Windows Computer Certification

Overview
Before connecting to our network, we need you to certify that your personal computer is protected against malicious viruses and spyware. It is critical that you take the steps below to protect your data and privacy. Certification helps protect the Law School network and systems from viruses and security breaches.

Certification Steps

1. Install Symantec Enterprise Protection
2. Confirm Windows Firewall is enabled
3. Verify Windows Updates install automatically
4. Verify Windows is fully patched
5. Set a strong password for all accounts
6. Use a restricted user account

1. Verify that your computer has Symantec Enterprise Protection installed and that your virus definitions are up to date. This is available via the Penn Website (PennKey login):  
   http://www.upenn.edu/computing/product/specs/sav.html. Note: you will need to uninstall any current antivirus program before installing this new version.
2. Verify that your computer has Windows firewall activated. If you have a third party firewall application installed, you will need to disable it.
   - Open Control Panel -> Windows Firewall and be sure it is set to On. Click OK.
     - If you cannot find Windows Firewall as an option, please click “Switch to Classic View” option.
   - Open Control Panel -> Internet Options. Under the Security tab, click Default Level, then OK.
3. Verify your computer is set to install Windows Updates automatically.
   - Click Start, click Run, type sysdm.cpl, and then press ENTER.
   - Click the Automatic Updates tab, and then click to select this option: Automatic (recommended) automatically download recommended updates for my computer and install them. If any recommended updates are found, click Install. Follow the prompts until there are no remaining updates to install.
4. Verify your computer is fully patched.
   - **Windows Vista**: Click Start. Type wuapp in the search box and hit enter. Click Check online for updates from Microsoft Update.
   - **Windows XP**: Open Internet Explorer. Go to http://update.microsoft.com, click Start Now and follow the instructions to install Microsoft Update. Be sure to continue to the Check for Updates page and choose Express Install. If any recommended updates are found, click Install. Follow the prompts until there are no remaining updates to install.
5. **Set a strong password.** Make sure you choose a strong password for every user account, including the Administrator account. This is done at Start -> Control Panel -> User Accounts. Click on the name of each of your user accounts and choose the link to "Create a password." Choose passwords that are longer than 8 characters. It is OK to include spaces (use a passage from a song or poem!) and other special characters.

6. **Use a restricted user account.** Most home computers are more susceptible to viruses and spyware because users logon with an account that has Administrator access. It is important to change your default logon to have ‘limited’ access and create a new account with Administrator access for installing new software and changing system settings.
   - Type in a name for the account(e.g., XYZ) , then choose Administrator and click Create Account.
   - Click on the new account and change the password to a strong password.
   - In Vista:
     - While still in the User Accounts, Click “Manage another account” link.
     - Now click the account name you normally use
     - Change the check box to select “Standard User”
     - Finally click the “Change Account Type” button to finish setting the limited account type.
   - In XP:
     - While still in the User Accounts, Click on the account you normally use
     - Change the Check box to select “Limited”
     - Finally click the “Change Account Type” button to finish setting the limited account type.

**Information Security and Privacy Resources**
https://goat.law.upenn.edu/its/helpdocs/facstaff/security/