

NTUST

Personal Computer and Notebook Information Security Operating Manual

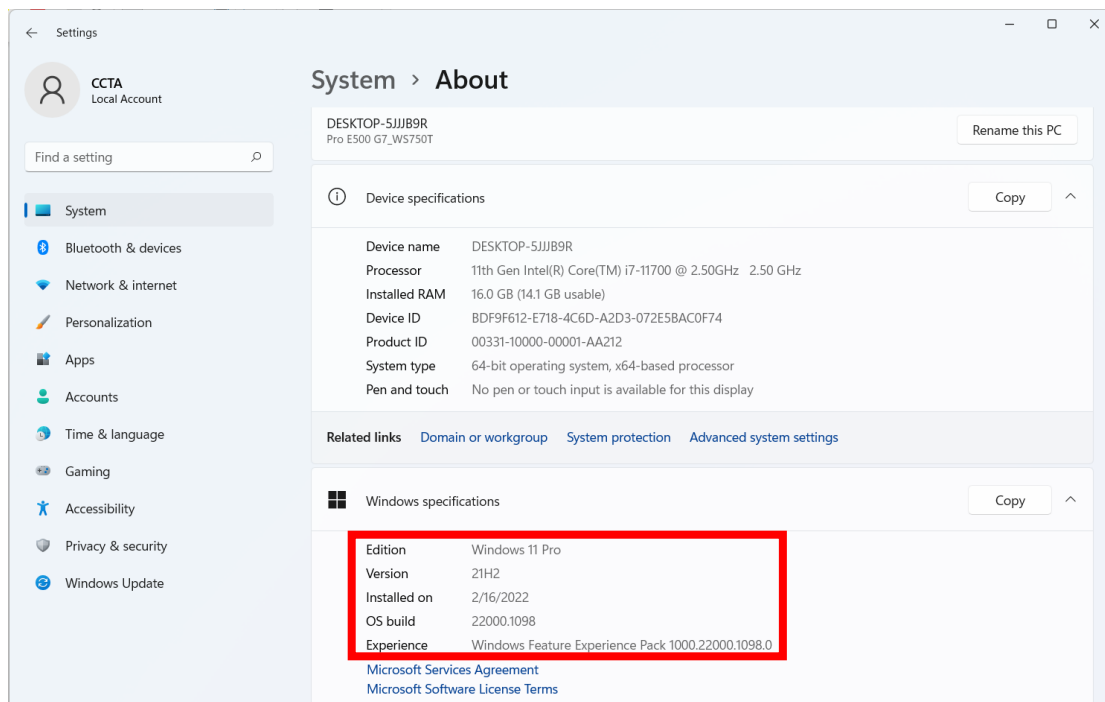
● When performing the following steps, back up important data first to avoid data loss

● 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

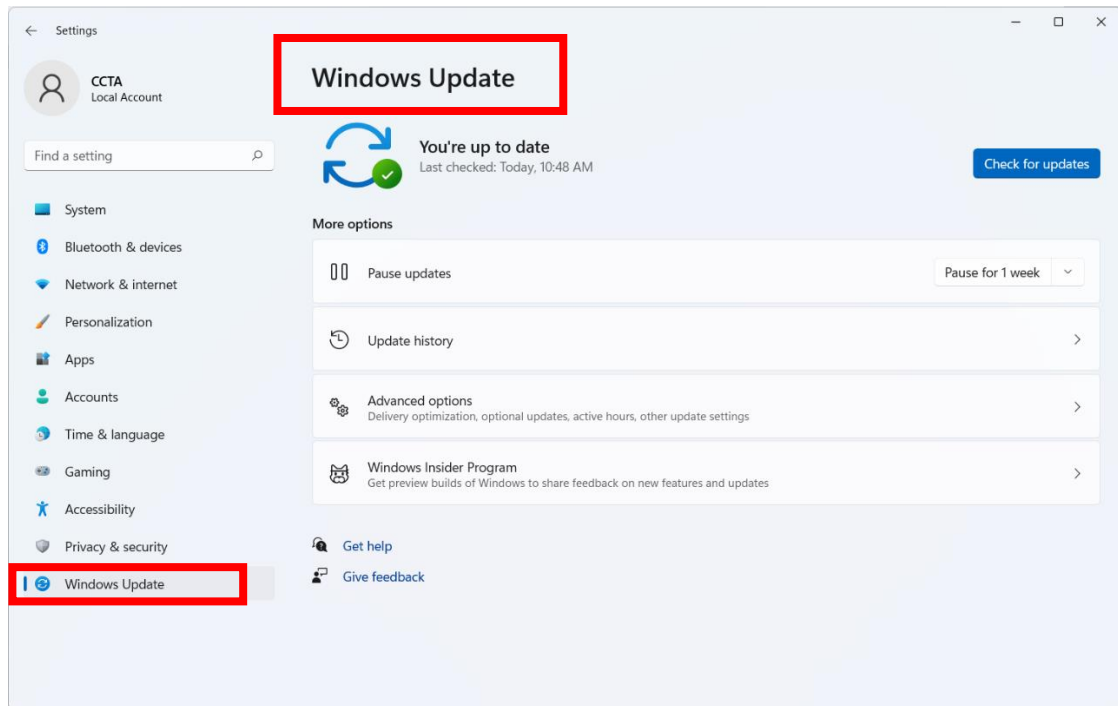
checklist settings are as follows :

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.



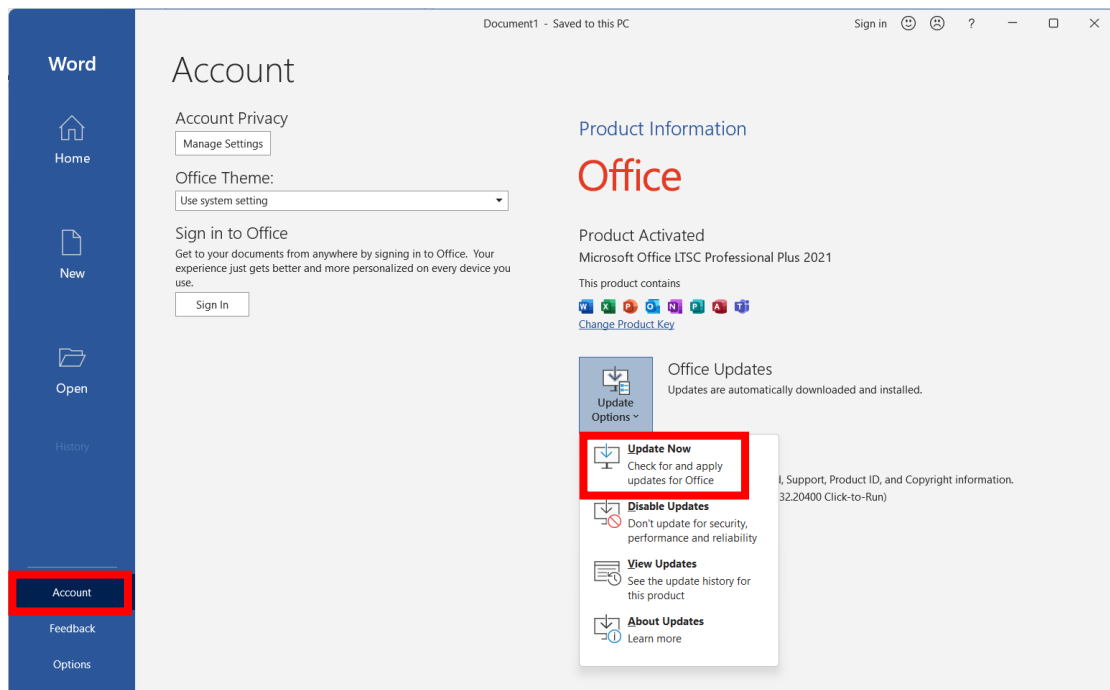
2. Checklist item 3: Windows Update

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



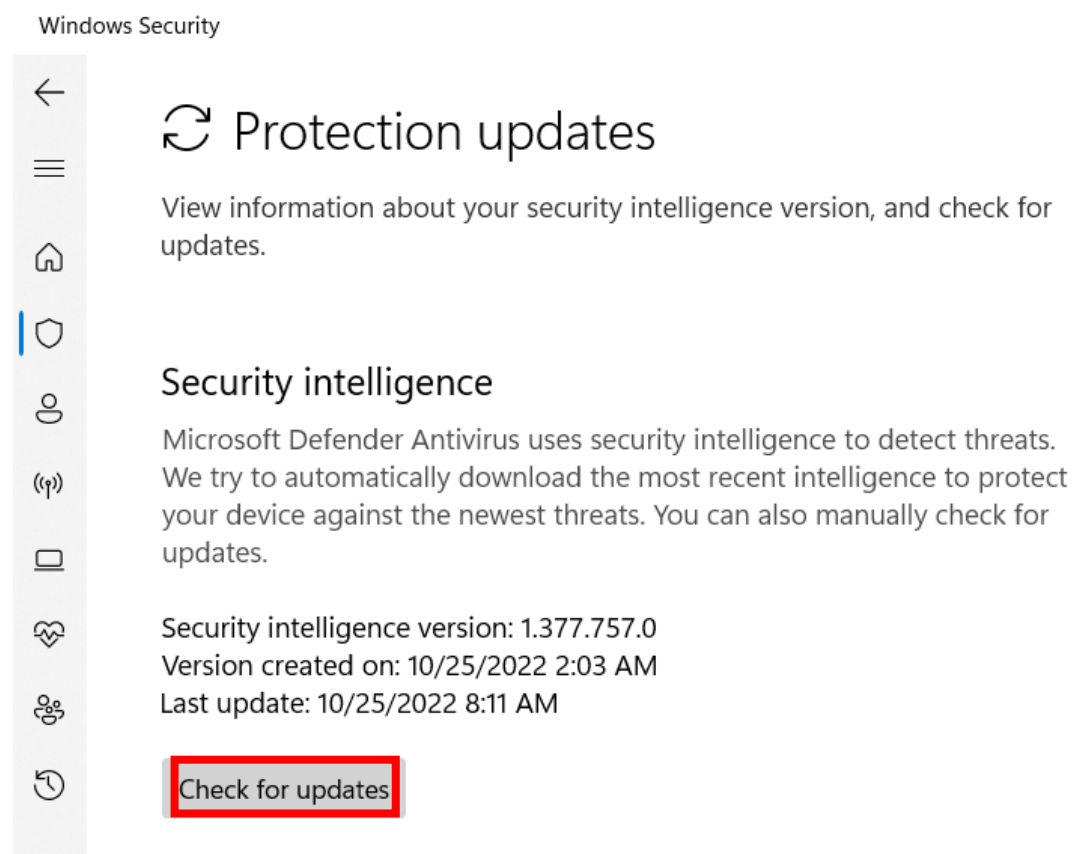
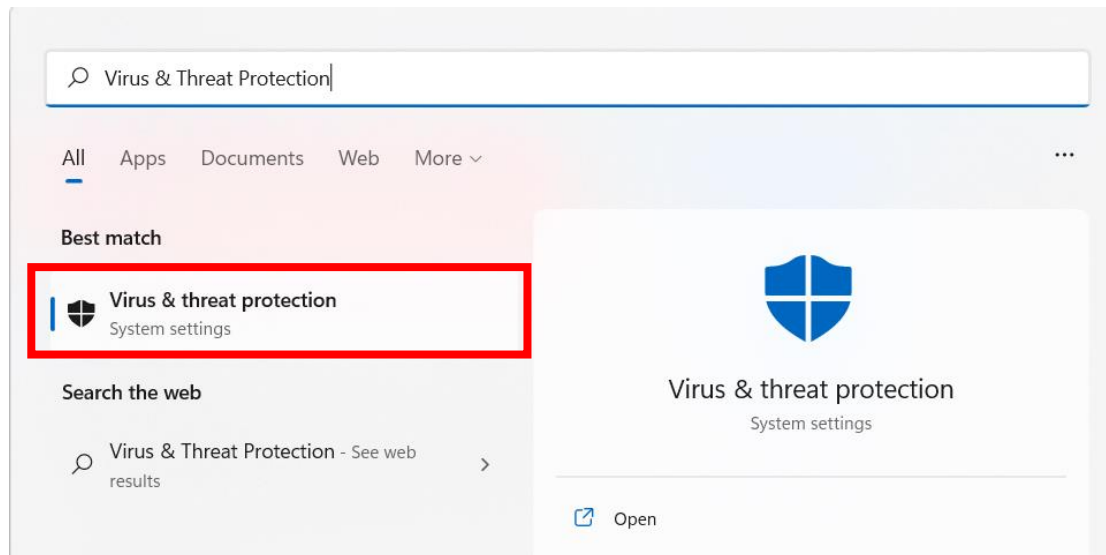
3. Checklist Item 4: Office Updates

