NTUST

Personal Computer and Notebook Information Security Operating Manual

• When performing the following steps, back up important data first to avoid data loss

Please confirm whether your password has been set to more than 8 characters? It must contain a combination of English uppercase letters, English lowercase letters, numbers, and special symbols.

Personal computer and notebook computer information security

checklist settings are as follows :

- 1. Checklist item 2: Windows operating system version check
- 2. Select [Start] in the lower left corner > [System] > [System] > [System Information] to confirm the current version.

← Settings		- 🗆 X
CCTA Local Account	System > About	
	DESKTOP-5JJJB9R Pro E500 G7_WS750T	Rename this PC
Find a setting	① Device specifications	Сору ^
 Bluetooth & devices Network & internet 	Device name DESKTOP-5JJJB9R Processor 11th Gen Intel(R) Core(TM) i7-11700 @ 2.50GHz 2.50 GHz Installed RAM 16.0 GB (14.1 GB usable)	
Personalization	Installed RAM 16.0 GB (14.1 GB usable) Device ID BDF9F612-E718-4C6D-A2D3-072E5BAC0F74 Product ID 00331-10000-00001-AA212	
Apps Accounts	System type 64-bit operating system, x64-based processor Pen and touch No pen or touch input is available for this display	
 Time & language Gaming 	Related links Domain or workgroup System protection Advanced system settings	
 Gaming Accessibility 	Windows specifications	Сору ^
Privacy & security	Edition Windows 11 Pro	
Windows Update	Version 21H2 Installed on 2/16/2022 OS build 22000.1098	
	Experience Windows Feature Experience Pack 1000.22000.1098.0 Microsoft Services Agreement Microsoft Software License Terms	

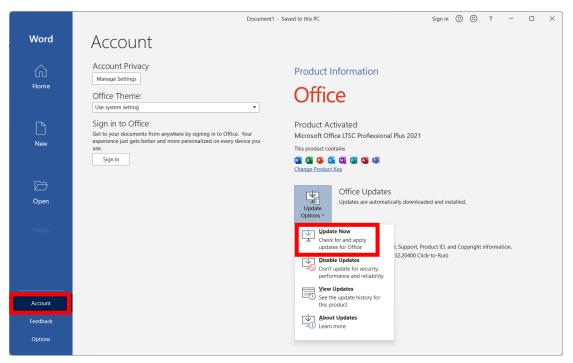
2. Checklist item 3: Windows Update

Select [Start] in the lower left corner> [Settings] > [Windows Update] > [Check for Updates].

Settings CCTA Local Account	Windows Update	-	0 X
Find a setting	You're up to date Last checked: Today, 10:48 AM	Check for u	pdates
System	More options		
 Bluetooth & devices Network & internet 	0 Pause updates	Pause for 1 week	~
PersonalizationApps	Update history		>
 Accounts Time & language 	Advanced options Delivery optimization, optional updates, active hours, other update settings		>
3 Gaming	Windows Insider Program Get preview builds of Windows to share feedback on new features and updates		>
 Accessibility Privacy & security 	Get help		
9 Windows Update	Give feedback		

3. Checklist Item 4: Office Updates

Open Word or Excel program > create blank file > [File] > [Update Options] > [Update Now].



4. Checklist Item 5: Antivirus software updates (e.g., Microsoft Defender)
Go to the search bar, enter [Virus & Threat Protection] > click [Virus & Threat
Protection] > drop down to [Virus & Threat Protection Updates] > click [Check for
Updates]

Apps Doo	cuments Web	More ~		
st match	2			
Virus & threat	-			
Virus & threa System settings	-		Virus & threat protection	

Windows Security



\mathcal{C} Protection updates

View information about your security intelligence version, and check for updates.

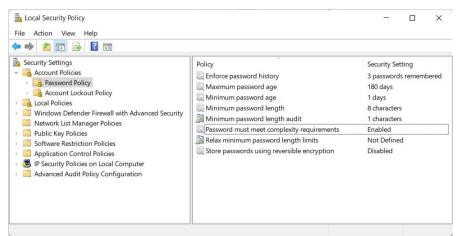
Security intelligence

Microsoft Defender Antivirus uses security intelligence to detect threats. We try to automatically download the most recent intelligence to protect your device against the newest threats. You can also manually check for updates.

