



BEST PRACTICES FOR USING ONLINE SYSTEMS



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Please find below some useful information on best practise for using online systems, which also includes some specific information about best practises for using Agency Branch.

1. Use a secure password that is not the same as one on any other system.

It is best to use a password generator using a password with at least 10 digits including letters, numbers and symbols. Don't send the password over the Internet to anyone else.

<https://passwordsgenerator.net/>

2. If you are a school tutor, you should remove your preferred invoice payment details from your profile page after the first payment from Bristol Tutors has been received.

3. Don't log into an online system in public and stay logged in – it is important not to leave your laptop where others may be able to view it.

4. Change your password at least every 3 months.

5. Ensure you have up to date antivirus software on your computer at all times.