

# Online Account Inventory

Follow the steps below to determine what changes to make to your online accounts.

- In the box below, list all sites for which you have online activity (*email, video watching, video chatting, social networking sites, online games, etc.*).
- Think about the screen names you use for these sites. Do they reveal any of the following?
  - Age (*current age, date of birth*)
  - Name (*last, both first and last*)
  - Location (*zip code, state, city, street*)
 If so, place a checkmark (✓) for follow-up work on this account and think of a screen name that does not give away any personal information.
- Review your profile picture, which is typically viewable by the public. Does it include:
  - A picture of you?
  - Information about your school or hometown?
  - Anything you would not want a stranger to see or know about you?
 If so, place a checkmark (✓) for follow-up work on this account to find a new picture that does not reveal any personal information. Try a picture of a pet, favorite sports team, etc.
- Think about the password(s) you are using. Is it:
  - Old, meaning you haven't changed it in months?
  - One that contains familiar words or personal information such as your name, street or pet's name?
  - One that you have shared with friends?
 If so, place a checkmark (✓) for follow-up work on this account. It's time to change your password. Make it strong by using a combination of upper and lower case letters, numbers and symbols, and secure it.
- Now think about your profile for each site. Who can see it—the entire world or only those you've selected? If it's open to the public, place a checkmark (✓) in the privacy column as a reminder to enable your privacy settings.

## My Online Accounts

Account	Screen Name	Profile Picture	Password	Privacy
Instagram				
	YAHOO!			
				
	YouTube			
Vine				Google

✓ = Where I need to set privacy settings or change my screen name, profile picture or password.  
 To protect your privacy, do not list your screen names or passwords on this worksheet.