Handouts, checklists, and helpful information for

Sponsors and Unit Sponsor Monitors

Table of Contents:

So, now you are a Sponsor?

http://apps.militaryonesource.mil/esat

Don't have a clue where to start?
WE CAN HELP!

Sponsorship is an important unit responsibility. All the training and resources you need can be found within this new comprehensive application.

eSponsorship Application & Training: http://apps.militaryonesource.mil/esat

The online application provides:

- *Registration*

- *Training*

- *Certificate for your files*

- *Sponsorship Duty Checklist*

- *Newcomer and family needs assessment*

- *Congratulations and Welcome letter templates and packages*

- *Links to important DoD and Service moving websites*

- *Reporting module*

- *Customer Satisfaction Surveys*

Contact: INSERT CONTACT INFORMATION HERE

eSponsorship Application & Training

Quick Start Guide for Sponsors

Logon and Register

Logon to the eSAT application at **http://apps.militaryonesource.mil/esat**. Complete the Sponsor Registration with your information.

Complete the eSponsorship Training

Continue to the eSponsorship Training. The training is self-paced and self-correcting. This training includes 14 pages with articles and questions and should only take 15 minutes to complete. Once you complete the eSAT training, download (PDF) the Sponsorship Duties Checklist and obtain your Certificate of Completion for your records or for your unit. The Certificate of Completion is downloadable as a PDF.

Proceed to Tools Page & Make Initial Contact with Newcomer

1. There is a downloadable sample email for you to use as a guide when contacting your newcomer.

2. There is a downloadable fillable needs assessment form to attach to the email or there is a needs assessment checklist that you can use during a phone call with your newcomer.

Review the Newcomer's Needs Assessment

After you have made telephone or email contact with your newcomer and understand what information he/she and/or their family members require, you can prepare a welcome letter/package.

Prepare the Welcome Letter/Package

On the Tools page there are draft welcome letters that you can use as a guide when creating your letter/package. These letters are in Word and downloadable for your use. The Welcome letter includes hot-links that will take the newcomer to important information about your installation.

Stay in Touch with the Newcomer

Stay in touch with your newcomer, and follow the guidance in the Sponsorship Duties Checklist and your knowledge of your duties to be an effective sponsor. Remember that your duties are not done until the transferee is settled in to the unit and new quarters.

Attachment 4

CHECKLIST FOR SPONSOR

A4.1. The first impression a newcomer gets of a base comes from his or her sponsor. The success of a good INTRO program is tied to first impressions. Since the needs of each newcomer vary, a sponsor must find out what those needs are and respond to them.

A4.2. Call the newcomer and tell them you're there to provide information and assistance to make the move smooth as possible. Listen: Many times a newcomer can reduce stress by merely talking to someone "already there." Be open and honest and stay positive.

A4.3. Remember, it's not good enough to just say "let me know what you need," anticipate their needs.

Ask these questions:
- Will your family members accompany you? Names, ages, interests?
- Do you need information about other services? Banking, child care, education, etc.?
- Do you want me to meet you when you arrive? Date, time, location.
- Do you want a post office box?
- Is there anything else you need?

A4.4. Pick up a sponsor kit from your Unit INTRO Program Manager. Personalize it by taking out unnecessary information and adding information requested. Mail it within seven calendar days.

A4.5. Include a personalized letter from your commander and your own personal letter. Include your home and duty phone numbers and address. Remind newcomers to let you know of any changes to their plans. Reconfirm the departure date, arrival date, and reporting-in date and ensure member is aware of the 24 hour arrival point. Upon arrival, personally meet the newcomer. Make the member feel welcomed.

A4.6. Visit the base housing office and get information about on- and off-base housing. If the newcomer is interested in residing on-base, remind them to apply in advance.

A4.7. Make temporary lodging arrangements for the newcomer and family and communicate details by personal email or phone.

A4.8. Personally meet your newcomer upon arrival or arrange for them to be met if you are unable to do so personally due to duty commitments. Make sure that you directly email and/or phone them to tell them who will be meeting them upon arrival or where to go for transportation at an airport etc. Make sure you bring transportation that will accommodate the entire family as well as pets.

A.4.9. Personally take the newcomer to lodging.

A.4.10. Personally take the newcomer to A&FRC and encourage them to use the Relocation Program.

A.4.11. Introduce the newcomer to his/her commander, supervisor, key personnel and fellow co-workers.

A.4.12. Show the newcomer around the base facilities such as commissary, fitness centers, chapel, and Family Center.

A.4.13. Give the newcomer a community tour.

A.4.14. Accompany the newcomer through in-processing and check-in procedures.

Newcomers to the Clovis Area

www.cannon.af.mil
Cannon AFB Homepage.

http://www.clovisportalescafb.com/
Info on Cannon AFB & nearby communities.

www.state.nm.us
New Mexico Tourism Office.

www.cannonforce.com
Services and events at Cannon AFB.

PCS Relocation

http://www.militaryhomefront.dod.mil
MilitaryHomeFront (Military Installations)

www.ahrn.com: sponsored by the Dept of
Defense to help connect military members
and their families with available housing.

www.rent.com
Apartment rentals nationwide plus cost of
living analysis and area maps.

www.rpsrelocation.com
Online bookstore, relo tips, library, moving
checklist, community information.

www.homescout.com
Links to real estate sites worldwide.

www.travlang.com/languages
Foreign languages, commonly used phrases.

www.mapquest.com
Maps and travel directions.

www.relocationcentral.com
Relocation and moving tips.

www.homefair.com
Relo tips and community information.

