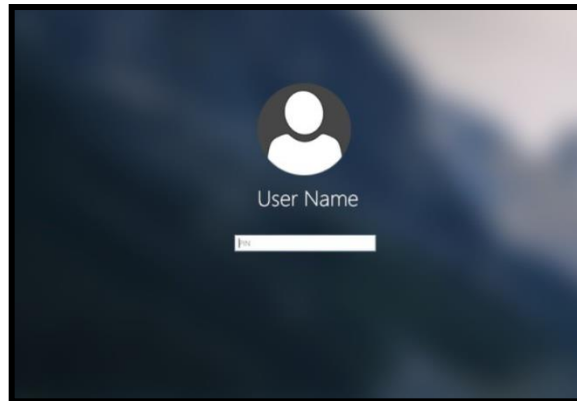*ATTC's information system is intended for business use only.*

1. Security
1.1 User Login

Security and accountability reasons require each user to login prior to accessing any information.

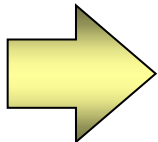You are accountable for actions performed using your User Name.

Please do not use someone else's User Name.

User Name

Your password length is at least 6 characters and must contain 3 out of 4 character groups listed: upper case, lower case, numbers and symbols.
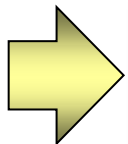
Example: **March1**
Example: **m@rch1**

Keep your password confidential.

Our network computer system will prompt you to change your password every 60 days.

1.2 Leaving Computer Unattended

Your computer is unsecure if left unattended and logged in. If you will be away from your computer, please secure it by locking it.

Lock it down

⊞ + L

(Win+L)

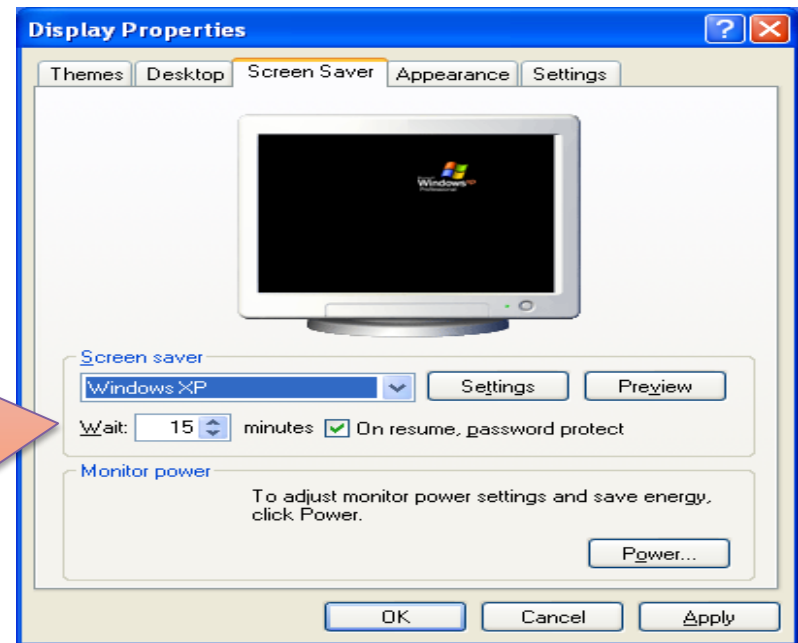**Locking your computer is quick and easy.**

1.3 Screen Saver

The use of a Screen Saver with password is required here at ATTC.

Required Screen Saver setup:
1) Wait no more than 15 minutes.
2) On resume, Password protect
**   must be enabled.**
**3) Do not disable screen saver.**

Do not download or install screen saver programs.

1.4 Shut Down Computers at End of Shift

There are several important reasons why it is necessary to LOG OFF and SHUTDOWN your computer at night (or at the end of your shift). If you cannot SHUTDOWN > always LOG OFF.

- ➢ Updates get installed during shutdown.