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

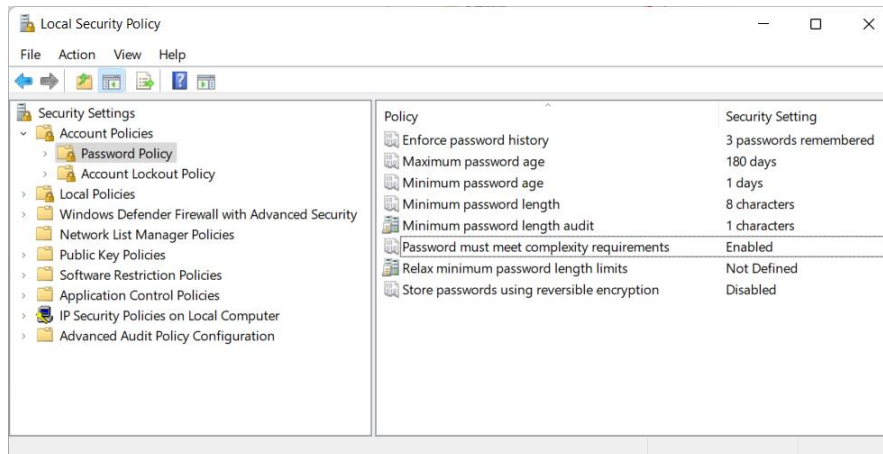


4. Checklist Item 5: Antivirus software updates (e.g., Microsoft Defender)

Go to the search bar, enter [Virus & Threat Protection] > click [Virus & Threat Protection] > drop down to [Virus & Threat Protection Updates] > click [Check for Updates]

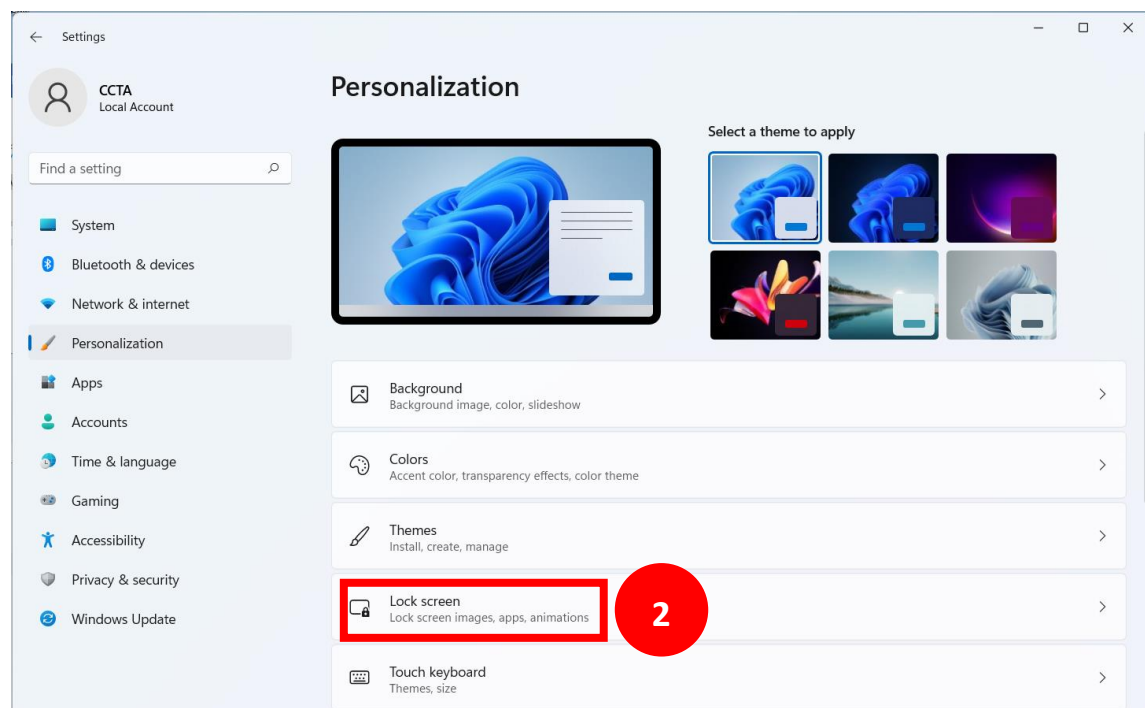
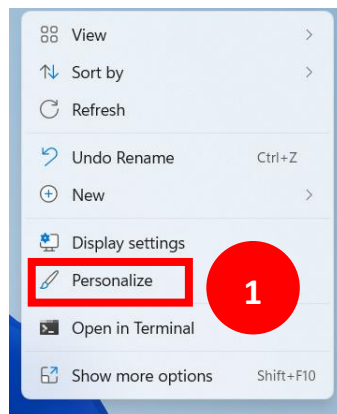


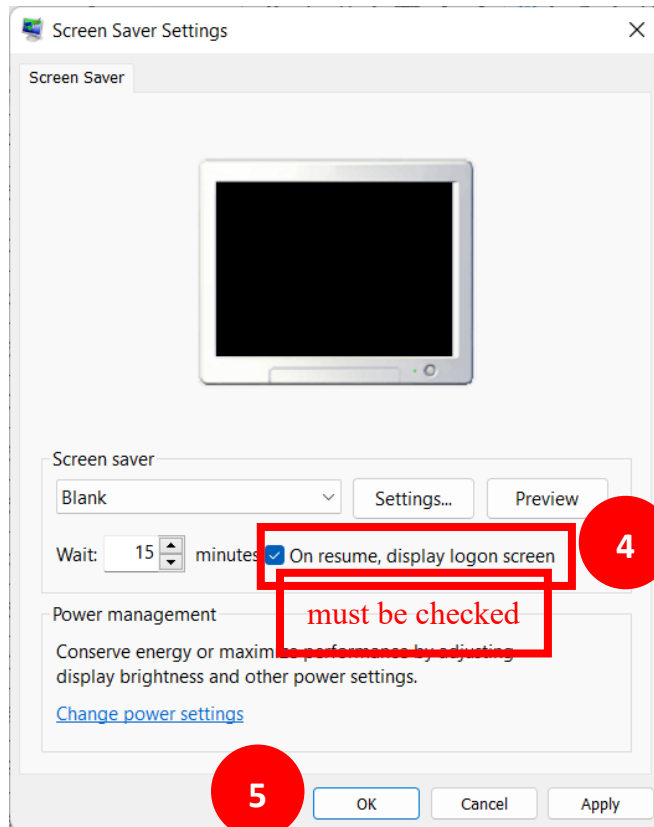
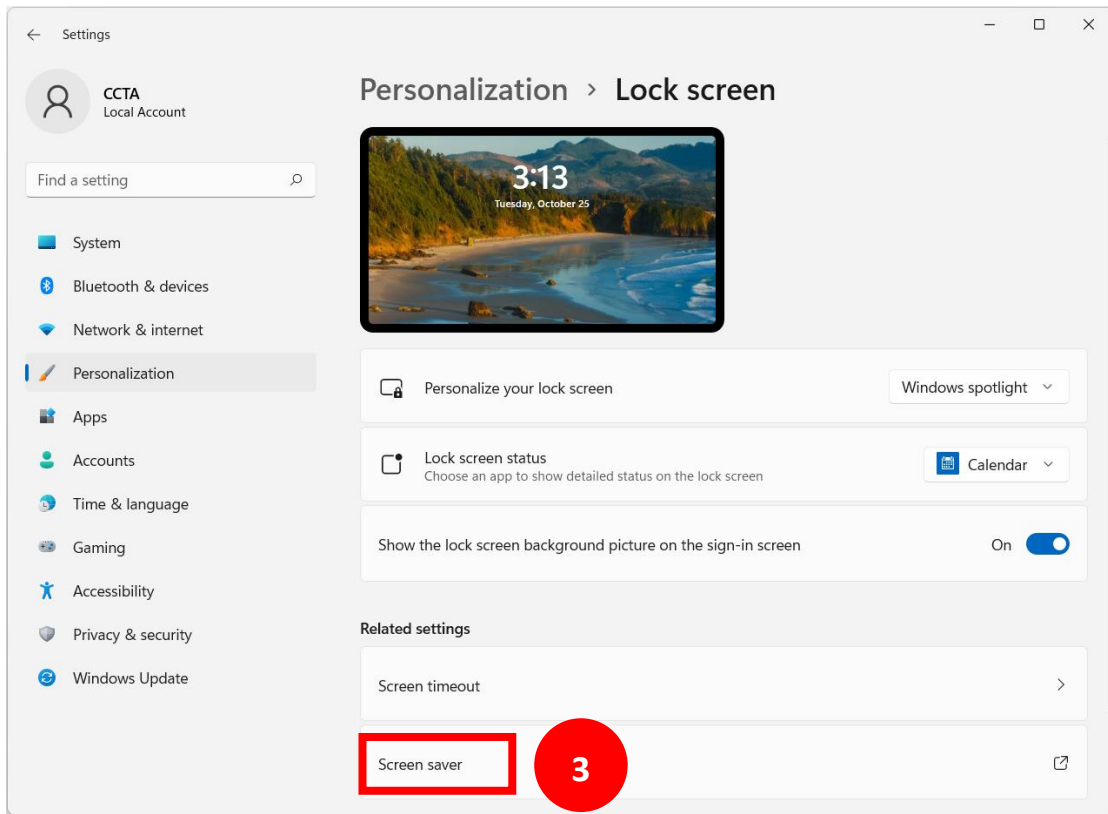
5. Checklist Item 6: Please refer to this manual [GCB Policy Settings for Windows]