Children and Schools

www.cms.k12.nm.us
Clovis Municipal Schools

www.portalesschools.com
Portales Municipal Schools

www.texicoschools.com
Texico, NM Municipal Schools

www.farwellschools.org
Farwell, TX Independent School District

www.gradyschool.com
Grady, NM Schools

www.elidaschools.net
Elida, NM Schools

Additional School Info and Links to Other NM Schools

http://nm.localschooldirectory.com/index.php/cPath/32

http://www.militarychild.org/
Military Child Education Coalition

http://www.zerotothree.org
ZERO TO THREE

Job Search

www.Clovis.edu   https://www.jobs.state.nm.us

www.indeed.com   www.ajb.dni.us

www.ENMU.edu/services/hr/   http://www.usajobs.gov/

Personal Finances

www.investools.com
Basic information on investing.

www.morningstar.com
The reference for mutual funds.

www.mfea.com
Mutual fund investors site.

www.fastweb.com
A search engine for financial aid for students.
www.bankrate.com: Weekly survey of all US banks with the best mortgage, credit card and loan interest rates.

Travel

www.lonelyplanet.com   - Information on travel around the world.

Transition

www.va.gov   - Department of Veterans Affairs.

www.ebenefits.va.gov
Veterans are able to apply for Veterans' Benefits Online, access VA Payment History, Civilian Employment Information, TRICARE insurance info, and education benefits information. Apply for VA Home Loan Certificate of Eligibility, check on Compensation & Pension Status, etc.

www.ncoa.org
National Council on Aging. Career and job information with links to America's Job Bank, the Riley Guide and the new O'Net (replaces the Dictionary of Occupational Titles).

http://www.dol.gov/dol/audience/aud-veterans.htm
Veterans Employment and Training Services.

PARENTS OF SPECIAL-NEEDS CHILDREN

Contact Information for Clovis Municipal Schools
Primary Contact

Mr. Dave Loadwick Assistant Director of Student Support Services

Phone: 575-769-4490, Extension 3105

E-Mail: dloadwick@clovis-schools.org

Secondary Contact

Mrs. Cindy Osburn   Director of Student Support Services

Phone: 575-769-4490, Extension 3103

E-Mail: cosburn@clovis-schools.org

NOTES: Mr. Loadwick handles all of the transfer students coming into the district. If possible, please fax copies of the student's last IEP and all evaluations to the Student Support Secretary at 575-769-4330. This will allow for review of the records prior to arrival and for a seamless transition of the student into our schools.

Contact Information for Portales Municipal Schools Special Student Services

Teresa Warnica, Director

501 S. Abilene

Portales, NM 88130

Phone (575) 359-3707   Fax (575) 356-6682

Please mail or fax (see letterhead above) the most recent:

1. Individualized Education Program (IEP)

2. Evaluation reports, including ancillary (Speech/Language, Physical Therapy, Occupational Therapy, Psychological, Medical)

For other enrollment requirements for each grade level, please visit our website:

www.portalesschools.com

KIDS IN TOUCH WITH KIDS

Are you moving to Cannon Air Force Base?
If you are between the ages of 5 and 18 and would like to know more about Cannon, please let us know.

We will put you in touch with someone your own age who will write to you and answer your questions.

Complete this form and send or email it to:
email: YouthCenter@cannon.af.mil
Kids in Touch with Kids
27 SOFSS/FSFY
102 Olympic Blvd.
Cannon AFB, NM 88101-5013

NAME: _____ AGE: _____ GRADE: _____

ADDRESS: _____ PHONE: _____ BOY/GIRL: _____

EXPECTED ARRIVAL DATE: _____

EMAIL ADDRESS: _____

HOBBIES OR INTERESTS: _____

_____

Clovis Area Utilities & Helpful Services

New Mexico Gas Company
600 Georgia Street (1 block east of
Sycamore & 7th St)
1-888-664-2726

XCEL Energy (electricity)
1-800-895-4999
www.xcelenergy.com

New Mexico American Water Co
1-866-430-0824
www.amwater.com

City of Clovis (Sewer & Garbage)
321 Connelly
575-769-7830

Suddenlink Communications
(Cable/Internet/Phone)
1106 Main St.
1-866-269-4386
www.suddenlink.com

DirectTV
1-800-370-3587
www.directtv.com

Dish Network
1-888-275-8068
www.dish.com

Police Department
300 Connelly
575-769-1921

Fire Department
575-769-7814

Municipal Court
217 W. 4th St.
575-769-7860

Magistrate Court
575-762-3766

C.A.T.S. Public Transportation
575-769-7910

Clovis Municipal Schools
1009 Main Street
575-769-4300
www.cms.k12.nm.us

Social Security Office
1208 Arcineiga Dr.
1-866-931-9945
www.ssa.gov

Clovis Carver Public Library
575-769-7840
701 N. Main Street
www.library.cityofclovis.org

Clovis News Journal
512 Pile
575-763-3431
www.cnjonline.com

Facebook Smart Card

Timeline Settings

Click **"About"** on your profile page and apply the settings shown to ensure that your information is visible to <u>only</u> people of your choosing.

