Cybersecurity 101: Delete Old Accounts

Curriculum Guide

Consumer Reports and Cybersecurity

For more than 80 years, Consumer Reports has been dedicated to working side by side with consumers for truth, transparency, and fairness among products and retailers. Some of the most intimate aspects of our lives unfold through devices and online services. However, there are big questions about whether the devices and services we use respect our privacy, and whether they adequately safeguard our information. It is easy to feel overwhelmed by the challenge of staying safe online.

That's why Consumer Reports launched Security Planner. Security Planner is a free, easy-to-use guide to staying safer online. It provides personalized recommendations and expert advice on topics such as keeping social media accounts from being hacked, locking down devices ranging from smartphones to home security cameras, and reducing intrusive tracking by websites.

Our team of experts has worked on adapting content from Security Planner to create easy-to-use curriculum for any learning spaces. We're dedicated to bringing the power back to consumers and having them feel in control of their digital lives. Though we can't do it alone. We can't say this enough: Thank you for helping us create a more informed and safer world.

Introduction to the Curriculum Guide

We know that running a workshop can be hard. We also know that teaching cybersecurity can be confusing. We don't expect you to be an expert in either! That's why we've created this guide to help you feel prepared, regardless of your previous experience. Read the guide carefully to capture the tips, tricks, and trusted methods we've listed that are sure to make your event an effective and fun convening for all those involved.

In this guide there are multiple activities that teach the basics of cybersecurity in easy-to-understand and hands-on ways. Activities have suggested times and step-by-step instructions to help you facilitate the workshop. The instructions are meant to act as frameworks and can be adjusted to make the event feel more natural. Make the content your own. So *don't* use it like a script but *do* make it personable and discussion-based.

If at any point you need additional support organizing your event or teaching activities, contact the CR team at community@cr.consumer.org. We are here to help you every step of the way.

Welcome and Introduction

SUMMARY:	Facilitators will introduce the workshop and topic
OBJECTIVES:	➔ Introduce facilitator(s) and participants. ➔ Set ground rules.
ESTIMATED TIME:	10 minutes
ACTIVITY TYPE:	Group discussion

STEP 1: Introductions
🕐 5 minutes

➔ Welcome participants to the workshop and introduce yourself. Participants should also introduce themselves at this time.
➔ Discuss why you have organized this event and what cybersecurity means to you. *(Note: This should be and feel personal; make sure participants know why **you** care about this topic. If you need help, use the info on cybersecurity that we've gathered below.)*
➔ Review the agenda and share why the topic you chose is important—what are the threats and concerns we face because of it?

Why Cybersecurity and Old Accounts?

● We are increasingly surrounded by new technologies, and though they are fun and convenient to use, the personal details we are sharing are often at risk.
● The more accounts you have online, the more at risk you are of having your personal information being misused or stolen. The digital world is filled with accounts we no longer use and an important part of digital security is cleaning them up.
● In the wrong hands, our personal data can be used against us to coerce us into making decisions or paying increased prices based on our preferences, and exploit us into giving away sensitive information or money, among other things.

STEP 2: Ground rules

🕐 5 minutes

➔ Discuss the importance of ground rules at events.
➔ Share a list of ground rules that will allow for an open, safe, and fun environment.
➔ Ask participants whether they have questions or they wish to add to the ground rules.

Importance of Ground Rules
● It is important to set ground rules at events because it helps us shape how we will collaborate with each other and create a shared space where everyone feels open to contributing. ● Topics, such as privacy and security, can be very personal and attendees can have a range of experiences, including some negative or conflicting ones.

Sample Ground Rules
● Listen actively—respect others when they are talking. ● We are all here to learn. Everyone's opinion is valid and important. There are no bad ideas. ● The conversation is not meant to discredit any person, organization, group, demographic, or gender. ● Topics like privacy can be difficult for many reasons. Talk from your own experience and be open and empathic to others' opinions. ● Your privacy means protecting your personal information. Share stories and information you are comfortable with, while not disclosing sensitive information about your accounts. ● The intent is to participate to our full capabilities and to work together.

![Consumer Reports logo](CR Consumer Reports)

Delete Old Accounts

SUMMARY:	In this module, facilitators will discuss how to find and delete old accounts.
OBJECTIVES:	➜ Discuss importance of a digital footprint ➜ Find old accounts that are no longer in use ➜ Delete old accounts and applications
APPROX. TIME:	35 minutes
MATERIAL:	Post-it Notes Pens Internet-connected devices (computers and smartphones)

Activity 1: Deleting old accounts (10 mins)

STEP 1: Digital Footprint
🕐 5 minutes

➜ Discuss as a group the term 'digital footprint'.

❓ Digital Footprint

Your digital footprint is all the data and information you leave online while using the internet. It includes every action, account, or comment that is tied to your name online. Your digital footprint will continue to grow with your online usage and can last for a long time.

Things to consider:

- Is it possible to erase your digital footprint?
- What things would you not want online in 10 years?
- Who can find information about you online?

STEP 2: Participant's Digital Footprint
🕐 5 minutes

➔ On a digital device, encourage participants to search themselves in a browser to view their public activity.

Sample Prompts

- How much information did you find online?
- What information surprised you?
- Any accounts you forgot you had? How would you feel if someone else found that account in 5 or 10 years?

Activity 2: Find old accounts (15 mins)

STEP 1: List Digital Accounts
🕐 5 minutes

➔ Ask participants to list all their digital accounts, highlighting which ones they no longer use. Need help remembering what accounts you have? Try searching your username, looking through old emails, or go through saved logins.