6. Checklist Item 7: Screen Saver Settings

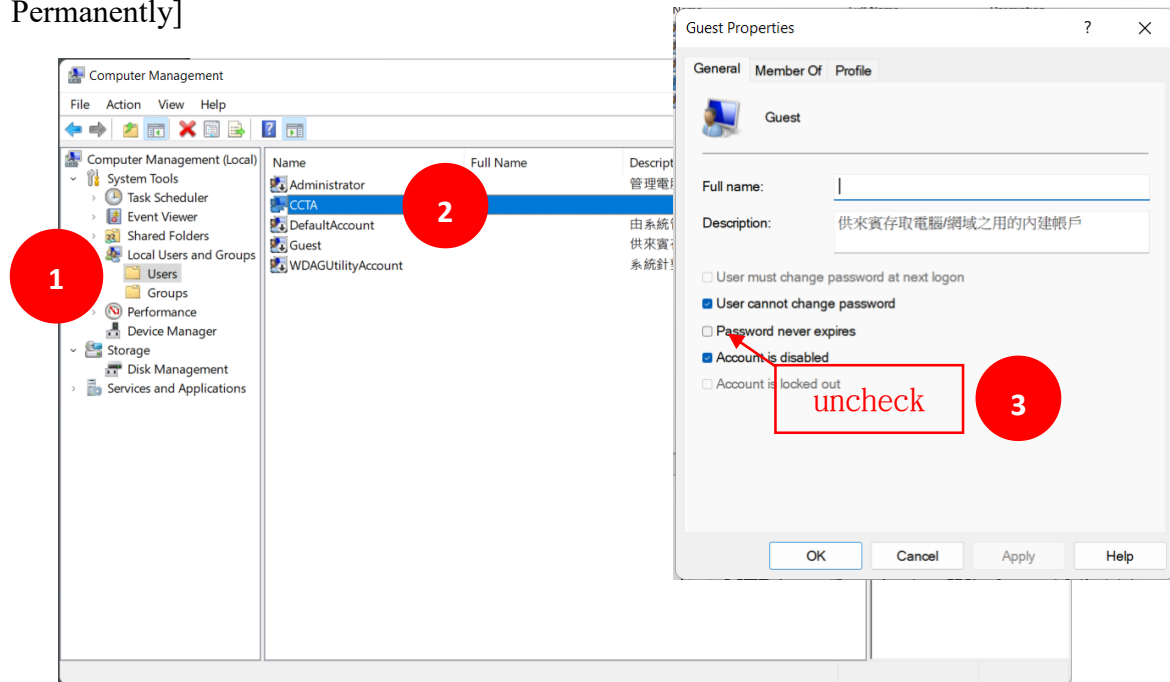
Right-click on the desktop > [Personalization] > [Lock Screen] > [Screen Saver Settings]
> Set within 15 minutes, and tick [Show login screen after continuing]





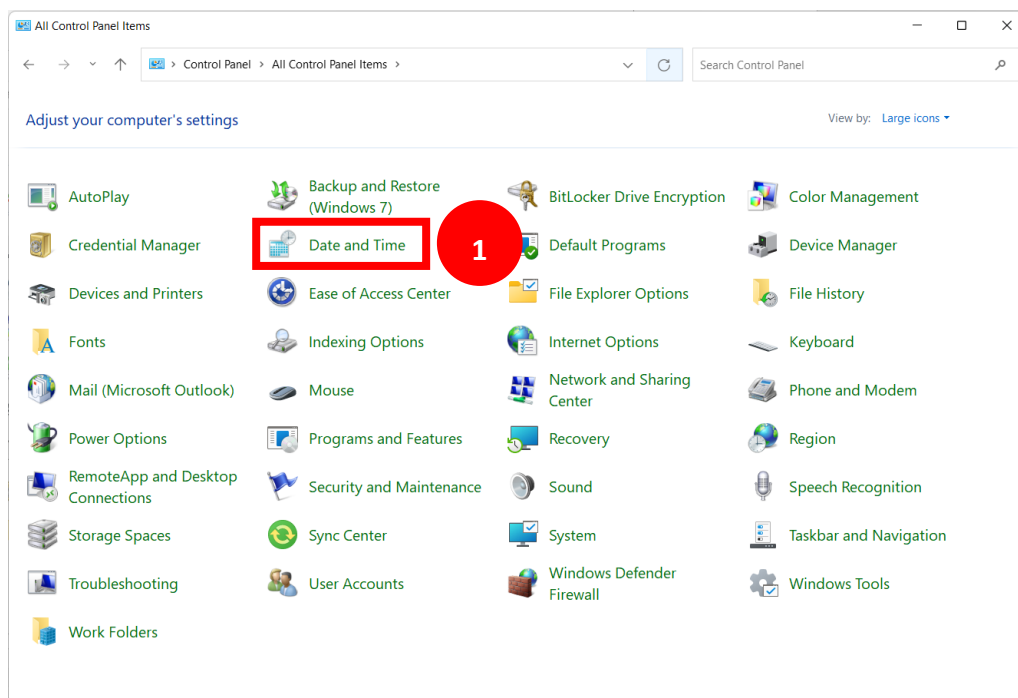
7. Checklist Item 8: Unset Password Permanently Expires

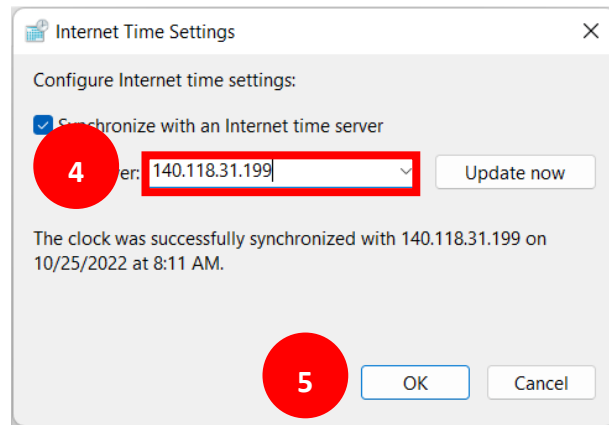
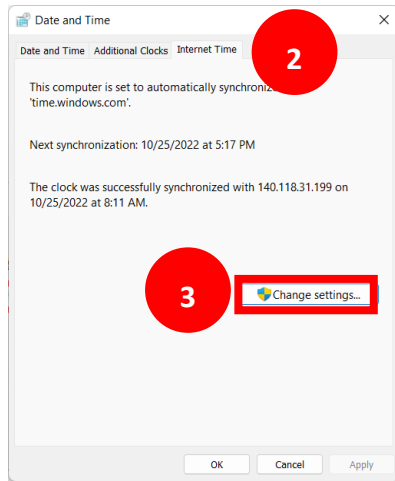
Go to the search bar, enter [Computer Management] > click [Computer Management] > [Local Users and Groups] > [Users] > Enable Single User > Uncheck [Password Permanently]



8. Checklist item 9: On-campus NTP server settings (e.g., Windows 11)

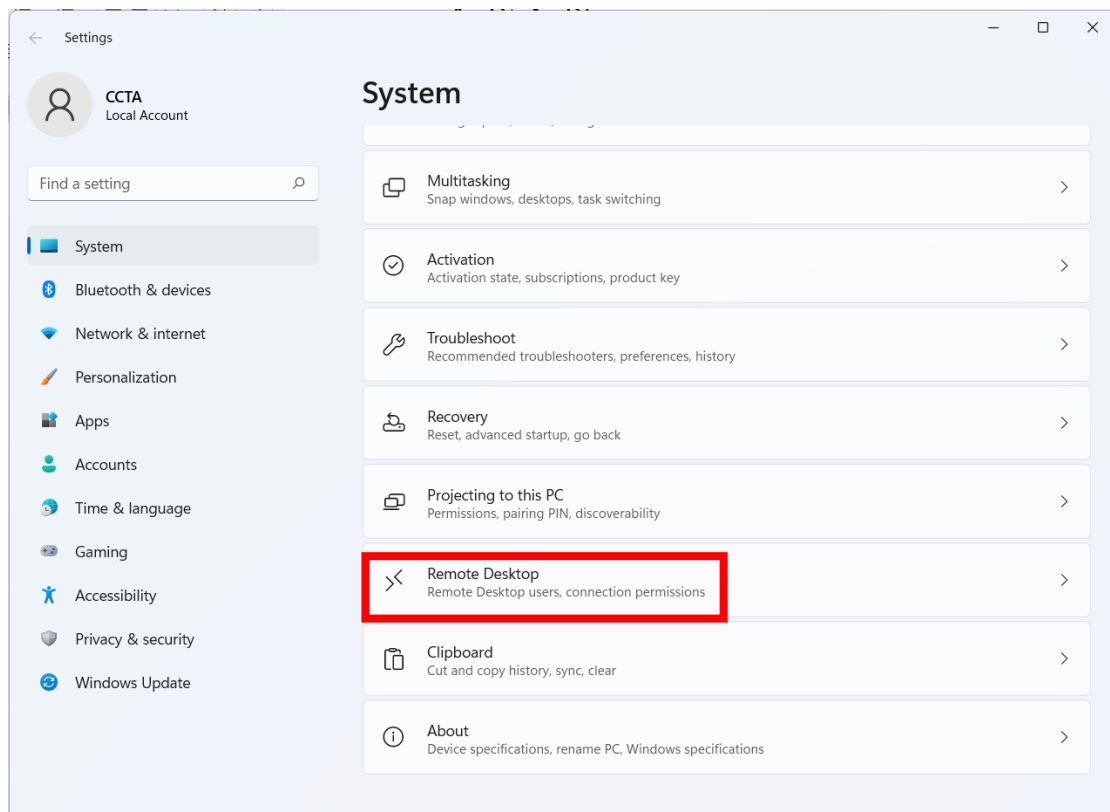
In the search bar, enter [Control Panel] > Open [Control Panel] > [Date and Time] > [Internet Time] > [Change Settings] > Enter 140.118.31.199 in the Server field > Click [OK] > set up