Work and Education — Change to Only Me

Places Lived — Change to Only Me

Gender: Male — Show on my timeline

Birthday: Jun 13 1988 — **Don't Show Birthday**

Interested In: Women Men — **Leave Blank**

Relationship Status: --- — **Set to Friends**

Relationship — Set to Friends

Family — Do not identify family members. Add Your Family

Basic Information — Edit

Birthday June 13, 1988
Gender Male
Add Languages
Add Religious Views
Add Political Views

Contact Information — Edit
Add Mobile Phone
Add Address
Add Screen Name
Add Website

Emails: jvdelong1@gmail.com, john.delong.940@facebook.com — Change to Only Me

Mobile Phone: United States (+1)

Other Phones: Work United States (+1)

IM Screen Names: AIM

Address / City/Town / Zip / Neighborhood

When possible, hide information from your timeline

Website: — **Set to Friends**

The Facebook **About** tab provides individualized settings for users' interests. Under the sections of interest (**Photos, Places, Music, Fitness, TV Shows, Books, Likes** and **Movies**) users can set privacy settings (right) by selecting **Edit Privacy**, or review content posted to the timeline (left) by selecting the **Activity Log** option.

Edit Privacy: Movies

Manage Sections
Hide Section
Activity Log
Edit Privacy

Friends:
- Public
- Friends ✓
- Only Me
- Custom
- Close Friends
- Family
- See all lists...

Managing Your Contacts

Friends — + Find Friends

All Friends 51   Following 1

Manage Sections
Edit Privacy

Friend List
Who can see your friend list?
Remember: Your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in news feed, search and other places on Facebook. They'll also be able to see mutual friends on your timeline. — Friends

Following
Who can see the people and lists you follow?
Remember: The people you follow can see that you're following them. — Friends

Sections: About, Photos, Friends, Places, Music, Movies, TV Shows, Books, Likes, Events, Groups

Under the **Friends** tab navigate **Manage > Edit Privacy** to change who can view your contacts. Navigate **Manage > Manage Sections** to control which data fields will appear on your timeline. Avoid sharing **Places** on your timeline and use discretion when posting information regarding your personal interests online.

Deactivating / Deleting Your Facebook Account

Security Settings

Security Question — Setting a security question will help us identify you. — Edit
Secure Browsing — Secure browsing is currently enabled. — Edit
Login Notifications — Login notifications are disabled. — Edit
Login Approvals — A security code is not required when logging in from an unknown browser. — Edit
App Passwords — You haven't created app passwords. — Edit
Recognized Devices — No recognized devices. — Edit
Active Sessions — Logged in from Barnslee, VA, US — Edit

Deactivate your account.

To <u>deactivate your Facebook account</u>, go to **Account Settings** and select **Security**. To reactivate your account log in to Facebook with your email address and password.

To <u>delete your Facebook account</u>, go to **Help** from the gear icon. Select **Visit the Help Center**. Navigate **Manage Your Account > Deactivating, Deleting & Memorializing Accounts > How Do I Permanently Delete My Account > Fill Out This Form**. Verify that you want to delete your account by clicking **Delete My Account**. Facebook will remove your data after 14 days post security check.

Useful Links

A Parent's Guide to Internet Safety — www.fbi.gov/stats-services/publications/parent-guide
Privacy Rights Clearinghouse — https://www.privacyrights.org/social-networking-privacy
Microsoft Safety & Security — www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online — www.onguardonline.gov/topics/social-networking-sites.aspx

ibg
A NOVETTA SOLUTIONS COMPANY
www.ibgweb.com

Facebook Smart Card

Timeline Settings

Click "**About**" on your profile page and apply the settings shown to ensure that your information is visible to only people of your choosing.

Work and Education — *Edit*
- Work and Education — Done Editing
  - Where have you worked?
  - **Change to Only Me** — Where did you go to college?
  - Where did you go to high school?

Places Lived — Edit
- Current City: **Change to Only Me**
- Hometown: Cancel
- Hometown: _____
- Save Changes | Cancel
- *Add Place*

Relationship — *Edit*
- Relationship Status: **Set to Friends**
- Family: Choose Relationship
- *Add another family member*
- **Do not identify family members**

Family — *Edit*
- Add Your Family

Basic Information — *Edit*
- Birthday: June 13, 1988
- Gender: Male
- Add Languages
- Add Religious Views
- Add Political Views

Contact Information — *Edit*
- Add Mobile Phone
- Add Address
- Add Screen Name
- Add Website

Gender: Male — Show on my timeline

Birthday: Jun 13 / 1988 — **Don't Show Birthday**

Interested In: Women Men — **Leave Blank**

Relationship Status: --- — **Set to Friends**

- Emails: jvdelong1@gmail.com / john.delong_940@facebook.com / Add / Remove Emails
- Mobile Phone: United States (+1) / Add another phone
- Other Phones: Work / United States (+1) / Add another phone
- IM Screen Names: AIM / Add another screen name — **Change to Only Me**
- Address:
- City/Town:
- Zip:
- Neighborhood:
- Website: **Set to Friends**

When possible, hide information from your timeline

The Facebook **About** tab provides individualized settings for users' interests. Under the sections of interest (**Photos, Places, Music, Fitness, TV Shows, Books, Likes** and **Movies**) users can set privacy settings (right) by selecting **Edit Privacy**, or review content posted to the timeline (left) by selecting the **Activity Log** option.