Security intelligence version: 1.377.757.0 Version created on: 10/25/2022 2:03 AM Last update: 10/25/2022 8:11 AM

Check for updates

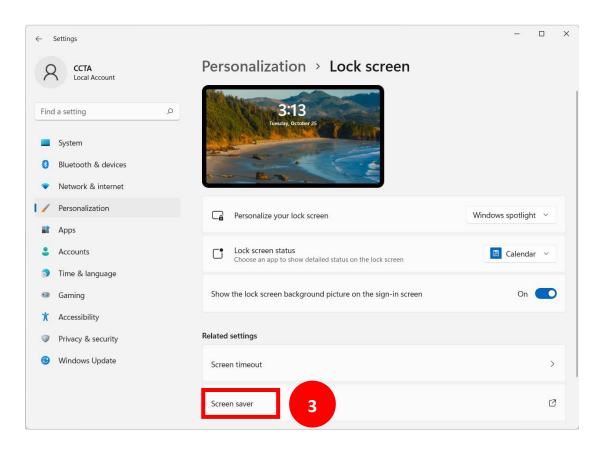
5. Checklist Item 6: Please refer to this manual [GCB Policy Settings for Windows]



6. Checklist Item 7: Screen Saver Settings

Right-click on the desktop > [Personalization] > [Lock Screen] > [Screen Saver Settings] > Set within 15 minutes, and tick [Show login screen after continuing]

	88 View > ↑ Sort by > C Refresh > ♥ Undo Rename Ctrl+Z ● New > ● New > ● Display settings 1 ● Personalize 1 ■ Open in Terminal 5 Show more options Shift+F10	
 Settings CCTA Local Account Find a setting System Bluetooth & devices Network & internet 	Personalization Select a theme to apply Image: Constrained state stat	
Personalization Apps Accounts	Background Background image, color, slideshow	>
5 Time & language	Colors Accent color, transparency effects, color theme	>
 Gaming Accessibility 	Themes Install, create, manage	>
Privacy & securityWindows Update	Lock screen Lock screen images, apps, animations	>
	Touch keyboard Themes, size	>



💐 Screen Saver Settir	ıgs	×
Screen Saver		
í		
	• • •	
Screen saver		
Blank	 Settings Preview 	
Wait: 15 🛖 n	ninutes 🗹 On resume, display logon screen	4
Power managemen	must be checked	
Conserve energy of		
	and other power settings.	
Change power set	tings	
	5 OK Cancel Apply	у

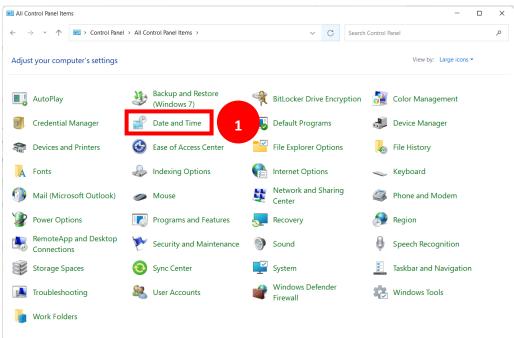
7. Checklist Item 8: Unset Password Permanently Expires

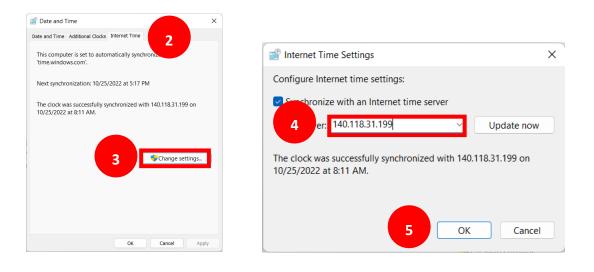
Go to the search bar, enter [Computer Management] > click [Computer Management] > [Local Users and Groups] > [Users] > Enable Single User > Uncheck [Password Permanently]

 \times

Computer Management File Action View Help Computer State File Action View Help File Provide State File Pr					Guest				
 System Tools Task Scheduler Event Viewer Shared Folders 	Vame Administrator CCTA 2 DefaultAccount 3 Guest 3 WDAGUtilityAccount	Full Name	Descript 管理電 由系統 供來寶 系統針!	☑ User c □ Passw ☑ Accou	on: nust change p annot change rord never exp nus disabled nt is locked of	pires	t logon	2用的内建银 3	F
					ОК	Can	cel	Apply	He