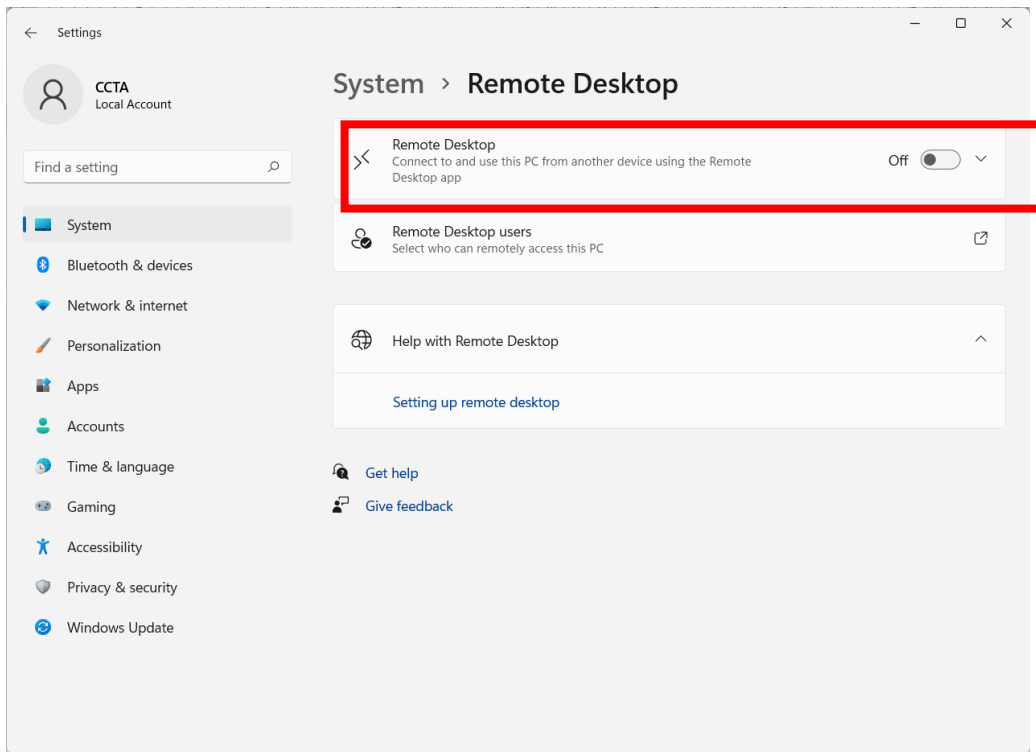




9. Checklist Item 11: Remote Desktop Features

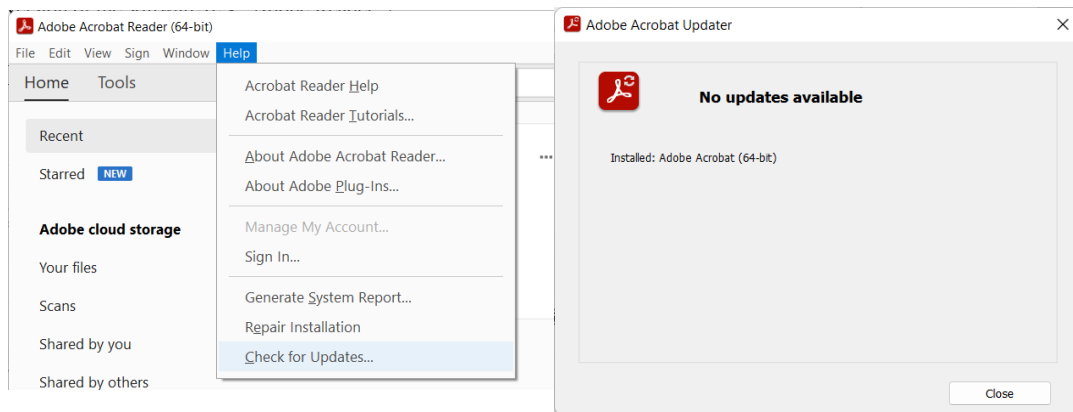
Go to [Start] > [Settings] > [System] > [Remote Desktop] > Make sure the remote desktop is off



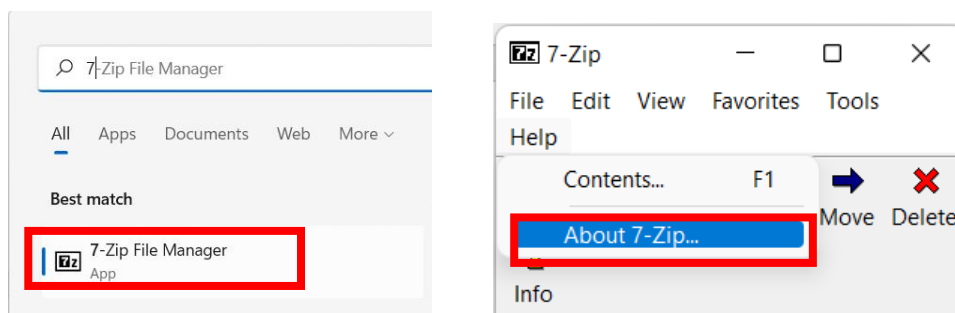


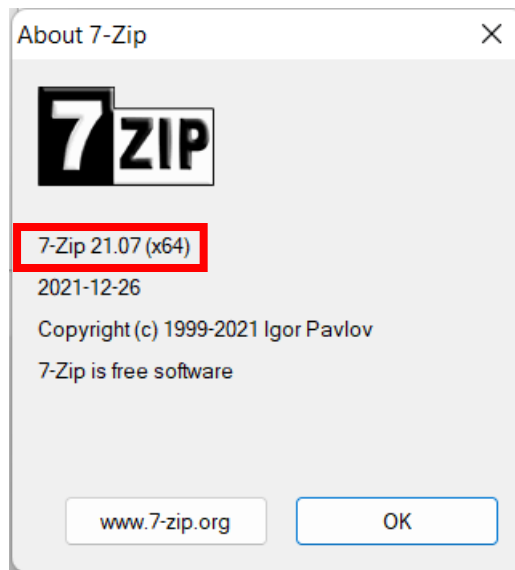
10. Checklist item 12: Install the latest version of the software (e.g., Adobe Reader, 7-Zip)

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



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

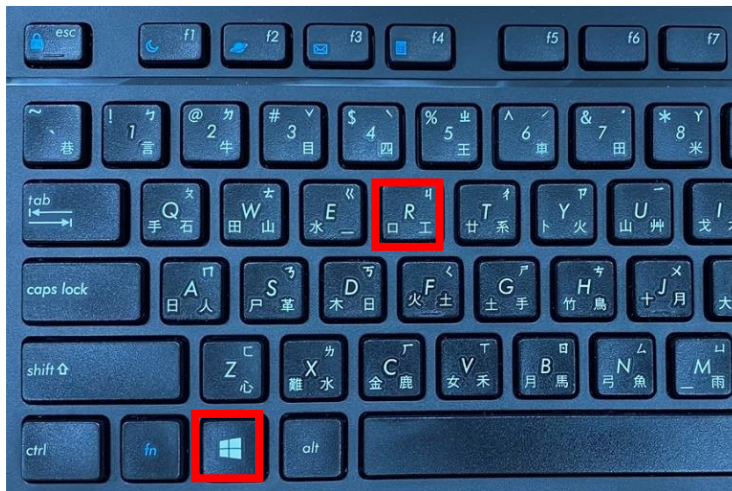




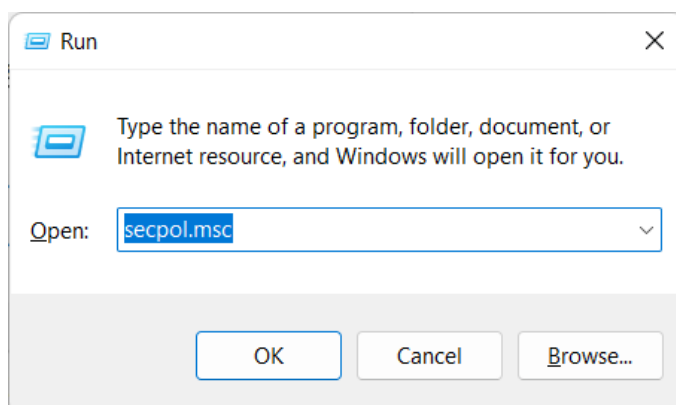
GCB principle setting

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

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



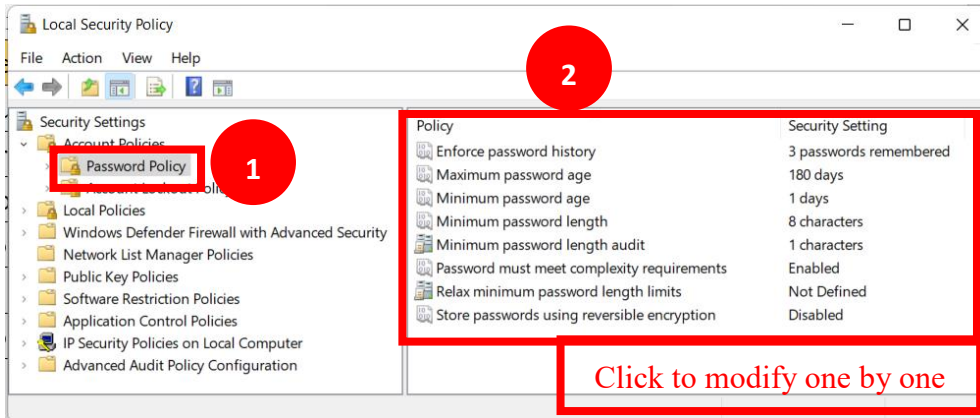
➤ Enter [secpol.msc] in the execution dialog box, [Turn on local security policy]



● GCB principle setting of Windows

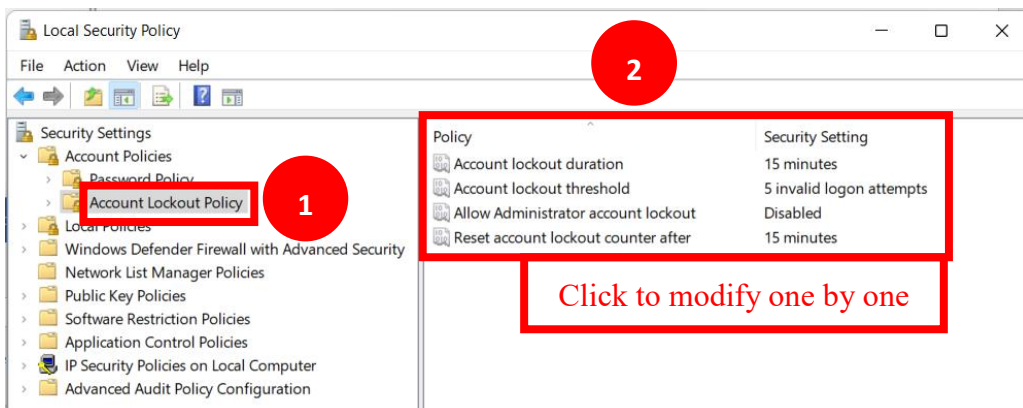
	Statement of Principles	Specified value	Used
1	Store passwords using reversible encryption	Disabled	YES
2	Complexity requirements	Enabled	YES
3	Maximum password age	180	YES
4	Minimum password age	1	YES
5	Enforce password history	3	YES
6	Minimum password length	8	YES