Timeline posts list:
November 2013 (No posts), October 2013 (No posts), September 2013 (No posts), August 2013 (No posts), July 2013 (No posts), June 2013 (No posts), May 2013 (No posts), April 2013 (No posts), March 2013 (No posts), February 2013 (No posts), January 2013 (No posts)

Edit Privacy: Movies
- to Watch
- Manage Sections
- Hide Section
- Activity Log
- Edit Privacy
- Share movies you like on Facebook with: Friends

Friends dropdown:
- Public
- ✓ Friends
- Only Me
- Custom
- Close Friends
- Family
- See all lists...

Managing Your Contacts

Friends — + Find Friends
- All Friends 51 · Following 1
- Search Your Friends
- Manage Sections
- Edit Privacy

Friend List
Who can see your friend list?
Remember: Your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in news feed, search and other places on Facebook. They'll also be able to see mutual friends on your timeline. — Friends

Following
Who can see the people and lists you follow?
Remember: The people you follow can see that you're following them. — Friends

Section checklist: About, Photos, Friends, Places, Music, Movies, TV Shows, Books, Likes, Events, Groups

Under the **Friends** tab navigate **Manage > Edit Privacy** to change who can view your contacts. Navigate **Manage > Manage Sections** to control which data fields will appear on your timeline. Avoid sharing **Places** on your timeline and use discretion when posting information regarding your personal interests online.

Deactivating / Deleting Your Facebook Account

Security Settings
- General
- Security
- Privacy
- Timeline and Tagging
- Blocking
- Notifications
- Mobile
- Followers
- Apps
- Ads
- Payments
- Support Dashboard
- Security Questions — Setting a security question will help us identify you. — Edit
- Secure Browsing — Secure browsing is currently enabled. — Edit
- Login Notifications — Login notifications are disabled. — Edit
- Login Approvals — A security code is not required when logging in from an unknown browser. — Edit
- App Passwords — You haven't created app passwords. — Edit
- Recognized Devices — No recognized devices. — Edit
- Active Sessions — Logged in from Reston, VA, US. — Edit
- Deactivate your account.

To **deactivate your Facebook account**, go to Account Settings and select Security. To reactivate your account log in to Facebook with your email address and password.

To **delete your Facebook account**, go to **Help** from the gear icon. Select **Visit the Help Center**. Navigate **Manage Your Account > Deactivating, Deleting & Memorializing Accounts > How Do I Permanently Delete My Account > Fill Out This Form**. Verify that you want to delete your account by clicking **Delete My Account**. Facebook will remove your data after 14 days post security check.

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Privacy Rights Clearinghouse	https://www.privacyrights.org/social-networking-privacy
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx

ibg — A NOVETTA SOLUTIONS COMPANY
www.ibgweb.com

Twitter Smart Card

Social Networks -Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos and don't** use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Managing your Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. The site surged to worldwide popularity with +500 million active users as of 2012, generating 55 million Tweets and 1.6 billion search queries daily.
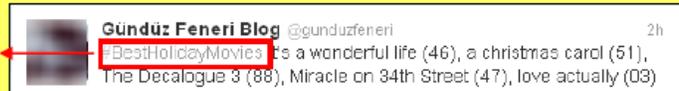
🏠 **Home**   @ Connect   # Discover   👤 Me   🐦   Search 🔍   ⚙ ▾   ✏

J.D.
View my profile page

1	**12**	**4**
TWEET	FOLLOWING	FOLLOWERS

Stream of Tweets from people you follow

Use Settings to manage visibility

Tweets ←

HP @HP — **Each Tweet is timestamped** → 23h
Why would you need a new #server architecture? Check out #HPMoonshot and learn how this impacts you: bit.ly/YrjvTF

Following are people you subscribe to
Followers subscribe to your tweets
Private Tweets will only be visible to followers you approve

Tweets

"Tweets" are short text-based messages – up to 140 characters – that users post to Twitter. "Tweet" can refer to a post as well or to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

Hashtags (#topic) are used to mark a keyword or topic in a Tweet. Posts with hashtag are categorized by topics in the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #jan25, #egypt, #sxsw).

Gündüz Feneri Blog @gunduzfeneri — 2h
#BestHolidayMovies It's a wonderful life (46), a christmas carol (51), The Decalogue 3 (88), Miracle on 34th Street (47), love actually (03)
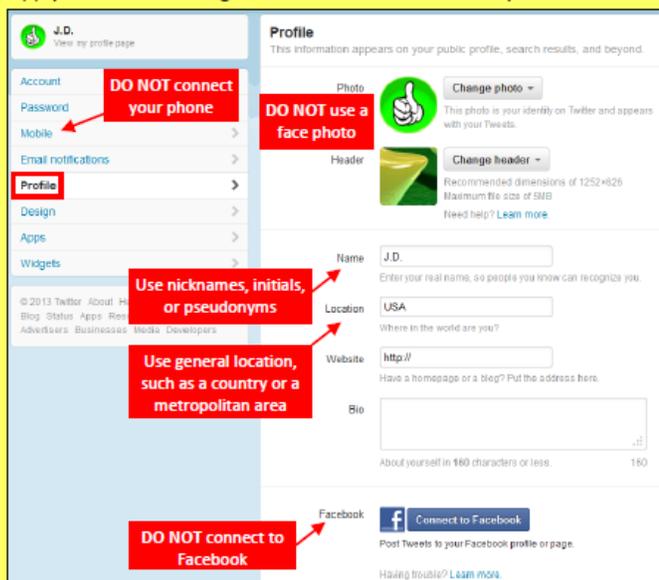
Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.