8. Checklist item 9: On-campus NTP server settings (e.g., Windows 11)
In the search bar, enter [Control Panel] > Open [Control Panel] > [Date and Time] > [Internet Time] > [Change Settings] > Enter 140.118.31.199 in the Server field > Click [OK] > set up

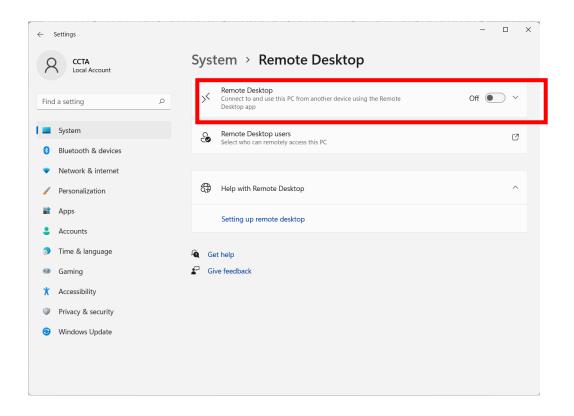




9. Checklist Item 11: Remote Desktop Features

Go to [Start] > [Settings] > [System] > [Remote Desktop] > Make sure the remote desktop is off

← Se	ettings			-		×
8	CCTA Local Account	Syst	em			
Find a	a setting $ ho$	Ð	Multitasking Snap windows, desktops, task switching		>	
	System					
8	Bluetooth & devices	\odot	Activation Activation state, subscriptions, product key		>	
	Network & internet Personalization	ß	Troubleshoot Recommended troubleshooters, preferences, history		>	
	Apps	තු	Recovery Reset, advanced startup, go back		>	
	Accounts Time & language	Ð	Projecting to this PC Permissions, pairing PIN, discoverability		>	Ĩ
	Coming					4
	Gaming Accessibility	><	Remote Desktop Remote Desktop users, connection permissions		>	
	Privacy & security Windows Update	ũ	Clipboard Cut and copy history, sync, clear		>	
3	windows Update	()	About Device specifications, rename PC, Windows specifications		>	



10. Checklist item 12: Install the latest version of the software (e.g., Adobe Reader, 7-Zip)

Open [Adobe Acrobat Reader] > [Help] > [Check for Updates], download and install the latest version.

📙 Adobe Acrobat Reader (64-bit)		2	Adobe Acrobat Updater	×
ile Edit View Sign Window	Help			
Home Tools	Acrobat Reader <u>H</u> elp Acrobat Reader <u>⊺</u> utorials	_	No updates available	
Starred NEW	<u>A</u> bout Adobe Acrobat Reader About Adobe <u>P</u> lug-Ins		Installed: Adobe Acrobat (64-bit)	
Adobe cloud storage	Manage My Account			
Your files	Sign In	_		
Scans	Generate <u>S</u> ystem Report			
Shared by you	Repair Installation Check for Updates			
Shared by others				Close

Open [7-Zip File Manager] > [Help] > [About 7-Zip], and check if the version is above 19.00.

		Bz 7:	-Zip		_		×
		File	Edit	View	Favorites	Tools	
All Apps Documents Web	More ~	Help					
Best match			Conte	nts	F1	→ Move	× Delete
App 7-Zip File Manager		Info	About	t 7-Zip		wove	Delete

About 7-Zip	×
7 ZIP	
7-Zip 21.07 (x64)	
2021-12-26	
Copyright (c) 1999-2021 Igor Pavlov	
7-Zip is free software	
www.7-zip.org OK	

GCB principle setting

How to start GCB principle setting? Please turn on [Local Security Policy] •

> Press and hold the Windows icon key + R on the keyboard



> Enter [secpol.msc] in the execution dialog box, [Turn on local security policy]

回 Run		×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.	
<u>O</u> pen:	secpol.msc	~
	OK Cancel <u>B</u> rowse	