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



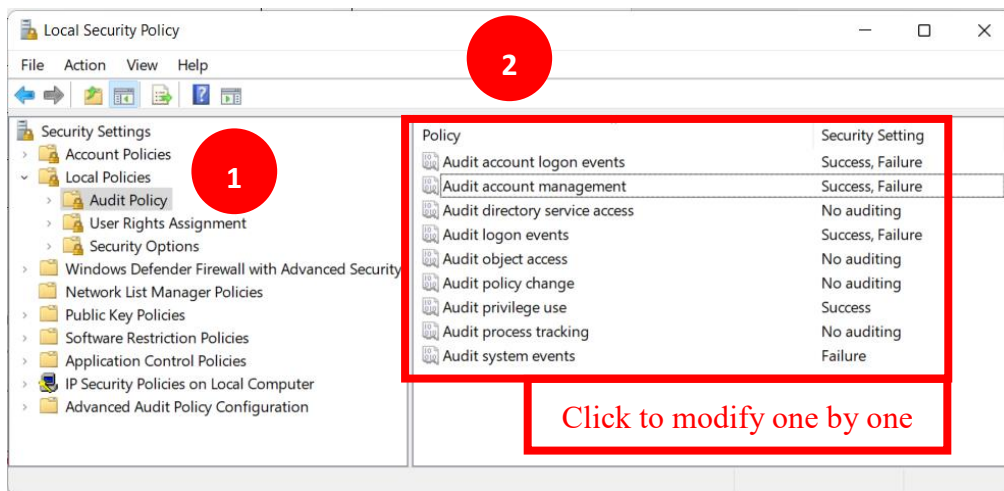
	Statement of Principles	Specified value	Used
7	Reset account lockout counter after	15	YES
8	Account lockout duration	15	YES
9	Account lockout threshold	5	YES

➤ 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.



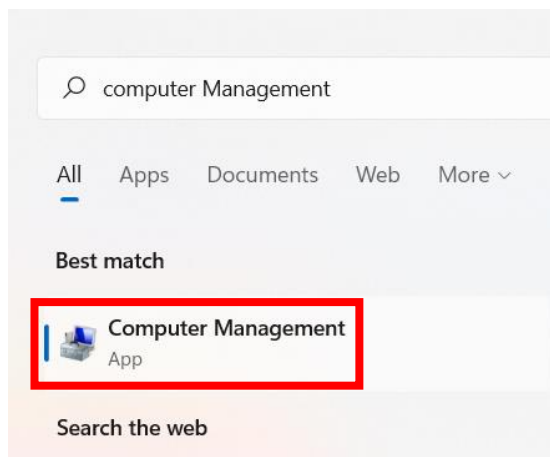
Statement of Principles		Specified value	Used
10	Audit system events	Failure	YES
11	Audit privilege use	Success	YES
12	Audit account management	Success, Failure	YES
13	Audit account logon events	Success, Failure	YES
14	Audit logon events	Success, Failure	YES

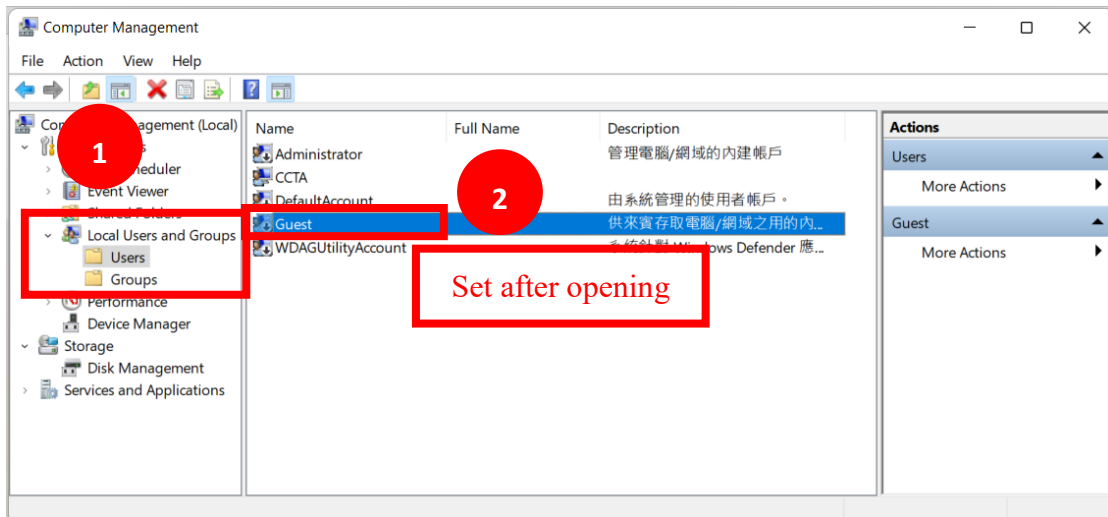
➤ Items 10~14 are set under [Local Policies] > [Audit Policy]



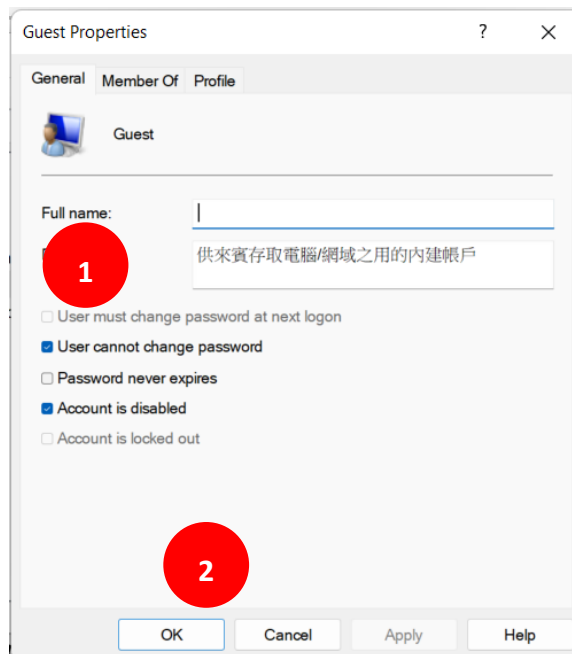
Statement of Principles		Specified value	Used
15	Account : Guest account status	disabled	YES

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





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



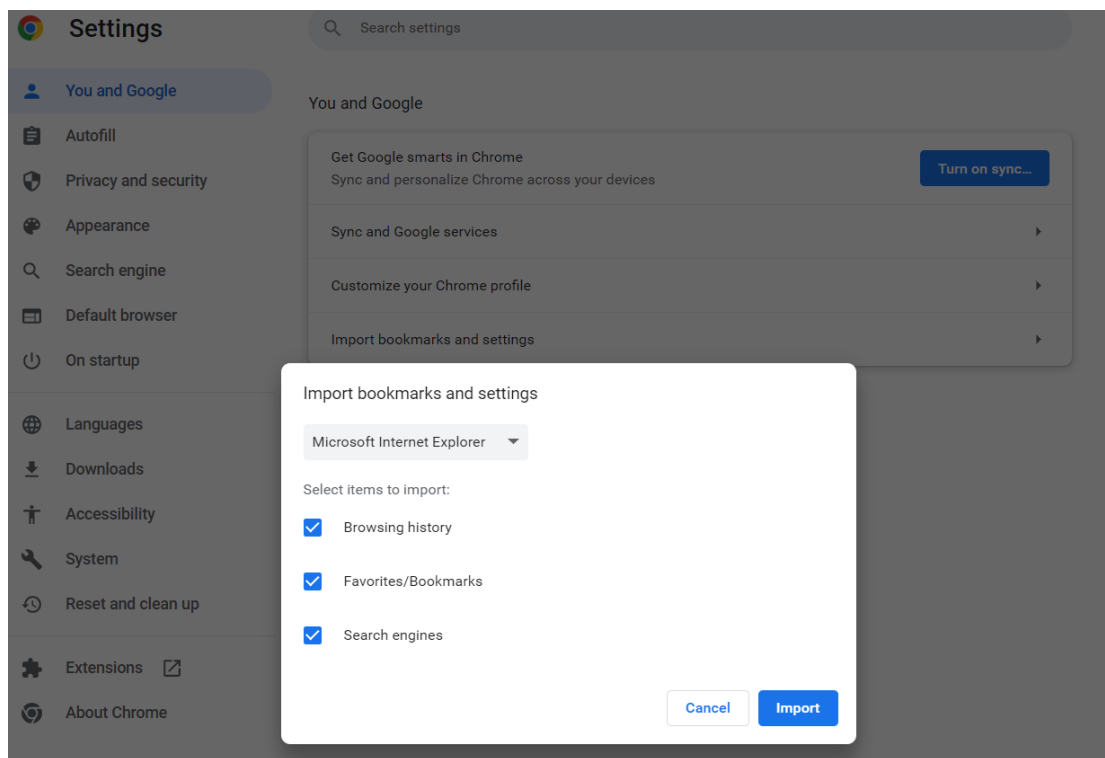
● GCB principle setting of Chrome

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

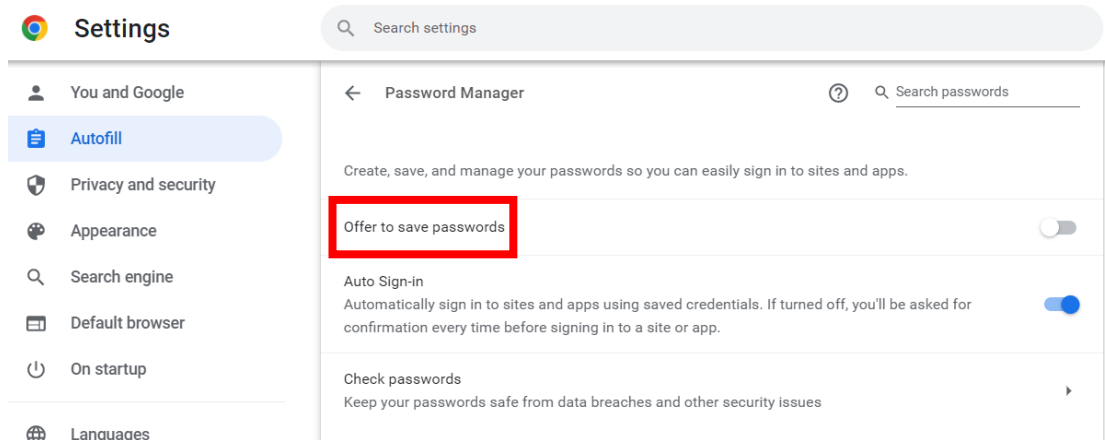
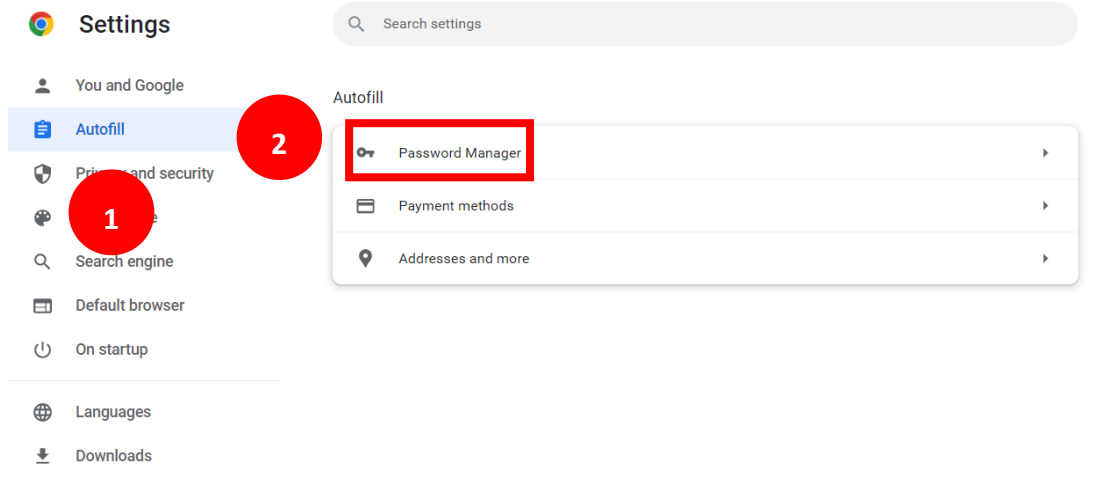
➤ Open Chrome, go to [Menu] > [Settings] in the upper right corner. (The following operation screens may vary due to different versions. This manual uses version 105.0.5195.127 as an example)