@jessmchung — 30 Sep
@Delta last word on the matter. $DAL >6% down over a 24 hour period. You are lucky it is the weekend.

Profile Settings

Apply the **Profile** settings shown below to ensure that your information is visible only to people of your choosing.

J.D.
View my profile page

Account
Password — **DO NOT connect your phone**
Mobile
Email notifications
Profile
Design
Apps
Widgets

© 2013 Twitter About H...
Blog Status Apps Res...
Advertisers Businesses Media Developers

Profile
This information appears on your public profile, search results, and beyond.

Photo — **DO NOT use a face photo**
Change photo ▾
This photo is your identity on Twitter and appears with your Tweets.

Header
Change header ▾
Recommended dimensions of 1252×626
Maximum file size of 5MB
Need help? Learn more

Name — J.D. — **Use nicknames, initials, or pseudonyms**
Enter your real name, so people you know can recognize you.

Location — USA — **Use general location, such as a country or a metropolitan area**
Where in the world are you?

Website — http://
Have a homepage or a blog? Put the address here.

Bio
About yourself in 160 characters or less.   160

Facebook — **DO NOT connect to Facebook**
[f] Connect to Facebook
Post Tweets to your Facebook profile or page.
Having trouble? Learn more.

Tweets >
Following >
Followers >
Favorites >
Lists >

Tweet to J.D.
@Delong1JW

Who to follow · Refresh · View all
Ken Weinman @KenWeinmanSport ✕
Follow
buzztap @buzztap ✕
Followed by Baltimore Orioles an...
Follow
Homeland Security ✓ @DHSgov ✕
Followed by Booz Allen Hamilton ...
Follow

J.D.
@Delong1JW
USA

This is how your profile page will look to visitors on the web

1	**12**	**4**	👤▾ 🐦 Follow
TWEET	FOLLOWING	FOLLOWERS	

Tweets
J.D. @Delong1JW — 1h
First Tweet. Hello Internet!
Expand

Twitter Best Practices

- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts and activities in your post.
- Do NOT upload links to personal photos or websites on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Change your Twitter **username** frequently to limit your account exposure.

Twitter Smart Card

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Account Settings

Apply the **Account** settings shown below to ensure that your information is shared in a limited fashion.

Account
Change your basic account, language, Tweet privacy, and location settings.

Username Delong1JW
https://twitter.com/Delong1JW
> **Change every ~6 months**

Email JwDelong1@gmail.com
Email will not be publicly displayed. Learn more.
☐ Let others find me by my email address
> **Uncheck**

Language English ▼
Interested in helping translate Twitter? Check out the Translation Center.

Time zone (GMT-04:00) Atlantic Time (Car ▼)

Tweet location ☐ Add a location to my Tweets
> **Uncheck**

When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. Learn more

☐ Delete all location information
This will delete all location information from past Tweets. This may take up to 30 minutes.
> **Click to delete all location data associated with your account**

Tweet media ☐ Display media that may contain sensitive content
☐ Mark my media as containing sensitive content
If you tweet images or videos that may contain sensitive content, please check this box so that people can be warned before they see it. Learn more.

Tweet privacy ☑ Protect my Tweets
> **Check**

Your Tweets are currently protecte... receive your Tweets. Your future T... publicly. Tweets posted previousl... some places. Learn more.
> **Protecting your Tweets makes all your posts private. Only those who you approve can access your tweets**

Personalization ☐ Tailor Twitter based on my recent website visits
> **Uncheck**

Preview suggestions tailored for you (not currently available to all users). Learn more about how this works and your additional privacy controls.

Do Not Track ✔
While you have Do Not Track turned on, your visits to sites that feature Twitter are not available to personalize your experience.

Password reset ☑ Require personal information to reset my password
> **Check**

Your Twitter archive [Request your archive]
> **Review your posted information frequently**

You can request a file containing your information, starting with your first Tweet. A link will be emailed to you when the file is ready to be downloaded.

Your pending follower requests

Jess M Chung @jessmchung
I spend a lot of time thinking about all the things I'd buy or eat. That and complaining.
[Accept] [Decline]

Deactivating / Delete Your Twitter Account

To deactivate your account, go to **Settings** and select **Account**. At the bottom of the page, click "**Deactivate my account.**" After deactivation, the user can reactivate the account within **30 days**. After 30 days, the account is permanently **deleted**.

Notification & Application Settings

Maintain a small digital footprint by minimizing the number of notifications. Revoke access to unnecessary third party applications.

Email notifications
Control when and how often Twitter sends emails to you. Learn more.