GCB principle setting of Windows

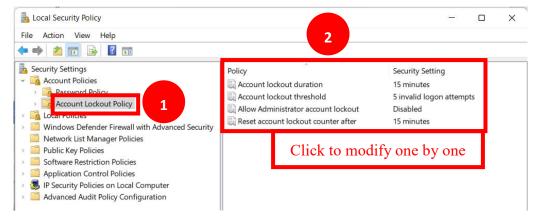
	Statement of Principles	Specified value	Used
1	Store passwords using reversible encryption	Disabled	YES
2	Complexity requirements	Enabled	YES
3	Maximum password age	180	YES
4	Minimum password age	1	YES
5	Enforce password history	3	YES
6	Minimum password length	8	YES

➤ Items 1~6 are set under Account Policy > [Password Policy].



	Statement of Principles	Specified value	Used
7	Reset account lockout counter after	15	YES
8	Account lockout duration	15	YES
9	Account lockout threshold	5	YES

Items 7~9 are set under the [Account Policy] > [Account Lockout] policy. The [Account Lockout Threshold] needs to be set before the other two can be set.



	Statement of Principles	Specified value	Used
10	Audit system events	Failure	YES
11	Audit privilege use	Success	YES
12	Audit account management	Success, Failure	YES
13	Audit account logon events	Success, Failure	YES
14	Audit logon events	Success, Failure	YES

➢ Items 10~14 are set under [Local Policies] > [Audit Policy]

Local Security Policy File Action View Help File Action I iso III III IIII IIIIIIIIIIIIIIIIIIII	2	– – ×
 Security Settings Account Policies Local Policies Audit Policy Generative Rights Assignment Security Options Windows Defender Firewall with Advanced Security Network List Manager Policies Public Key Policies Software Restriction Policies Application Control Policies 	Policy Audit account logon events Audit account management Audit directory service access Audit logon events Audit object access Audit policy change Audit privilege use Audit process tracking Audit system events	Security Setting Success, Failure No auditing Success, Failure No auditing No auditing Success No auditing Failure
 IP Security Policies on Local Computer Advanced Audit Policy Configuration 	Click to mod	lify one by one

	Statement of Principles	Specified value	Used
15	Account : Guest account status	disabled	YES

➢ For items 15~16, go to the search bar and enter [Computer Management] to open [Computer Management].

	F	r Management		
All	Apps	Documents	Web	More ~
Best	match Comput	er Managemen	ıt	

E Computer Management					_	×
File Action View Help						
🗢 🔿 🙍 🔂 🔂	? 🗊					
E Cor agement (Local)	Name	Full Name	Description		Actions	
~ 1	🛃 Administrator		管理電腦/網域	战的内建帳戶	Users	•
reduler Event Viewer	ECCTA	2	由系統管理的	使用者帳戶。	More Actions	•
 Local Users and Groups 	Guest			腦/網域之用的內	Guest	-
Users	MDAGUtilityAccount	-	≤ 休会+ #+ ₩2	ows Defender 應	More Actions	•
📔 Groups		Set after o	nening			
Performance			Penng			
 Device Manager Storage 	_					
📅 Disk Management						
Services and Applications						
	1				17	

➤ Click [Guest] account, check [Account is disabled]



GCB principle setting of Chrome

	Statement of Principles	Specified value	Used
1	Import saved passwords from default	Disabled	YES
	browser		
2	Offer to save passwords	Disabled	YES
3	Block third-party cookies	Enabled	YES
4	Standard Protection	Enabled	YES
5	Continue running background apps	Disabled	YES
	when Google Chrome is closed		

Open Chrome, go to [Menu] > [Settings] in the upper right corner. (The following operation screens may vary due to different versions. This manual uses version 105.0.5195.127 as an example)



➤ Item 1, go to [You and Google] > [Import Bookmarks and Settings], toggle off [Saved Passwords] > [Import]. If the current version does not have this option, you can skip this step.