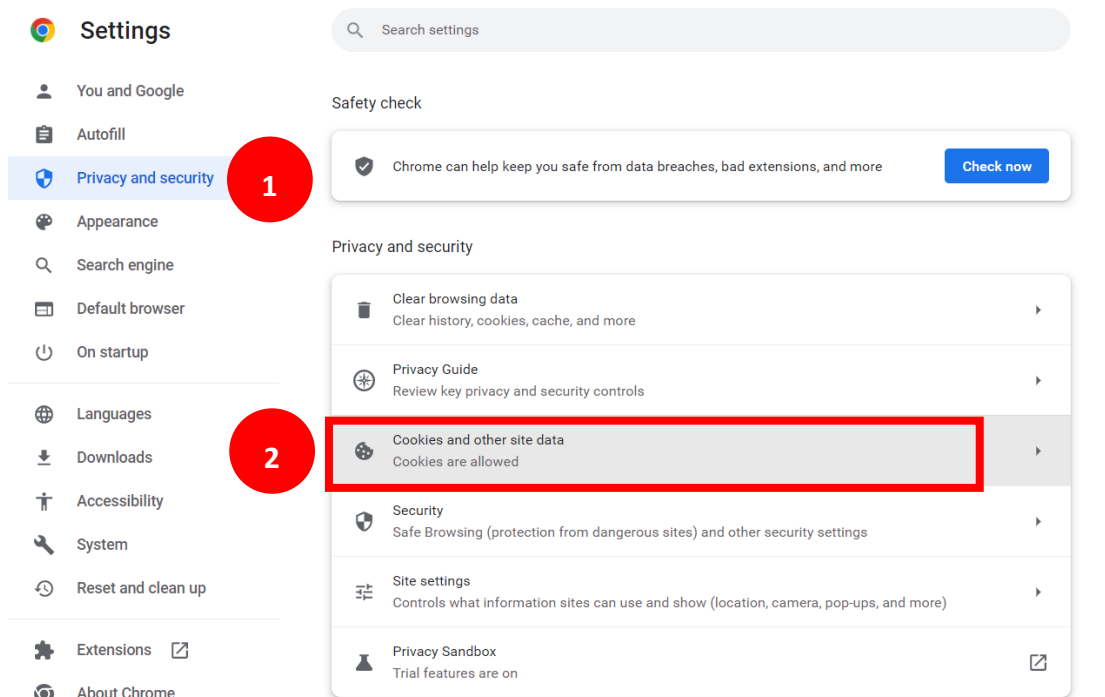
➤ Item 1, go to [You and Google] > [Import Bookmarks and Settings], toggle off [Saved Passwords] > [Import] . If the current version does not have this option, you can skip this step.

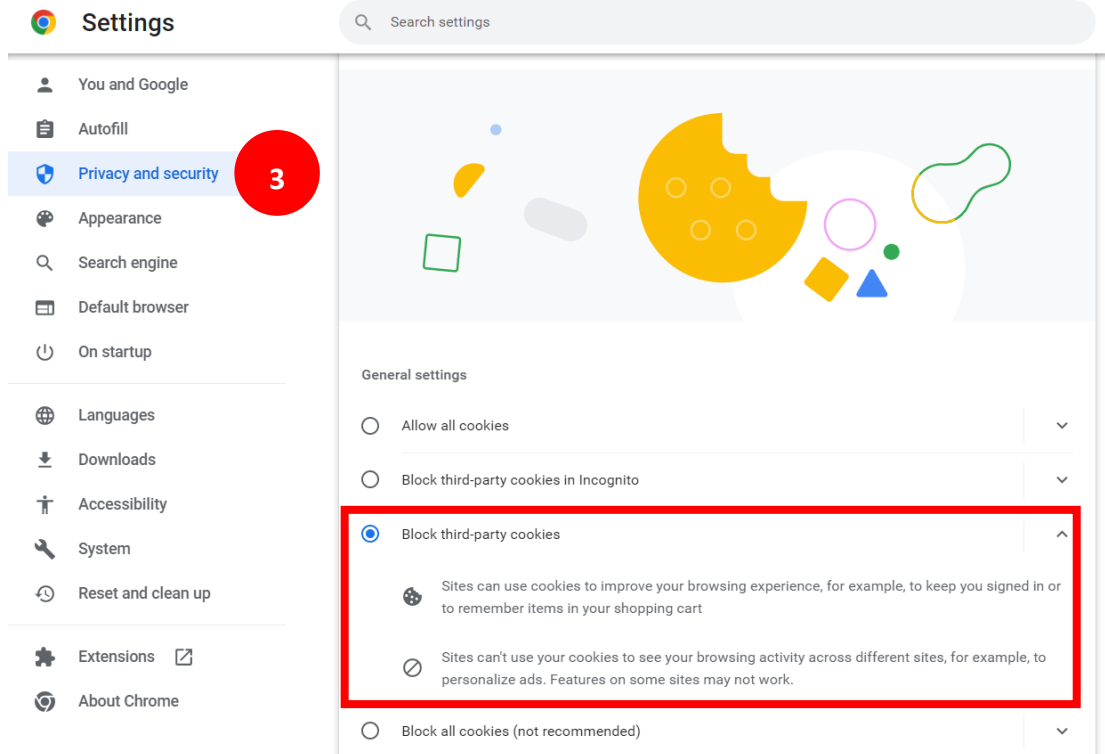


➤ Item 2, go to [AutoFill] > [Password Manager], toggle off [Offer to save passwords].

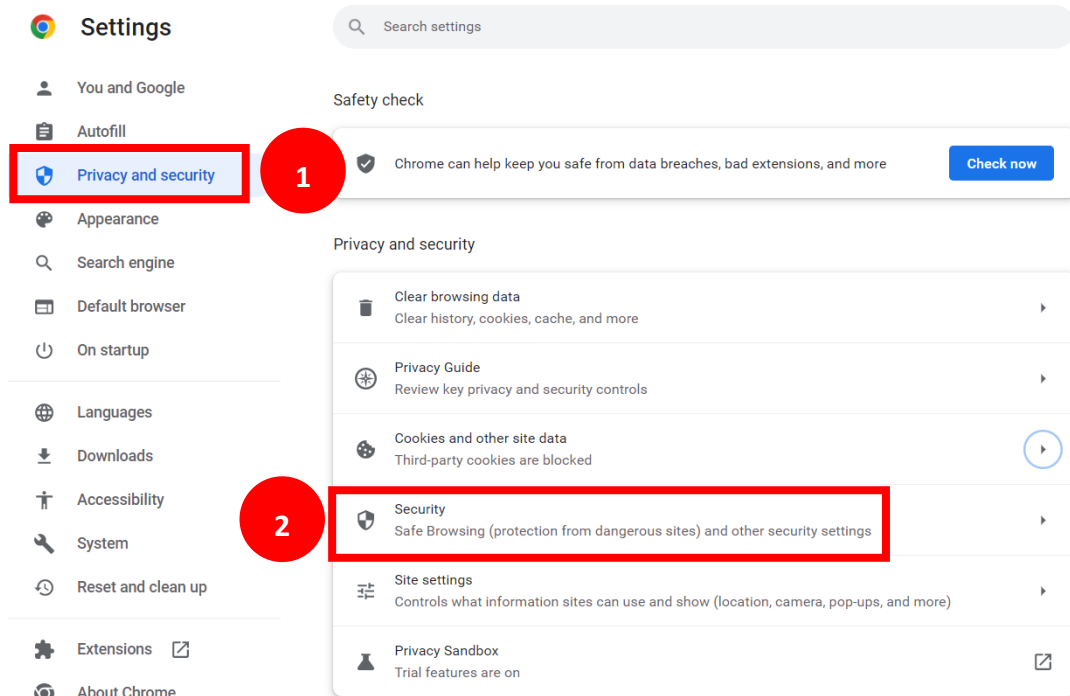


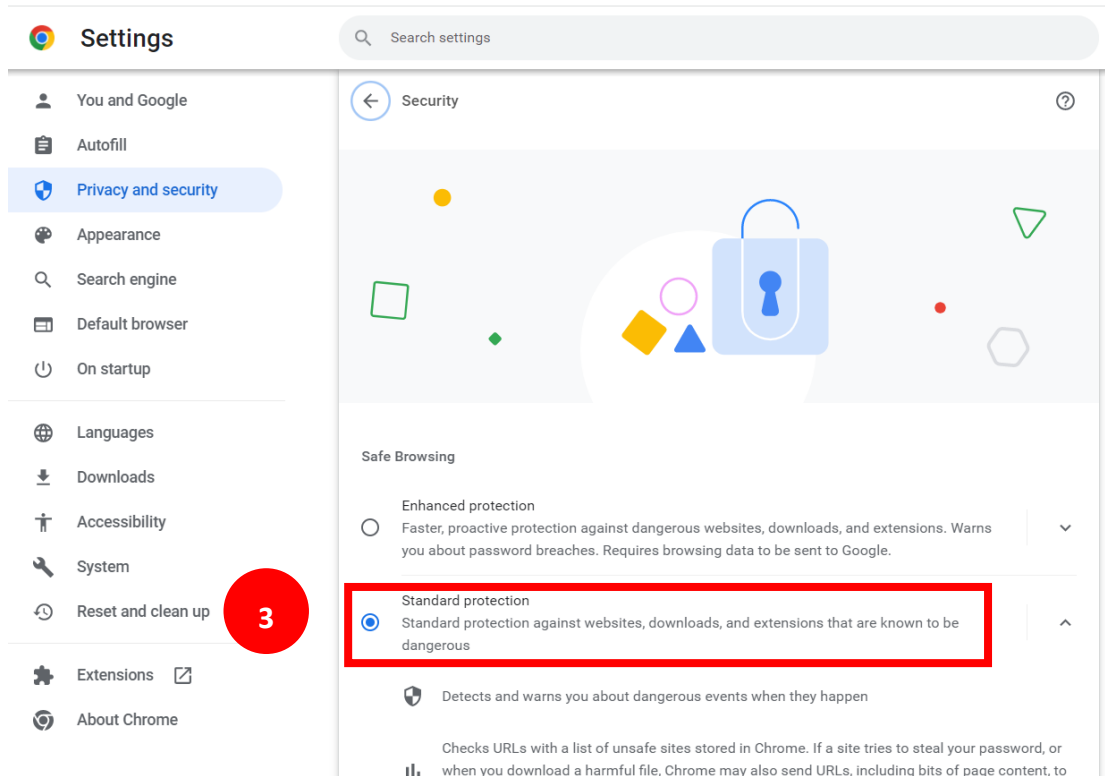
➤ Item 3, go to [Privacy and Security] > [Cookies and other website data], click on [Block third-party cookies]