Activity related to you and your Tweets

Email me when ☐ My Tweets are marked as favorites
By people I follow ▼
> **Private Tweets cannot be retweeted**

☑ My Tweets are retweeted
By anyone ▼

☑ My Tweets get a reply or I'm mentioned in a Tweet
By anyone ▼
> **Check**

☑ Someone sends me a follow request
☐ I'm sent a direct message
☐ Someone shares a Tweet with me
☐ Someone from my address book joins Twitter
> **Direct messages are never visible to the public**

Activity from your network

Email me with ☐ Top Tweets and Stories
Sent as a weekly digest ▼
☐ Updates about activity from my Twitter network

Updates from Twitter

Email me with ☑ News about Twitter product and feature updates
> **Twitter updates may highlight new security tools or possible risks**

☐ Tips on getting more out of Twitter
☐ Things I missed since I last logged into Twitter
☐ News about Twitter on partner products and other third party services
☐ Participation in Twitter research surveys
☐ Suggestions about people I may know on Twitter
☐ Suggestions based on my recent follows

> **Block unknown or unwanted 3rd party applications from accessing your account**

Applications
These are the apps that can access your Twitter account. Learn more.

Photos on iOS by Apple® Learn how to revoke an iOS app.
Whether you're flicking through an album or zooming in to see the smallest detail, you'll be amazed at how sharp, vibrant, and beautiful your photos look. And so will everyone you show them to.
read and write access
Approved: Sunday, March 11, 2012 9:57:28 PM

iOS by Apple® [Revoke access]
iOS 5 Twitter integration
read and write access
Approved: Sunday, March 11, 2012 9:56:33 PM

Useful Links

A Parent's Guide to Internet Safety — www.fbi.gov/stats-services/publications/parent-guide
Privacy Rights Clearinghouse — www.privacyrights.org/fs/fs18-cyb.htm
Microsoft Safety & Security — www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online — www.onguardonline.gov/topics/social-networking-sites.aspx

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Keeping Your Kids Safe Online

Keeping Your Kids Safe Online - Do's and Don'ts

- Position the home computer in a way that children cannot easily conceal what they are viewing.
- Encourage children to only communicate with people whom they know and trust. Instruct them not to post any personal information or pictures that can identify schools attended, home addresses, friends, or family.
- Children with access to smartphones must keep in mind that photos taken by mobile devices will contain concealed location information.
- Utilize privacy and security settings available on web browsers to provide a basic filter for web content. Internet Explorer provides the most protection. Install supplementary protection software to maximize security through more granular protection and monitoring.
- Monitor your child's browser history and downloaded files for suspicious content, and prevent cookies from being stored on your computer. This will minimize the amount of personal information that can be exploited from your child's internet sessions.

Child Safety Online

Since 2013, minor's involvement with social networking services (SNS) has risen to 96%. It is reported that 69% of these users have received online communications from strangers. Common harmful interactions that children encounter online include cyber-bullying, coercion, pornography, drugs/alcohol, and violence. Dangers are not limited to content that a child receives, but also includes the information that a child makes public. Several web browser add-ons and software downloads are available to both prevent and/or monitor child activity.

Internet Explorer Browser Settings

To view child safety options, navigate to **Tools > Internet Options > Content**. Click **Parental Controls** (Internet Explorer 9) or **Family Safety** (Internet Explorer 10) to customize settings for the different accounts registered on the computer.

Parental Controls

Adjust how your children can use the computer. Allow and block specific programs and set personalized restrictions based on game ratings.

Passwords

Create a password for your child's account that only you and other adult supervisors know in order to ensure an adult presence.

Time Restrictions

Set a time frame of acceptable computer use for your child that permits an adult supervisor to be present.

Google Chrome Browser Settings

Download the Blocksi extension from the Google Chrome Web Store to employ child safety settings for the Google Chrome browser.

Advance Setup

Allow, block, or warn users of certain content types. Select the "+" next to each category to set more granular restrictions.

Filters

YouTube Filter- Filters individual YouTube channels and movies for content.

Content Filtering- Identifies suspect words in webpages to prevent access.

*Black/White List*- Allows users to add specific URL's to block or allow.

Time Control

Set a time frame of acceptable computer use for your child that permits an adult supervisor to be present.

Firefox Browser Settings

Standard Firefox: Navigate **Firefox > Options > Privacy** to prevent web tracking and **Firefox > Options > Security** to block access to sites with malicious content.

Foxfilter for Firefox: To set parental controls, download the FoxFilter add-on. Once installed, navigate *Options > FoxFilter Settings* to allow select sites, set key words to block, and set sensitivity settings.

Always opt out of website tracking
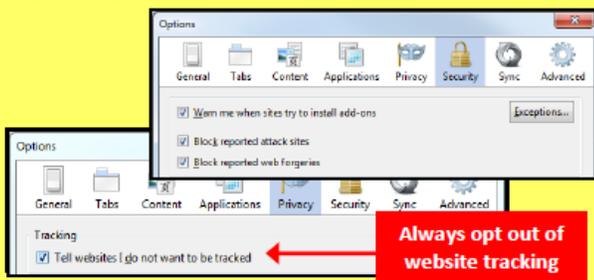
Sensitivity Settings

Sometimes, non-pornographic sites such as Yahoo, may contain the words 'sex' or 'porn' in the Body content. Some popular pornographic sites don't put keywords in the Title, Keywords, or other Meta tags, so examining the Body is recommended. The most sensitive approach is to examine the Body content, but add specific sites to your Trusted list.