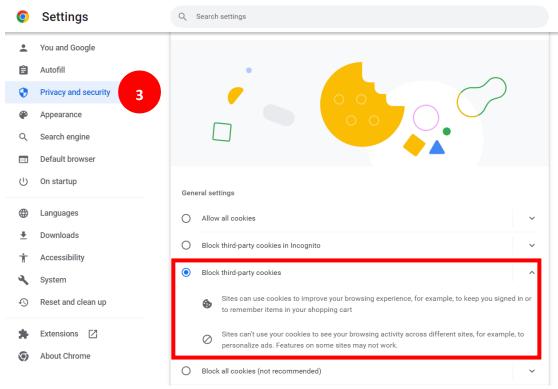
0	Settings	Q Search settings	
•	You and Google	You and Google	
â	Autofill	Get Google smarts in Chrome	
•	Privacy and security	Sync and personalize Chrome across your devices	
۲	Appearance	Sync and Google services	
Q	Search engine	Customize your Chrome profile	
	Default browser	Import bookmarks and settings	
Ċ	On startup		
	Languages	Import bookmarks and settings	
Ŧ	Downloads	Microsoft Internet Explorer 👻	
Ť	Accessibility	Select items to import:	
۹,	System		
Ð	Reset and clean up	Favorites/Bookmarks	
*	Extensions	Search engines	
0	About Chrome	Cancel Import	

Item 2, go to [AutoFill] > [Password Manager], toggle off [Offer to save passwords].

0	Settings	Q Search settings	
÷	You and Google	Autofill	
Ê	Autofill 2	Or Password Manager	•
۲	Prive pand security	rasswolu manager	·
۲	1	Payment methods	+
Q	Search engine	Addresses and more	•
	Default browser		
Ċ	On startup		
	Languages		
<u>+</u>	Downloads		
0	Settings	Q Search settings	
•	Settings You and Google	Q Search settlings ← Password Manager ⑦ Q Search passwords	
_	-		
+	You and Google		
: :	You and Google Autofill	← Password Manager ⑦ Q Search passwords	
: :	You and Google Autofill Privacy and security	 ← Password Manager ② Q Search passwords Create, save, and manage your passwords so you can easily sign in to sites and apps. Offer to save passwords Auto Sign-in 	
: : : :	You and Google Autofill Privacy and security Appearance	 ← Password Manager ⑦ Q Search passwords Create, save, and manage your passwords so you can easily sign in to sites and apps. Offer to save passwords 	· •
⊥ () () () () () () () () () ()	You and Google Autofill Privacy and security Appearance Search engine	 Password Manager Search passwords Create, save, and manage your passwords so you can easily sign in to sites and apps. Offer to save passwords Auto Sign-in Automatically sign in to sites and apps using saved credentials. If turned off, you'll be asked for 	· · · · · · · · · · · · · · · · · · ·

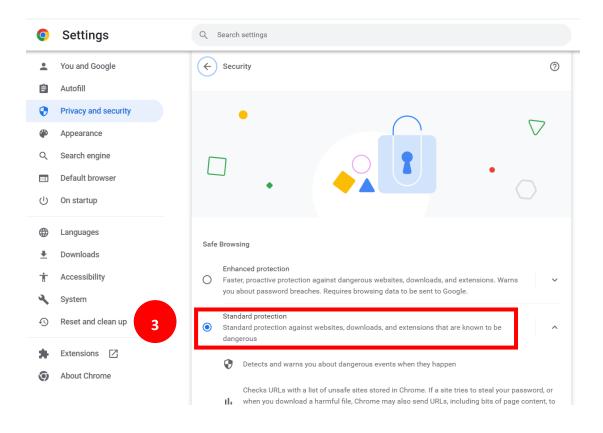
Item 3, go to [Privacy and Security] > [Cookies and other website data], click on [Block third-party cookies]

0	Settings	Q s	earch settings	
•	You and Google	Safety cl	heck	
Ê	Autofill			
•	Privacy and security 1	0	Chrome can help keep you safe from data breaches, bad extensions, and more	eck now
۲	Appearance			
Q	Search engine	Privacy a	and security	
	Default browser		Clear browsing data Clear history, cookies, cache, and more	+
Ċ	On startup		Privacy Guide	
⊕	Languages	(Privacy Guide Review key privacy and security controls	+
	Downloads 2	- Oh	Cookies and other site data Cookies are allowed	•
÷	Accessibility			J
Π		1.	Security Safe Browsing (protection from dangerous sites) and other security settings	×
4	System			
Ð	Reset and clean up		Site settings Controls what information sites can use and show (location, camera, pop-ups, and more)	÷
*	Extensions		Privacy Sandbox	
Ø	About Chrome		Trial features are on	



≻Item 4, go to [Privacy and Security] > [Security], click on [Standard Protection].

