

FISSEA Contest Entry Form

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Organization: Federal Reserve Bank of Richmond

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Type of entry: Interactive scenario/exercise

Title of Entry: Messy Workspace

Description of Entry: This exercise is part of the Federal Reserve's online security awareness training. Almost 21,000 employees throughout the country have taken the training. Learners relate well to this exercise because the workspace is so similar to their personal work areas. It has been a very effective exercise because it allows learners to safely practice and test their knowledge in almost a "real world" environment.



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- P@\$\$w0rd\$
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 - Messy Workspace
- Course Evaluation
- Logout

Messy Workspace Exercise

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At the Federal Reserve, a clean desk can be the difference between a protected work environment and one riddled with potential security exposures.

To complete this exercise, follow these instructions:

1. Locate the eight items in the picture below that either violate the _____ or contradict the best practices recommended in this course.
2. Click the items to select them. When you are correct, the item is added to the list on the right.
3. To zoom in on an item, roll your mouse over the item and view the enlarged image in the Close-up Cam area.
4. **Be sure to scroll down so you can see the entire picture and the feedback area. After you make a selection, feedback is provided below the picture.** When you are finished, you can click *Reveal All* (below) to review all feedback for the exercise.



Close-up Cam

Mouse over the items in the photo to get an enlarged image.

Find all 8 exposures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

[Reveal All](#)

Interaction feedback will be here.

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This is the exercise. Note the instructions above the graphics.



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Desk Keys

Close-up Cam

Find all 8 exposures

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Reveal All

Interaction feedback will be here.

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This is an example of what the learner sees when he/she rolls the mouse over the desk keys on the bulletin board. Note the areas circled in red.



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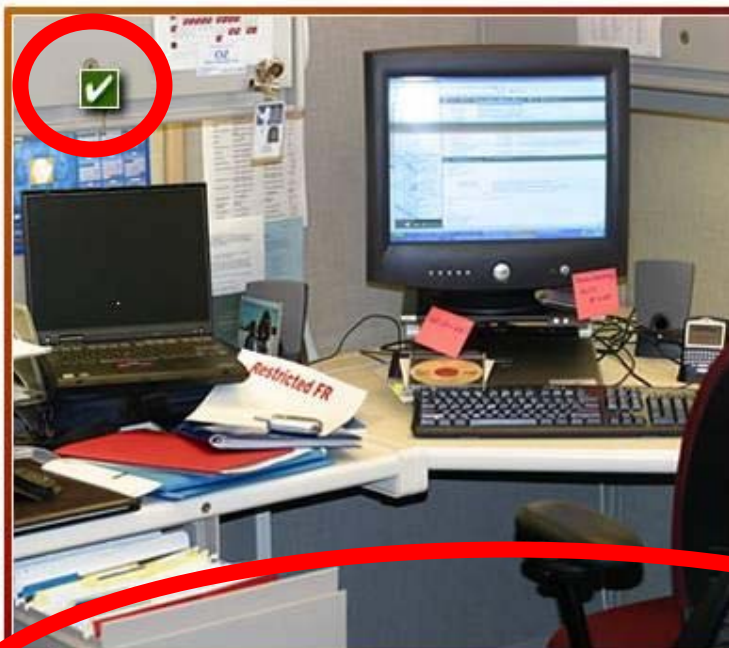
Messy Workspace Exercise

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Close-up Cam

Mouse over the items in the photo to get an enlarged image.

- Find all 8 exposures:**
1. Desk keys
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

Correct!

[Reveal All](#)

Desk keys – Protect your desk keys. An unauthorized person could use them to access classified documents or other useful information.

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This is an example of what the learner sees when he/she clicks on the desk keys on the bulletin board. Note the areas circled in red.



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The screenshot shows a messy desk with a computer monitor, keyboard, and various papers. A calendar is visible on the wall. A red circle highlights the calendar. Another red circle highlights the 'Close-up Cam' area, which shows a magnified view of the calendar. A third red circle highlights the 'Incorrect!' feedback message at the bottom, which reads: 'Baseball schedule - This is not a security risk. It's just a baseball schedule.' The interface also includes a list of 8 exposures to find, with 'Desk keys' as the first item. A 'Reveal All' button is at the bottom right.