➔ You can use sites like Checkusernames.com, Knowem.com, and Namecheck.com which tell you whether a username is available on popular services.

➔ Additional ways to find accounts you no longer use include searching your email inbox for phrases such as "welcome to," "new account," "password," or "confirm your email," and searching for your username in your email inbox.
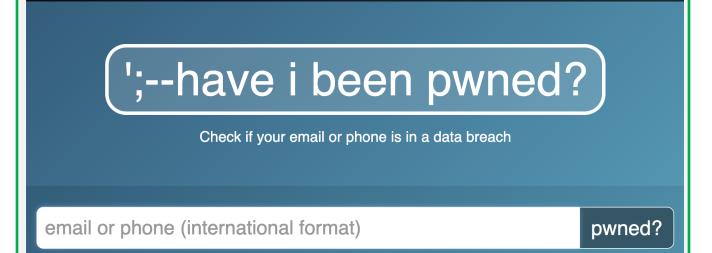
STEP 2: Have I Been Pwned
🕐 5 minutes

➔ It is very likely that every person's contact info has been in a data breach. To tighten up your digital security, it's important to know which of your accounts have been affected or delete the account if you no longer use it.

➔ Have all participants visit the site HaveIBeenPwned.com. Enter your information, either email or phone number, to get a list of sites where your personal information has been compromised.

➔ Update your passwords on the compromised site or delete the account all together.

Have I Been Pwned Site

[Have I Been Pwned](#) was created by web security consultant Troy Hunt. Have I Been Pwned analyzes information from hundreds of breaches and millions of compromised accounts, whose data often ends up posted online and traded by criminals. The site lets you enter an email address or a phone number to find out whether it has appeared in any of the data breaches the site tracks.

';--have i been pwned?

Check if your email or phone is in a data breach

email or phone (international format)   pwned?

STEP 3: Searching Linked Accounts
🕐 5 minutes

→ It's possible that participants have allowed social media companies access to old accounts that they no longer use. Log into social media accounts to find a list of apps that they can access, and take note of accounts you aren't using. From there participants can remove the app's access to the account, but they will also want to go to the specific sites to cancel the account at the source.

→ For this activity, pick one social media account that is most popular with participants and review the steps together. Afterwards, they can follow similar steps on other accounts they use.

Searching Connected Accounts on Social Sites

Facebook

To see a list of apps connected to your Facebook account, log into Facebook using a desktop or laptop browser. Click your profile picture in the top right > Settings & privacy > Settings > Apps and Websites. Be sure to look through all three tabs (Active, Expired, and Removed) for a complete list.

Google

For Google, sign into your account, and visit https://myaccount.google.com/permissions

There are two different types of account access you might see.

1) There are third-party apps with account access.
2) There is also "signing in with Google," which means you use your Google account to sign into certain sites or apps, and they can see your name, email address and profile picture.

LinkedIn

Visit https://www.linkedin.com/mypreferences/d/data-sharing-for-permitted-services

Twitter

Visit https://twitter.com/settings/connected_apps

Activity 3: Deleting old accounts (10 mins)

STEP 1: Delete Old Accounts
🕐 10 minutes

➔ Discuss why it is important to delete old accounts and information using the description below.
➔ After participants have listed or found all their old accounts, encourage participants to go through and start deleting some. Allow participants to work on their own lists and come up with a goal (3? 5? 10?) of how many accounts each person should delete.

➔ Bonus: Make this into a game! As a group, set a timer and see how long it will take you to delete an appropriate number, depending on your group size, of accounts.

Why it's Important to Delete Old Accounts

All accounts contain personal details about individuals. Old and unused accounts leave you vulnerable to your data being shared without your consent or content being public that you no longer want to share or exploited if someone wants to impersonate you.

For example, a data breach could occur on a site you no longer use. Someone could use your personal information or password information to break into other accounts.

Everyone changes, the content you publish and your setting preferences should as well.

Conclusion

SUMMARY:	Close-out your workshop with one final reflection.
OBJECTIVES:	➔ Discuss what participants are taking away from the workshop. ➔ Share what participants can expect after the workshop.
ESTIMATED TIME:	5 minutes
ACTIVITY TYPE:	Group discussion

STEP 1: Final comments
🕐 5 minutes

➔ Facilitate a brief and reflective discussion on managing your digital footprint.
➔ If you are a small group, have everyone go around in a circle and comment on something they learned, found interesting, or will do differently as a result of the workshop.

➔ If you have a large group, ask individuals to break off into pairs and discuss their reflections with another person. Bring the group back together and ask if anyone wants to share what was discussed.
➔ Encourage the group to share any outstanding questions or comments.

? Suggested Prompts

- What is one thing you will take away from the workshop?
- How does this relate to the technology, platform, and devices you use every day?
- How will you share something you learned with someone else who didn't attend this workshop?

Resources and links

The resources and links below are to aid your workshop. You can share them before, during, or afterwards with participants.

Additional Resources

ARTICLE: Find old accounts
https://www.consumerreports.org/data-theft/how-to-use-have-i-been-pwned-data-breach-a6598286668/

ARTICLE: How to delete online accounts you no longer need
https://www.consumerreports.org/privacy/how-to-delete-online-accounts-you-no-longer-need-a1194263953/

ARTICLE: How to find old online accounts
https://www.consumerreports.org/digital-security/how-to-find-old-online-accounts-a1266305698/

ARTICLE: Delete old accounts
https://securityplanner.consumerreports.org/tool/delete-old-accounts