0	Settings	Q s	earch settings	
•	You and Google	Safety cł	neck	
Ê	Autofill			
۲	Privacy and security 1	0	Chrome can help keep you safe from data breaches, bad extensions, and more	Check now
۲	Appearance			
Q	Search engine	Privacy a	and security	
	Default browser		Clear browsing data Clear history, cookies, cache, and more	•
Ċ	On startup	(Privacy Guide	•
#	Languages		Review key privacy and security controls	,
<u>+</u>	Downloads	69.	Cookies and other site data Third-party cookies are blocked	(\mathbf{b})
Ť	Accessibility		Security	
٩	System 2	0	Safe ${\operatorname{Browsing}}$ (protection from dangerous sites) and other security settings	•
Ð	Reset and clean up			ore)
* 0	Extensions 🖸 About Chrome		Privacy Sandbox Trial features are on	



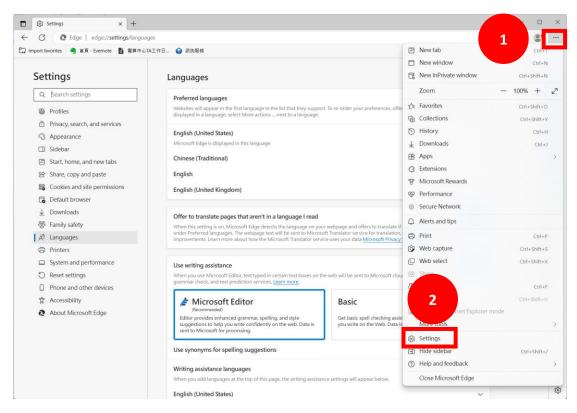
➢ Item 5, go to [System], toggle off [Continue running background apps when Google Chrome is closed].

0	Settings	Q Search settings	
•	You and Google	System	
Ê	Autofill	Continue running background apps when Google Chrome is closed	
0	Privacy and security 2	Continue running background apps when Google Chrome is closed	
۲	Appearance	Use hardware acceleration when available	•
Q	Search engine	Open your computer's proxy settings	2
	Default browser		
Ċ	On startup		
	Languages		
<u>+</u>	Downloads		
Ť	Accessibility		
4	System 1		
Ð	Reset and clean up		
*	Extensions		
0	About Chrome		

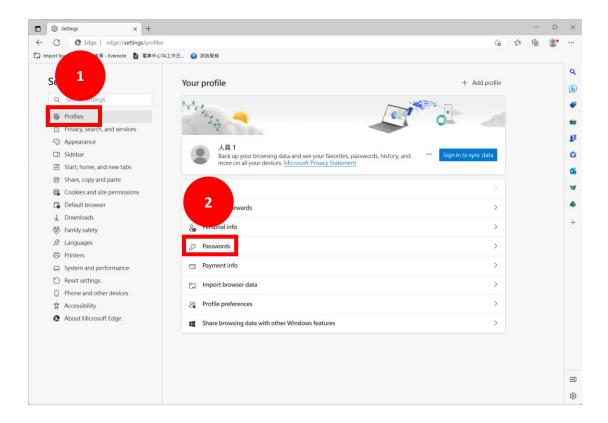
GCB principle setting of Edge

	Statement of Principles	Specified value	Used	
1	Setting password manager	Disabled	YES	
2	Setting Do Not Track	Enabled	YES	
3	Setting Cookie	Enabled, only block	YES	
		third-party cookies		

> Open Edge and go to the upper-right corner, click on the [Menu] > [Settings]

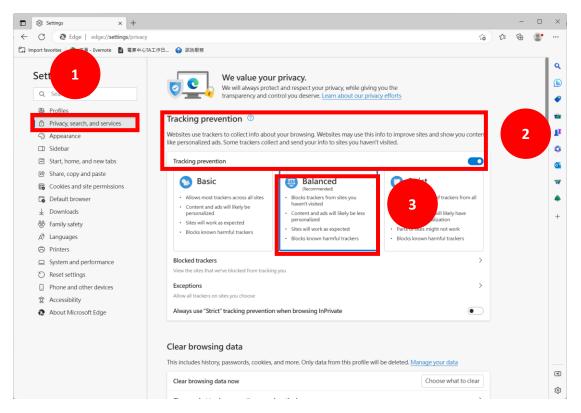


➤ Step 1. Go to [Profiles] > [Passwords], Toggle off the "Offer to save passwords" option.



