

# Computer Security Scanning Procedure

## October 3, 2011

### Summary

This document provides the procedures to perform two on-line scans to determine the security state of a computer. They can be used on any computer used in the AARP Tax-Aide program, or even your own personal computer(s) that are not used for Tax-Aide. These scans are required to qualify personal, donated or site provided computers as TWO wireless workstations,

### About the Scans

Both tests can be completed in less than a minute with relatively fast computers and a high-speed Internet connection. The scans themselves do not install anything on the computer being tested, but the first scan does require Active-X and the second scan requires that Sun Java be installed on the computer.

Personal, donated and site provided computers must pass two on-line scan tests to insure these computers do not have malware and their security related software is up to date. Once the scans are completed, you are required to register your personal, donated or site provided computers on the following website: [http://www.taxaideaarp.org/secure\\_scan/sec\\_scan.htm](http://www.taxaideaarp.org/secure_scan/sec_scan.htm). You must also provide a screen shot the Norton Scan was successfully passed.

Here are the instructions for performing these scans.

The first scan is **Norton Security Scan**. You should use the remote scanning program available on this Norton website; do not download anything to the computer being scanned:

Link and URL - <http://security.symantec.com>

Select.....

[Continue to Symantec Security Check](#)

Then choose... SECURITY SCAN



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This Norton website provides two different on-line scanning programs. One is a Security Scan and the other is a Virus Scan. Select the **Security Scan** option and click on **Start**. Then accept the license agreement and the scan will begin.

The scan checks the following areas and will be completed in about a minute or less.



**Hacker Exposure Check**

Checks whether your computer allows unknown or unauthorized Internet communications.

**Windows Vulnerability Check**

Checks whether basic information about your computer, including your PC's network identity, is exposed to hackers.

**Trojan Horse Check**

Checks whether your computer is safe from [Trojan horses](#).

**Antivirus Product Check\***

Checks whether you're protected by a commonly-used virus protection product.

**Virus Protection Update Check\***

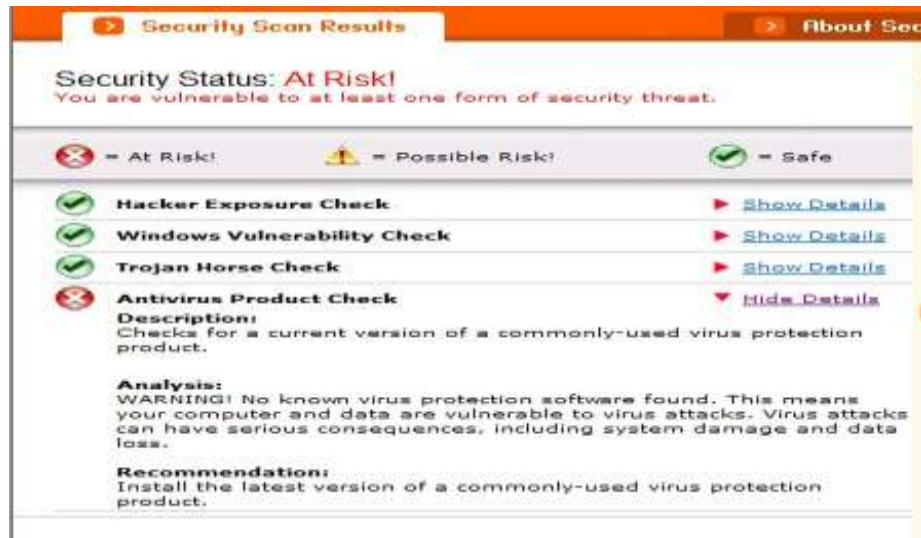
Checks whether you're safe from the latest viruses. Applicable if you have a virus protection product.

Sometimes the scans will report an acceptable discrepancy. The Norton software only recognizes the more commonly used anti-virus software and your anti-virus software may not be recognized. Just be sure you have an anti-virus program installed and that its virus definitions are up to date. And some Internet service providers open ports that are normally closed. Please note any discrepancy reported needs to be explained in a box provided on the report

A computer with Microsoft Security Essentials (MSE) produced the following:

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If you are scanning a personal, donated or site provided computer for use as a TWO Wireless workstation you need to save a screen shot of the scan results page. Use **Faststone Capture** or press the **Print Screen** key on your keyboard. If you used the Print Screen key, open the **Paint** program that can be found under Accessories in the Program menu. With Paint open, select **Paste** and then save the file as **Norton-Scan-Results**, or a similar name. Note that no spaces are allowed in the name for the uploaded file and website will only accept files no larger than 100kb. You may need crop the image to just the actual scan report to keep the file size small. