

Now is the perfect time to clean-up your digital footprint.

Here's a checklist with some tips to get you started:



SEARCH YOURSELF ONLINE

Do a quick Web search of your first and last name. Don't forget to try slightly different spellings, too. Find something about yourself you don't like? If it's posted by a friend, ask them to take it down. Or try contacting the site administrator and request they remove any unwanted content.



CHECK PRIVACY SETTINGS

The privacy settings on your favorite website or social network may have changed since you last checked. Take time to understand current settings so you know just what you're sharing, and update them if there are things you don't want public.



USE STRONG PASSWORDS

Whether email or banking, it's a good idea to have different passwords for different sites. Change the passwords across your various accounts to a combination of words, numbers and symbols that are easy for you to remember but hard for others to guess.



UPDATE SOFTWARE

Computer viruses and spyware can wreak havoc on your computer. Check for software updates you may have previously ignored or download one of the many free, safe programs available online to ensure you have the most up-to-date security for your system. You can even schedule automatic updates and let your computer do the work for you!



THINK BEFORE YOU POST

Your digital footprint is more than the information available about you on the Web; it's about your interactions too. Before you put anything online, ask yourself if it's something you really want others to see or know about you.



MAINTAIN YOUR MOBILE DEVICE

Take time to understand your mobile device settings and set a password. It's also a good idea to review any apps you've downloaded and their information-sharing policies. Delete ones you just don't use.



BUILD A POSITIVE REPUTATION

Use your online presence to build a positive reputation for yourself and inspire others! Start a blog about the good things happening in your community, make a virtual fundraising campaign for a cause you're passionate about, or text a compliment to a friend.