	Settings ×	+				×
← 0	C Edge edge://setting:	s/passwords	£≞	œ		
C Import fa	avorites 🛛 🧠 首頁 - Evernote 🚦	電算中心TA工作日 🥹 諮詢服務				
Set	ttings	← Profiles / Passwords				Q
	Search settings Profiles	3 Offer to save passwords Allow Microsoft Edge to save your passwords and help keep them secure				•
ð	Privacy, search, and services Appearance	Automatically save passwords				in and a second
	Autofill passwords Allow Microsoft Edge to automatically fill passwords. Start, home, and new tabs Share, copy and paste Cockies and site permissions Default browser Isaved passwords (0 reused, 0 weak) (0 reused, 0 weak)					0
F						*
± %	Family safety	Website Username Password Health 1↓ ① evernote.com ccta@mail.ntust.edu.t ···· ①				+
	Printers System and performance	3 never saved passwords Q. Search websites				
0 1 1	zh-tw.facebook.com					
0	About Microsoft Edge	Ioginntustedutw × stuinfosys.ntust.edu.tw ×				
						•
						6
						3

Step 2. Go to [Privacy, search, and services], Toggle on [Tracking Prevention] and select "Balanced" option.



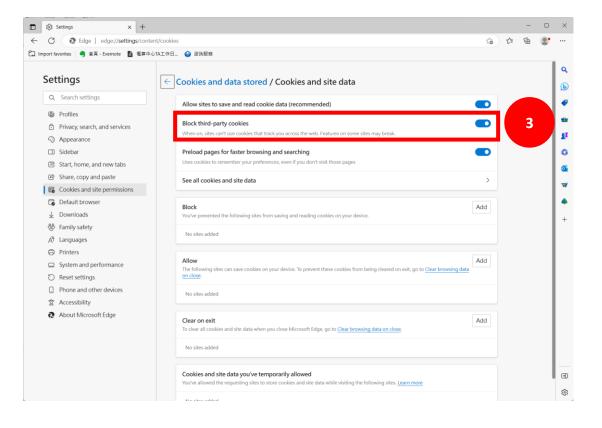
➤ Step 3. Scroll down to [Privacy] section. Toggle on ["Send "Do Not Track" requests].

Privacy

Select your privacy settings for Microsoft Edge. Learn more					
Send "Do Not Track" requests					
Allow sites to check if you have payment methods saved					

➤ Step 4. Go to [Cookies and site permissions], Click on [Manage and delete cookies and site data], Toggle on [Block third-party cookies].

C & Edge edge://settings/cont	tent	to	£≞	Ē	
iport favorites 🧠 首頁 - Evernote 🚦 電算中	©TAT#₽_ @ ₽ 2				
Settings	Cookie stored				
Q Search settings	Save cookies and data on your device in order to facilitate continuous browsing between sites and sessions				l
Profiles	Manage and delete cookies and site data	>			l
Private od services					l
					l
<u>s</u> 1	Site permissions				l
E Start rew tabs	All sites	>			l
	View permissions for sites you've visited				Î
Gookies and site permissions					
Downloads	Recent activity				
	The latest changes made to site permissions				
At Languages	https://www.bing.com/	>			
Printers	Location allowed				
System and performance	https://www.evernote.com/	>			
⑦ Reset settings	Notifications allowed				
Phone and other devices	https://mymictest.com/	>			
Accessibility	Microphone allowed				
About Microsoft Edge					
	All permissions Permissions that are applied across all sites				
	Location Ask first	>			
	O Camera	>			
	Ask first				



> If you encounter any issues with the above steps, please contact the computer center for assistance.

	Yun-Ping Chang	2737-6929	applechang@mail.ntust.edu.tw
	Shin-Yuan Chen	2730-1049	shinyuan17@mail.ntust.edu.tw
	Nien-Shiu Lin	2730-3257	nslin@mail.ntust.edu.tw
	Shun-Fa Yu	2737-6209	rogeryu@mail.ntust.edu.tw
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