

## Ensuring Secure ARIES Access

***Don't underestimate the importance of the data you are able to access through ARIES.***

ARIES has built-in safeguards to secure client information, but we as users are legally obligated to protect the client information we have access to. The two main ways to do this are by ensuring physical and electronic security at our agencies. These guidelines serve as a brief overview of strategies for protecting client information when accessing ARIES. This does not cover guidelines for protecting client information outside of ARIES.

### **Physical Security**

- Access ARIES only on computers that are in areas able to be secured behind a locked door and not on any computers available to members of the public.
- Angle all computer monitors so that they are not viewable from doorways, hallways, public areas, or windows. ARIES displays client names in a large size on every screen, making unintended reading of confidential information a large concern. Users are also encouraged to use black-out privacy screens on monitors.
- Lock doors to rooms containing ARIES computers when you are away from the computer, especially for extended periods of time such as going to lunch, meetings, and leaving for the evening.
- Do not enter your password or access client information when anyone is standing behind you or anywhere they can view your monitor.

### **Electronic Security**

- Avoid using passwords containing dictionary words and recognizable patterns (e.g., sequential numbers). Do not use a password that is used to access any other programs or your computer.
- Use mixed cases for the password letters and intermingle numeric digits and special characters (including . , - ' & ! @ # ( ) / : á Á ñ Ñ) in the password.
- Try using an online password generator for creating secure passwords, such as <http://www.multicians.org/thvv/gpw.html>, and then personalize the results by adding capitalization, numeric digits, and special characters. A generator for even more secure passwords may be found at <http://strongpasswordgenerator.com/>.
- If you have chronic trouble with being locked-out of ARIES due to forgetting your password, try using a customized *passphrase* instead – it may be a string of words with numeric digits and special characters added. E.g., "orDer#morE!mIlk39" Be sure you do *not* use words such as your name, username, agency name/address, child's name, birthdate, "password," etc.
- Always log out of ARIES when you are not using it. If you are away from your computer, lock the workstation or log out of your Windows profile.
- Set your screen saver to have a password and come on after 10 minutes of inactivity.