- ➢ Cost savings by conserving energy.

- ➢ Weekend server maintenance.
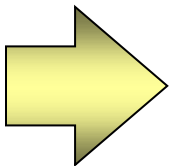
REMINDER: Logging off syncs your data with the server. If you do not log off daily, your data is not safe.
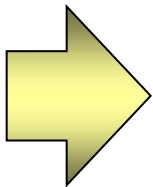
1.5 Antivirus Protection

Virus infection can result in file loss, data theft or false data. Can also create critical shutdown of computer, network, or server.

ATTC's Antivirus Scans

Weekly: "Full Scan" on Wednesday   **Always on**: Auto-Protect Option, Network Threat Protection

The antivirus software will automatically remove or quarantine most problems, but not all.

Do not attempt to clean off viruses yourself.
Notify IT immediately if virus is suspected.

2. Standards
2.1 Permissions

Not all information system resources are needed by every team member.

Permission is required for:

Manager Approval

You must obtain manager approval to access certain system resources.

There must be a permission form filled out for each user.

Permission changes will not occur until your manager approval is obtained.

Computer

Phone

Email

Internet

Folders

Applications

mp2

2.2 Using One or More Computers

The IT department must prepare your computer for your use. Some setups must be done before using a specific computer:

```
Permission Obtained
        ↓
    Application Setup
            ↓
        Printer Setup
                ↓
            Email Setup, Etc.
```
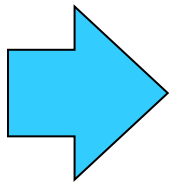
**Try not to use more than one computer.
If absolutely necessary, have your manager request permission from the IT department.**

2.3 Document Location

The items that you create must be saved in a location that will be backed up. If you started prior to June 2019, please save all documents in your assigned "H:Drive" – If you started after June of 2019, please save your documents in Desktop or Documents or the H Drive – if you have it.

Once the temporary documents become relevant to ATTC Manufacturing and need to be shared with other users, the documents should be saved to the "Common" folder.

Preferred Permanent Location

Common (ATTCMFG...
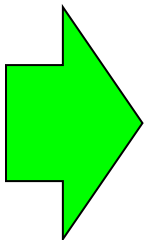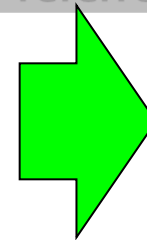
Storage space is limited, so personal documents, videos and music are not permitted. Users are allowed to store a very limited number (4 or 5) non-offensive personal pictures for their desktop background or screen saver slideshow.

2.4 Software Installation

There are millions of software programs available for installation. Permission is required prior to any software installation.

The IT Department is Responsible for Installing Software & Updates

➢ **Install may require admin rights and disabling of antivirus.**

➢ **Licensing compliance needs to be maintained.**

➢ **Manuals and media storage in case of re-installation.**

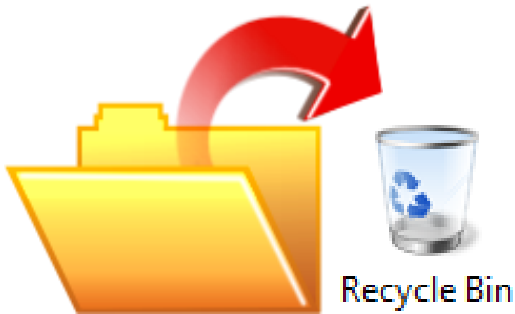➢ **Support contracts from vendors may be necessary.**
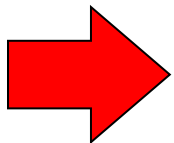
Please allow automatic Microsoft Windows updates to proceed. If you are unsure about upgrade messages, please contact IT.
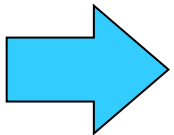
2.5 Computer 5-S Responsibility

It is important to keep your documents well organized.   Obsolete or un-necessary documents need to be removed.

