KnowBe4

Safe Travel Checklist

Easy to Do; High Impact:

No Matter Where You Are or Where You're Going:

- ☐ **Never use a borrowed charger,** a public charging station, or a hotel room charging port.
- ☐ **Disable** Wi-Fi autoconnecting, Bluetooth, fingerprint access/facial recognition, and Near Field Communication (NFS) like Airdrop or mobile payments.
- ☐ **Avoid open/free Wi-Fi!** Use a VPN or mobile hotspot instead.
- ☐ **Enable** remote locking and device erase functions.
- ☐ **Only connect to known Wi-Fi networks;** beware of network names that have typos or extra characters.
- ☐ **Use a privacy screen** to prevent "shoulder surfing."
- ☐ **Don't share!** Turn off file sharing, printer sharing, GPS, and location sharing—and avoid social media!

At the Office (before you depart):

Your *IT department* may:

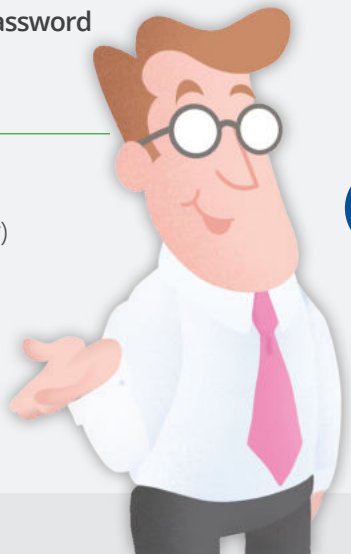
- ☐ **Update your operating system.**
- ☐ Update your **software** (including antivirus) and install available patches.
- ☐ **Install a password manager** to give an extra layer of protection.
- ☐ **Encrypt the hard drive** and any external drive(s).
- ☐ **Install and setup VPN** if you don't already have it.

***You* should:**

- ☐ **Copy files** you might need.
- ☐ **Clear your browser** history and cookies.
- ☐ **Back up all files** to a separate device and/or secure online storage location to be left behind.
- ☐ Get your cell phone and your tablet ready:
  - **Update your operating system.**
  - **Clear your browser history.**
  - **Set your device for password or PIN access only.**

What to Pack:

- ☐ Webcam cover (or opaque tape!)
- ☐ IT Contact info (on paper)
- ☐ Device chargers
- ☐ RFID-blocking wallet or card sleeve
- ☐ Laptop privacy screen



At the Airport:

- ☐ **Always keep track of your boarding pass.**
- ☐ **Never check your briefcase or laptop bag.**
- ☐ **Put electronic devices (including watches) on the belt last.**
- ☐ **Keep devices in view** (or know where they are) during security checks ***and*** when charging.
- ☐ **Set devices to "airplane mode"** whenever possible.

In the Airplane:

- ☐ **Shut down your laptop/tablet when leaving your seat.**
- ☐ **Carry your phone at all times—even to the restroom!**

At Conference Settings and Hotel Rooms:

- ☐ Never use an **unknown flash drive**, external drive, mobile or USB-based device.
- ☐ Don't accept **any thumb drive "give-aways."**
- ☐ Discuss sensitive corporate info ***in person only*.**
- ☐ **Never use hotel/in-room safes.** Instead, keep your devices and valuables with you at all times.

Back in the Office:

- ☐ **Scan devices** for malware.
- ☐ Consider **changing passwords and PIN** numbers.
- ☐ **Shred** old boarding passes and luggage check tags.
- ☐ **Check with IT department** or consult travel policy so that you take all required steps.