- ☑ Examine URL (Web address)
- ☑ Examine Title (Title that appears in browser title bar)
- ☑ Examine Meta Content (hidden keywords, description, etc. which are used for search engine placement)
- ☑ Examine Body Content (visible content of the Web page)

Keeping Your Kids Safe Online

Software Protection

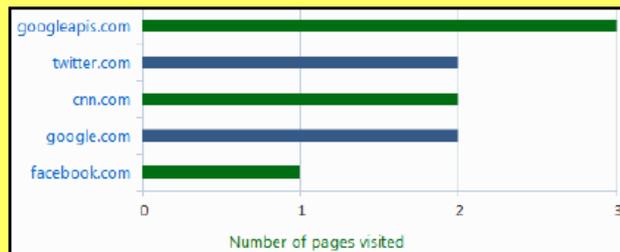| Service Capabilities	Software		
	Microsoft Family Safety	Net Nanny	EyeGuardian
Image Monitoring	Windows 8+	X	X
SNS Message Monitoring		X	X
Contacts Monitoring	Windows 8+	X	X
Block Sites Option	X	X	
Allow Sites Option	X	X	
Record User Activity	X	X	X
User Access Requests to Admin	X	X	
Time Restrictions	X	X	
Game Restrictions	X	X	
Paid Service		X	
Remote Access to Notifications	X	X	X
Lock Safe Search	Windows 8+	X	

Overview

A variety of free and paid software packages are available for monitoring your child's online activities. The listed packages are effective in either preventing or monitoring content that your child tries to access.

Microsoft Family Safety

Download this free service from the Microsoft Windows website. The service provides basic content filters and reports of programs/websites accessed by each account.

Parents can set individualized settings for each account listed on the computer and can view their child's requests to access blocked content, each time they log in.

Net Nanny

This service is available for download for $39.99 and can both prevent and monitor content from computer programs, instant messengers, SNS, and web browsing applications. It is installed onto the desktop and provides the most granular settings for filtering and reporting potentially harmful content.
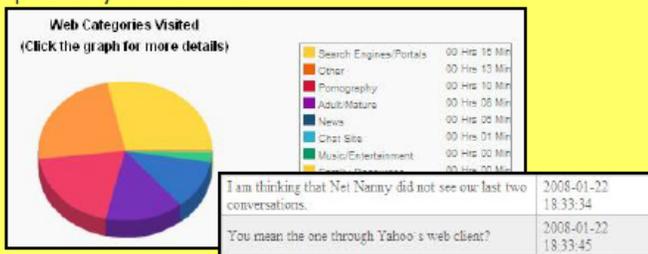

Parents can respond to their child's permission requests remotely from a mobile app or computer in real time. Additional settings include blocking 64 Bit applications, HTTPS connections, proxy servers, blogs, and chat rooms. Net Nanny displays an extensive list of SNS and instant messengers as well as 35 categories of potentially harmful content to screen.

EyeGuardian

Register online with this service to monitor your child's Facebook activity. This free service does not provide a way to prevent content from reaching your children but provides a way to monitor each interaction. The software graphically summarizes Facebook activity and automatically flags potentially harmful images, messages, and friends when certain keywords are tagged within the entry. Review flagged items to monitor who is contacting your children and advise them accordingly on further internet activity.
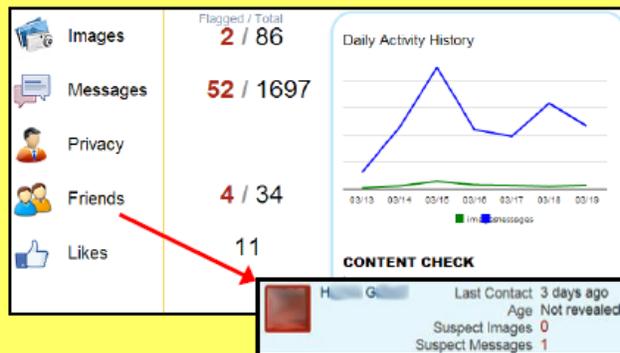
Likes and Privacy tabs reveal personal data fields that could be visible to anyone on Facebook

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Microsoft Family Safety	https://login.live.com
Net Nanny	http://netnanny.com/
EyeGuardian	http://eyeguardian.com/

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LinkedIn Smart Card

LI_060613_1531

Social Networks -Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos**, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Managing Your LinkedIn Profile

LinkedIn is a professional networking site whose users establish connections with co-workers, customers, business contacts, and potential employees and employers. Users post and share information about current and previous employment, education, military activities,

Linked in Account Type: Executive

Home Profile Contacts Groups Jobs Inbox Companies News More   People ▾ Search...

Use Settings to manage visibility

Settings
Sign Out

Add Connections
Advanced

specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.

Profile Settings

Apply the **Profile** settings shown below to ensure that your information is visible only to the people of your choosing.

Profile

Email Preferences **1**

Groups, Companies & Applications **2**

Account

PRIVACY CONTROLS
Turn on/off your activity broadcasts
Select who can see your activity feed
Select what others see when you've viewed their profile **2**
Select who can see your connections **3**
Change your profile photo & visibility » **4**
Show/hide "Viewers of this profile also viewed" box **5**

SETTINGS
Manage your Twitter settings
HELPFUL LINKS
Edit your name, location & industry »
Edit your profile »
Edit your public profile » **6**
Manage your recommendations »

Customize Your Public Profile **6**
Control how you appear when people search for you on Google, Yahoo!, Bing. etc.
Profile Content
○ Make my public profile visible to no one
○ Make my public profile visible to everyone
☐ Basics
  Name, industry, location, number of recommendations
☐ Picture
☐ Headline
☐ Current Positions
☐ Skills   **Set to no one**
☐ Education
☐ Additional Information
☐ Interested In...

