

DOL GRANTEE

CYBERSECURITY TIPS

Cyberattacks have increased rapidly as people try to access data, functions, and other restricted areas of the system without authorization, potentially with malicious intent.

Here are a few tips to protect your grant information, please share it with your organization's staff.

- ▶ Exercise diligence when reviewing requests for information, access, or action on your part, particularly when the request is regarding a financial matter.
- ▶ Review emails and avoid clicking on links unless the source of the email is authenticated.
- ▶ Do not provide your user id or password via email or phone call as these credentials may be used to gain unauthorized access to agency network and systems.
- ▶ Do not share your user id and password with any other individual.

If your organization has an account to receive a grant award:

- ▶ Check your Payment Management System (PMS) payment account regularly to ensure account information and balances are accurate.
- ▶ Ensure that the list of staff who have access to your account is current and contact the PMS Helpdesk to deactivate access for individuals that no longer work for your organization.
- ▶ Immediately report suspicious or unauthorized activity to a local Director of Veterans' Employment and Training using the grant number and other award information as reference.