Manage your Computer Files and Folders

- ➢ Organize your computer desktop & email folders.

- ➢ Remember to clean up "My Documents" folder.

- ➢ Everyone needs to work together to keep the common Drive (G:) organized.

Recycle Bin

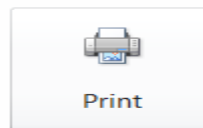**Reminder: Information storage space has an associated cost.**

2.6 Printer Functions

Make sure you select the correct printer.

Front Office TASKalfa 2552ci KX - BLACK on srv-app1

➢ Make sure the default printer is your primary Black and White printer

➢ If you feel your printer settings are incorrect please contact IT to resolve your issue

➢ Please try to recycle paper when ever possible

2.7 Scan to Email

If you need to make a paper document electronic, please use the Scan-to-email feature on your assigned printer. For help doing so, please contact IT.
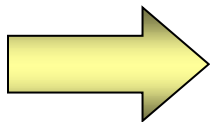
3. Internet and Email
3.1 Internet Access

The Internet can be a valuable information source.

Internet Usage Reminders

- ➢ **Internet access is intended for company business only.**

- ➢ **Use due diligence when browsing the Internet.**

- ➢ **Some websites are misleading/harmful/inappropriate.**

**Note: Your internet usage is monitored/logged.**

3.2 Email

Email is an important means of communication with suppliers, customers, partners and other ATTC team members.

➢ Email is filtered for spam and viruses.
➢ By law ATTC is required to save all email
➢ Do not open emails from UNKNOWN senders
➢ Do not click links within an email if you aren't 100% sure that the email is legitimate.
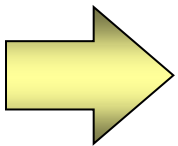
Email messages & attachments are corporate property.

4. Compliance
4.1 Prohibited Behavior

Proper use of ATTC's information system is important to prevent business disruption. Prohibited behavior includes:

> ➢ Bypassing security restrictions and safeguards.
>
> ➢ Illegal copying of software and copyrighted content.
>
> ➢ Significant non-business use of computers.
>
> ➢ Tampering with other users files and folders.
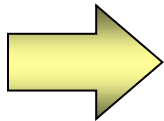
Please show respect for the company's information system and the work of your fellow team members.
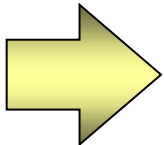
4.2 Inappropriate Content

ATTC does not permit team members to create, store or access documentation or websites that contain inappropriate content.

Inappropriate Content ❌

- ➢ **Any content prohibited by law.**
- ➢ **Sexually explicit or suggestive materials.**
- ➢ **Harassing or defamatory information.**
- ➢ **Racial or gender targeted content.**

delete

**System usage and content is monitored/logged.
If you have any inappropriate content, please remove it.**

4.3 Monitoring and Auditing

To ensure that internal policy is complied with, the IT department has the right to investigate, audit, and inspect all information.

Auditing can be conducted with or without the team member present.

Non-business related information can be removed from the computer system at any time, without notice.
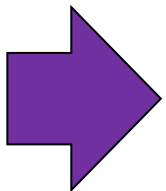
Keep auditing in mind when using the computer system, phone system, internet, and/or email for non-business or personal use.
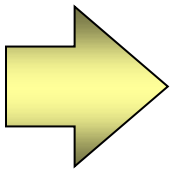
4.4 Non-Compliance Consequences

Conformance with this policy is important to ensure that company technology remains functional, efficient and cost effective.

Computer User Policy Compliance

Department managers have a responsibility to ensure policy compliance within their department.

control

The Human Resources Department will take corrective action for serious or repeated policy violations.

4.5 Agreement & Policy Location

Information Disclosure to Third Parties

Unless intended for general public, all internal information must be protected from third parties.

Third parties can access ATTC's internal information if they sign a *Confidentiality Agreement*

If sensitive information is lost or disclosed it must be reported immediately