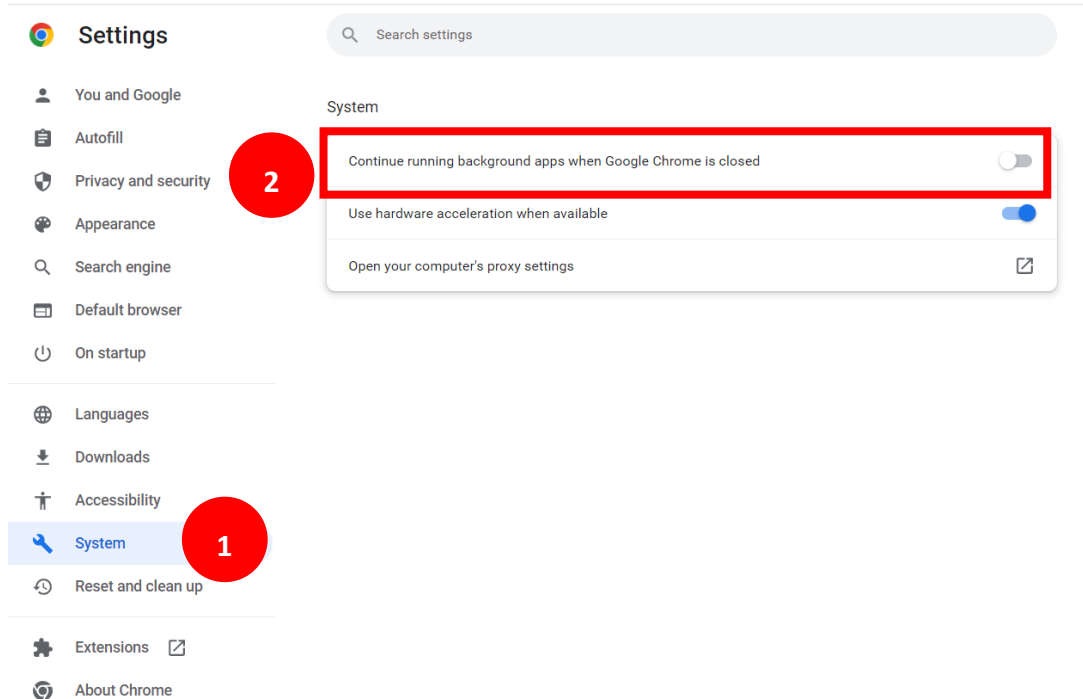


➤ Item 4, go to [Privacy and Security] > [Security], click on [Standard Protection].





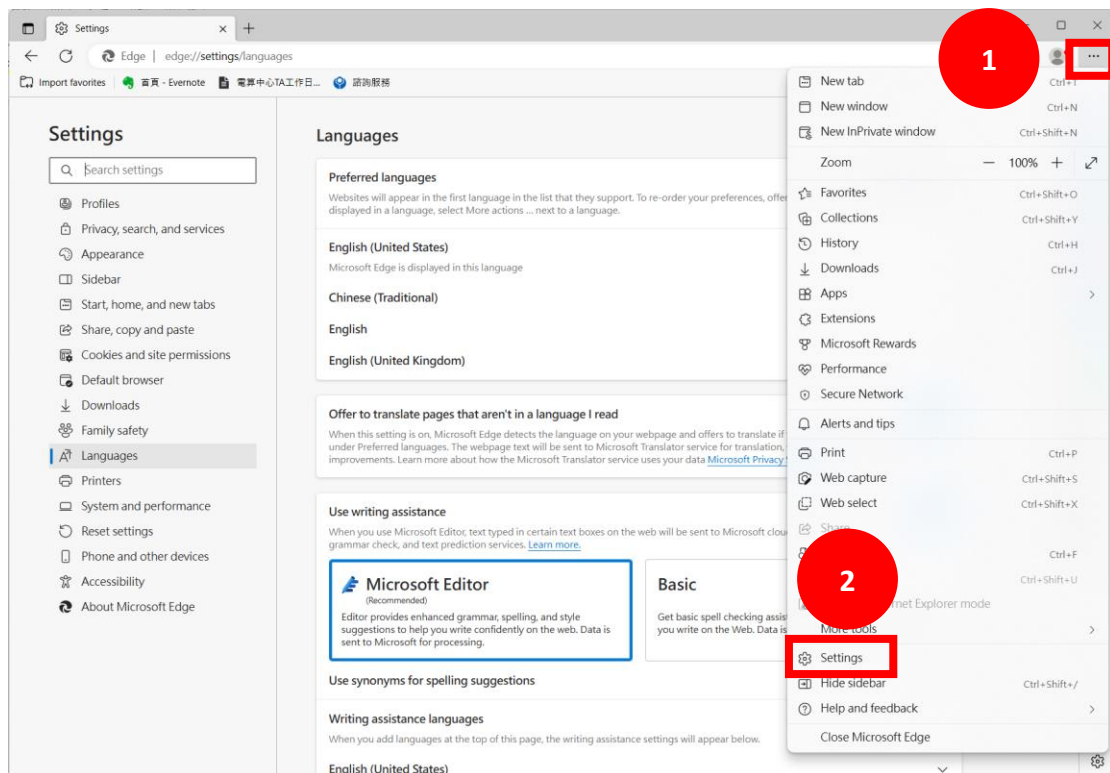
➤ Item 5, go to [System], toggle off [Continue running background apps when Google Chrome is closed].



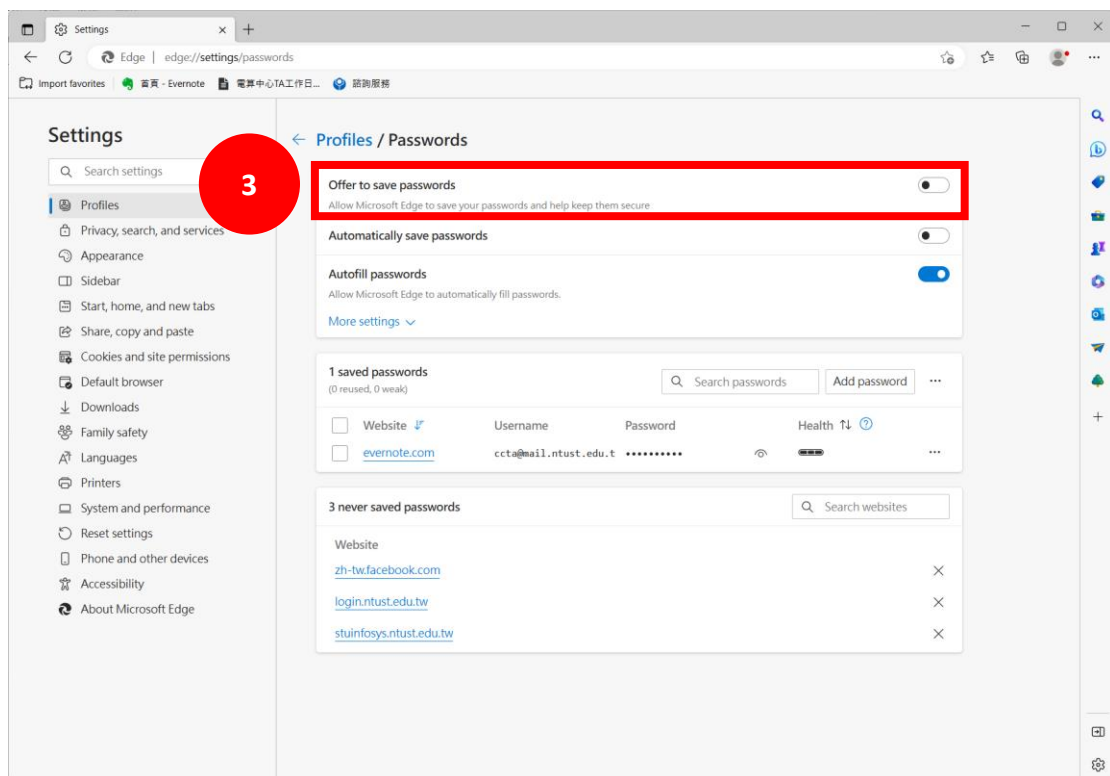
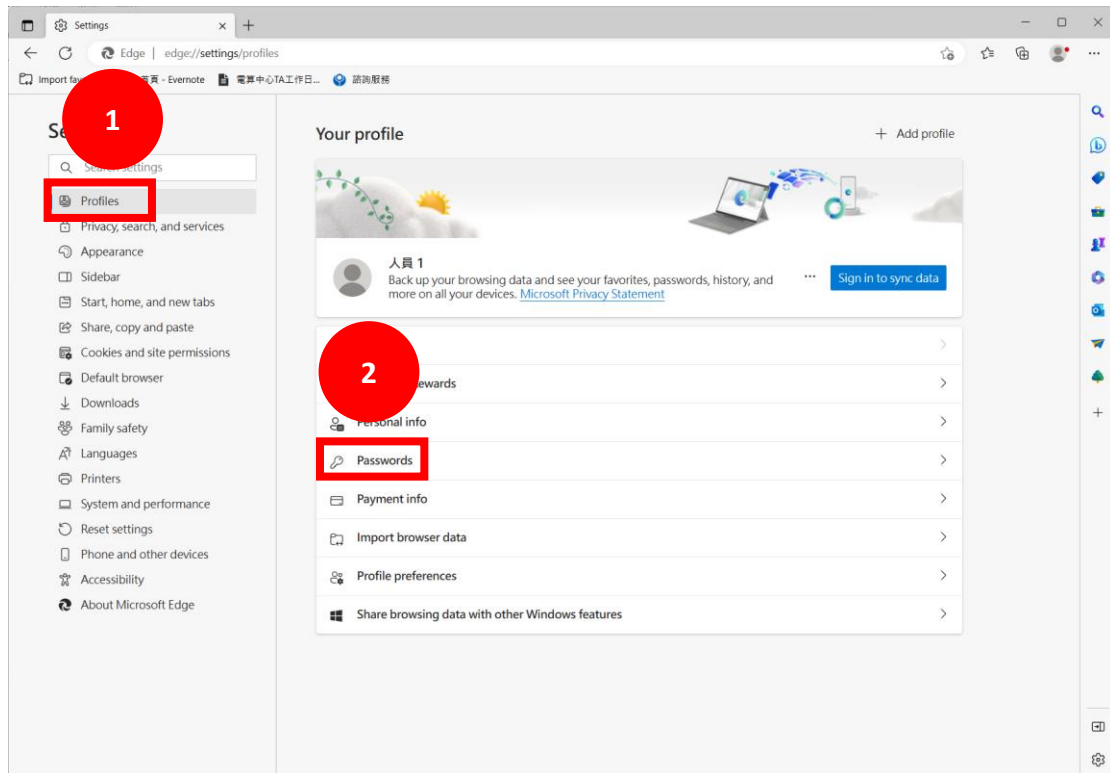
● GCB principle setting of Edge

