

Security Tip of the Week



Five Ways to Protect against Identity Theft

1. When you order checks, instead of your first name, have only your initials and last name put on them.
2. Do not sign the back of your credit cards. Instead put "PHOTO ID REQUIRED".
3. When writing checks to pay on your credit card accounts, DO NOT put the complete account number on the "For" line. Instead, just put the last four digits.
4. Don't list any telephone number on your checks. You can always write it on the check at the time of the transaction. If you have a PO Box, use that instead of your home or work address.
5. Place the contents of your wallet on a photocopy machine. Copy both sides of each license, credit card, etc. If your wallet is ever stolen, you will have a record of all the account numbers and phone numbers when you call to cancel your cards. Store in a secure place and update the copies when you change cards.

For more information on this week's tip visit www.rochester.edu/it/security/securitytipofweek.

Need Help? Contact University Information Technology

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