

To: Intuit Corporate Security/Facilities Contacts  
Fr: Rick Phillips / Intuit Information Security  
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Hello-

Enclosed you will find pieces of the "kit" for the "Security Awareness" campaign/"mock" cubicle, as well as a print out of how the cube should be set up. The contest will run 10/6-10/31, so please have everything in place during this period.

The "kit" contains:

- a photo frame with a picture of "snowball" the dog ("snowball is the password clue")
- a toy phone, with "Facebook" on the screen
- an empty USB/thumb drive
- a small yellow sign saying "Symantec Antivirus Auto-Protect is Disabled"
- a small blue/grey sign saying "Screensaver Disabled – Exit and reenable screensaver"
- Phishing campaign to be taped to computer monitor screen
- Folders and paper with "Confidential" stamps
- Yellow post-it notes with password clue. Should be attached to monitor and "toy phone"
- Phishing campaign to be taped to computer monitor screen
- A small tube of superglue
- A black simulated "desk pad" (to be placed under keyboard & mouse. (items can be glued to this)
- Set of "foot prints" to be applied to the floor leading up to set-up area, in this order (closest to furthest):
  - 1) Blank left foot
  - 2) National Cyber Security Awareness Month
  - 3) Play Your Part
  - 4) Walk the Talk of Cyber Security
  - 5) Intuit Information Security

Note: the following items can be secured directly in the scene using super glue on a desk pad or a mouse pad:

- The toy phone
- USB/thumb drive
- Badge

Items needed for each location:

1. Cubicle walls & desk
2. Chair
3. Computer monitor (doesn't need to "work")
4. Pictures and items to add "personality" to cubicle
5. Contest rules (on hardback foam board) and banner (sent separately)
6. "phishing campaign" on computer screen: PowerPoint slide printed and taped to screen
7. Post-It note
8. Picture of pet on desk with name of pet visible (should match password clue on Post-It)
9. "No screen saver" sign
10. "Anti-virus software: Disabled!" Sign – printed out
11. Mock security badge (please create your own. Can be glued to desk pad)
12. Unsecured mobile device (tablet, mobile phone or Blackberry)
13. Folders and papers marked "Confidential" placed on the desk and in the garbage

Please let me know if you have any questions, and thanks for all of your help!

Rick