	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 third-party cookies	YES

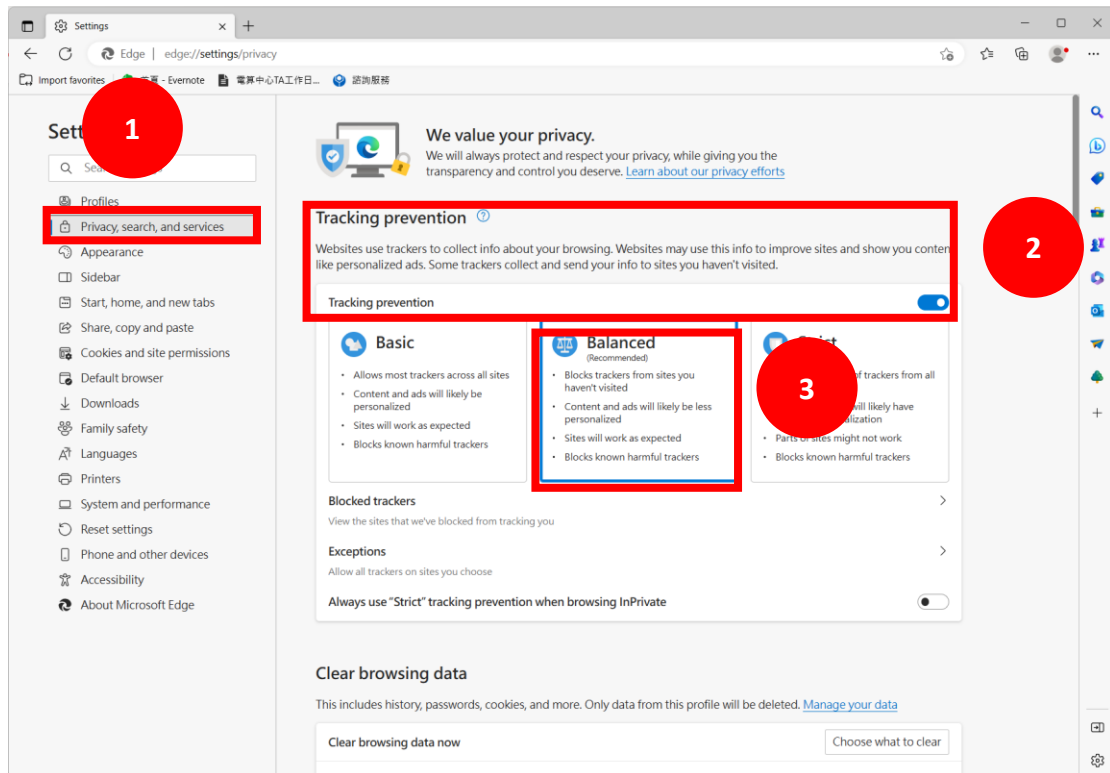
➤ Open Edge and go to the upper-right corner, click on the [Menu] > [Settings]



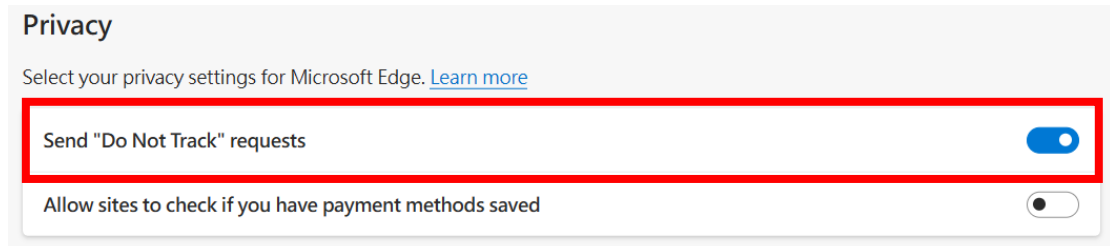
➤ Step 1. Go to [Profiles] > [Passwords], Toggle off the "Offer to save passwords" option.



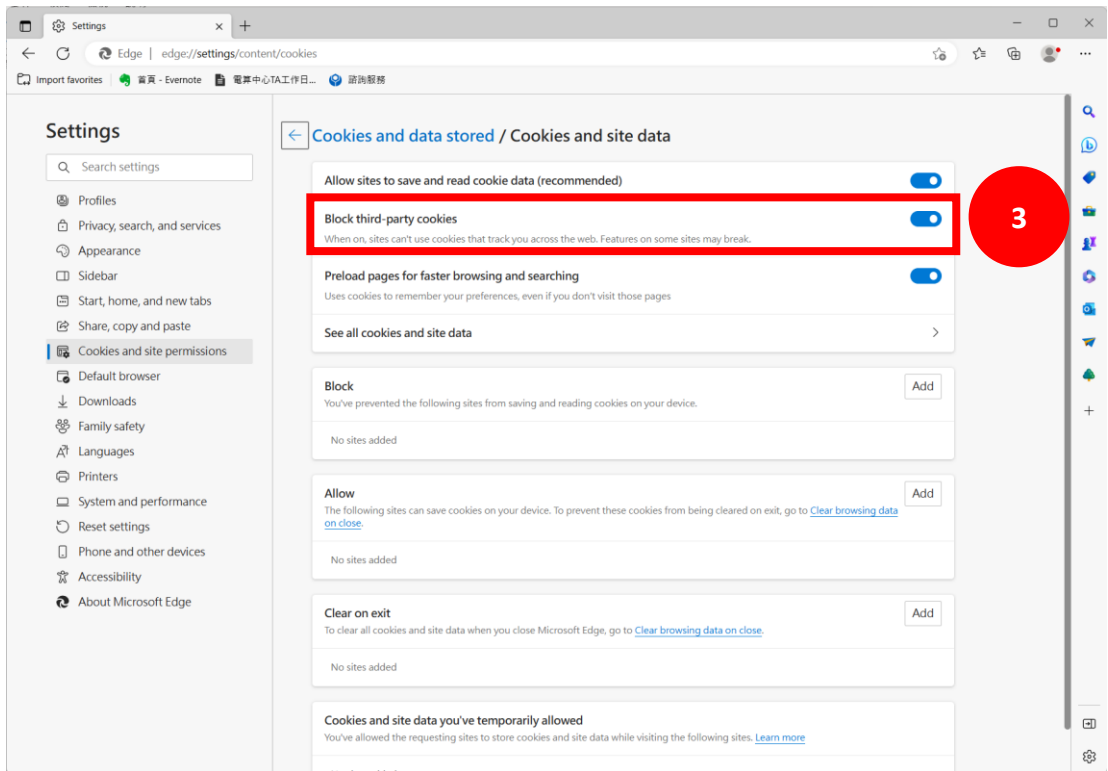
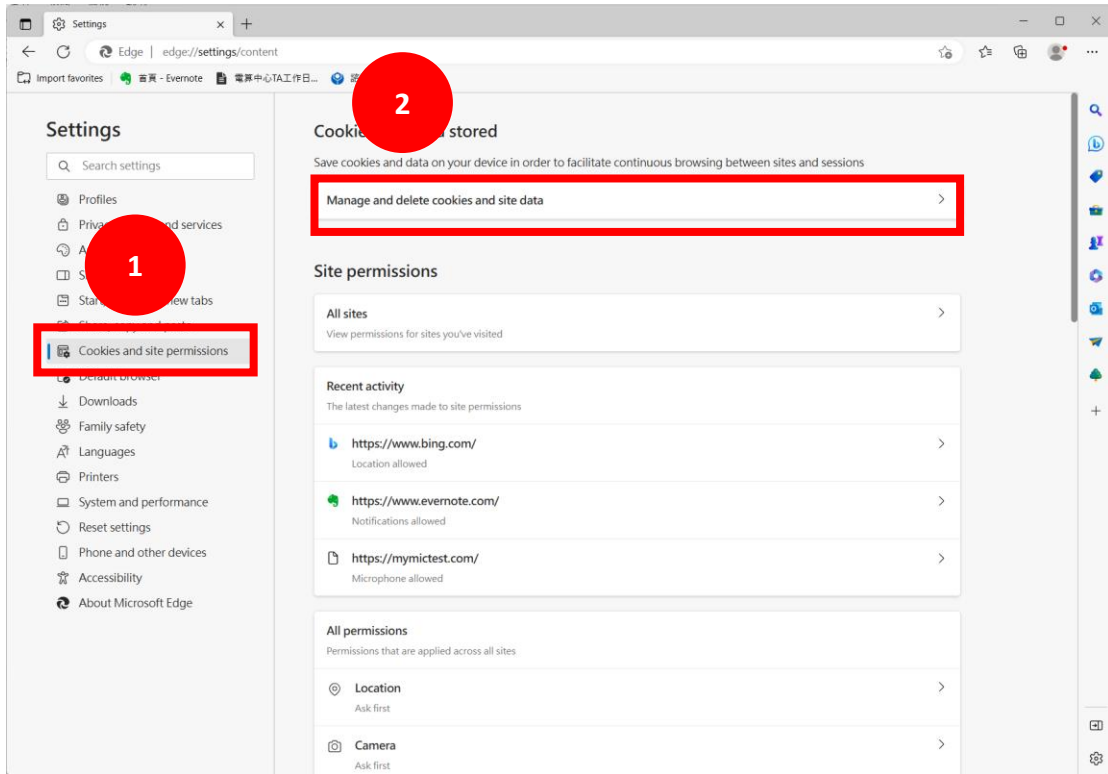
➤ Step 2. Go to [Privacy, search, and services], Toggle on [Tracking Prevention] and select "Balanced" option.



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



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



➤ 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