Close-up Cam

Find all 8 exposures:

1. Desk keys
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Incorrect!

Baseball schedule – This is not a security risk. It's just a baseball schedule.

Reveal All

This is an example of what the learner sees when he/she clicks on the calendar on the bulletin board. Note the areas circled in red.



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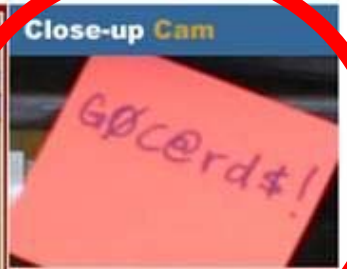
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Find all 8 exposures:

- 1. Blank keys
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Reveal All

X Incorrect!

Baseball schedule – This is not a security risk. It's just a baseball schedule.

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This is an example of what the learner sees when he/she rolls the mouse over one of the notes taped to the monitor. Note the areas circled in red.



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Close-up Cam

Mouse over the items in the photo to get an enlarged image.

Find all exposures:

1. Desk keys
2. Password

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Reveal All

Correct!

Password – Avoid writing down your password. If you must write it down, store it in a secure location (a locked drawer or cabinet) where no one else can access it. Otherwise, anyone could access your workstation and data.

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This is an example of what the learner sees when he/she clicks on the note taped to the monitor. Note the areas circled in red.



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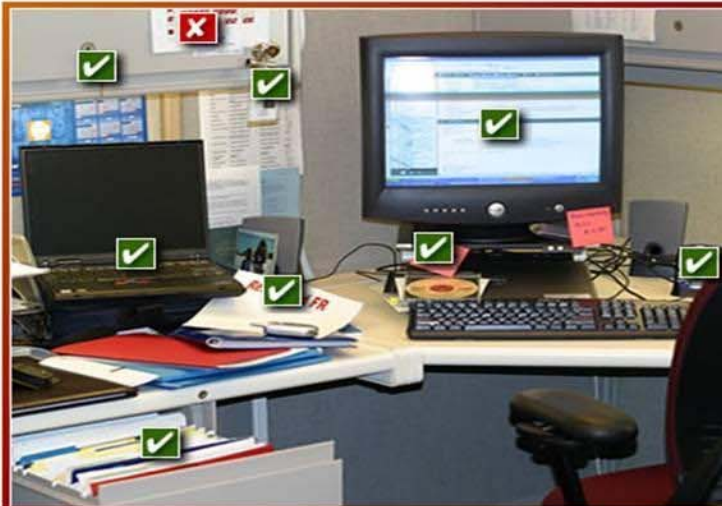
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Close-up Cam

Mouse over the items in the photo to get an enlarged image.

Find all 8 exposures:

1. Desk keys
2. Password
3. ID badge
4. BlackBerry (PDA)
5. Unlocked workstation
6. File drawer
7. Classified documents
8. Unsecured laptop

Reveal All

ID badge – Wear your ID badge and don't carelessly leave it lying around.

BlackBerry – Remember that BlackBerry devices, cell phones, and other portable devices have a way of "walking off." So, it is a good idea to keep them either with you or locked in a cabinet or desk drawer.

File drawer – Remember that you should protect Bank information stored in your workspace, especially if it is confidential or highly classified information. As a best practice, keep file cabinets closed and locked when unattended.

Classified document – Leaving highly classified documents (_____ or _____) unprotected is a violation of the _____. Be sure these documents are secured in a locked drawer or cabinet before you leave your desk.

Laptop – It is a good idea to secure laptops in their docking stations and either lock them with a key or secure them with a steel cable lock. Ask your manager if there are required security measures in your Bank for laptops and, if there are, determine what methods are recommended.

Password – Avoid writing down your password. If you must write it down, store it in a secure location (a locked drawer or cabinet) where no one else can access it. Otherwise, anyone could access your workstation and data.

Unlocked workstation – This is a violation of the _____. Always lock your workstation before leaving it unattended.

Desk keys – Protect your desk keys. An unauthorized person could use them to access classified documents or other useful information.

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This is an example of what the learner sees when he/she is done with the exercise.