Who can see your activity feed **1**
Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Only you ▾   **Set to Only you**

Save changes
or Cancel

What others see when you've viewed their profile **2**
○ Your name and headline (Recommended)

Software Developer at ████████
Washington D.C. Metro Area

○ Anonymous profile characteristics such as industry and title
Note: Selecting this option will disable Profile Stats.

Someone at ████████

● You will be totally anonymous.
Note: Selecting this option will disable Profile Stats.

Set to totally anonymous

Save changes
or Cancel

Who can see your connections **3**
Select who can see your connections. Note: People will always be able to see shared connections.

Only you ▾   **Set to Only you**

Save changes
or Cancel

Viewers of this profile also viewed... **5**
☐ Display "Viewers of this profile also viewed" box on my Profile page

Save changes or Cancel   **Uncheck**

Upload a Photo **4**
Current Photo

ibg

Edit Photo

Do not use a photo of your face for your account

Upload a Photo
You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

Choose File No file chosen

Upload Photo or Cancel

In addition to users I message, my profile photo is visible to...
● My Connections
○ My Network   **Set to My Connections**
○ Everyone

Save Settings

LinkedIn Quick Facts

- There are over **200 million** LinkedIn users around the world.
  It is widely adopted in the US, India, Canada, and the UK.
- Users tend to share information related to their **careers or jobs** as opposed to photographs from social events.
- LinkedIn profiles tend to be more **visible and searchable** than other social networks such as Facebook and Twitter.
- Compared to free accounts, **Paid LinkedIn accounts** have access to more information about other users viewing their profile.
- Approximately 42% of LinkedIn users update their profile information on a regular basis.

LinkedIn Smart Card

Account Settings

Apply the Account settings shown below to ensure that your information is shared in a limited fashion.

Profile		
Email Preferences	**Privacy Controls**	**Email & Password**
	Manage Advertising Preferences **1**	Add & change email addresses
Groups, Companies & Applications	Settings	Change password
	Change your profile photo & visibility »	**Helpful Links**
Account	Show/hide profile photos of other members	Upgrade your account »
	Customize the updates you see on your home page	Close your account »
	Select your language	Get LinkedIn content in an RSS feed »
	Manage security settings **2**	

Passwords

Use a complex password with capital letters and numbers to ensure that attackers cannot access your account information. Change your password every 6 months to maximize security.

Closing Your LinkedIn Account

If you no longer plan to use the LinkedIn service, you can close your account. Click **Close your account** and confirm that you want to take this action.

Manage Advertising Preferences **1**

Ads by LinkedIn - Overview
"Ads by LinkedIn" are advertisements shown to LinkedIn ... Read more

Ad selection
Ads shown to you are selected based on non-personally ... Read more

Protecting your personal information
LinkedIn does not directly share your personal information ... Read more

☐ LinkedIn may show me ads on third-party websites.

[Save changes] or Cancel

Uncheck the box. Opt out of partner advertising on third party websites

Security settings **2**

☑ When possible, use a secure connection (https) to browse LinkedIn

Note: LinkedIn applications will not be available when you select this option. Learn more.

[Save changes] or Cancel

Protecting Your Data

If you frequently access LinkedIn through public WiFi, enable the https security setting to encrypt your data.

Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. Limit your use of applications to ensure that third parties cannot collect, share, or misuse your information. Apply the **Groups** and **Applications** settings shown below to ensure that your information is visible only to people of your choosing.

Profile		
Email Preferences	**Groups**	**Applications**
	Select your group display order »	View your applications »
Groups, Companies & Applications	View your groups »	Add applications »
	Set the frequency of group digest emails	**Privacy Controls**
Account	Turn on/off group invitations	Turn on/off data sharing with 3rd party applications **2**
	Turn on/off notifications when joining groups **1**	Manage settings for LinkedIn plugins on third-party sites **3**
	Companies	
	View companies you're following »	

Data sharing with third-party applications **2**

☐ Yes, share my data with third party applications.

[Save changes] or Cancel

Uncheck the box. Do not share with third parties.

Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information.

LinkedIn retrieves information about users on websites with LinkedIn Plug-In integration and reports comprehensive summaries of its users through the Bing search engine. Prevent sharing your activities on third-party websites with LinkedIn to protect your online identity.

Notifications when joining groups **1**

☐ Yes, publish an update to my network whenever I join a group that has these notifications enabled by the group owner.

[Save Changes] or Cancel

Uncheck the box. Prevent automatic posting.

Note: You may want to turn this option off if you're looking for a job and want to be more private about which groups you join.

Manage settings for LinkedIn plugins on third-party sites **3**

If you're signed in to LinkedIn when you view any page that uses our professional plugins, we receive information that you've visited that page. This allows us to improve your LinkedIn experience and provide you with insights from your professional network, like how many of your connections have shared an article into LinkedIn using the Share on LinkedIn plugin.

☐ Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins.

[Save changes] or Cancel

Uncheck the box. Do not share with third parties.

Useful Links

A Parent's Guide to Internet Safety — www.fbi.gov/stats-services/publications/parent-guide
Privacy Rights Clearinghouse — https://www.privacyrights.org/privacy-basics
Microsoft Safety & Security — www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online — www.onguardonline.gov/topics/social-networking-sites.aspx

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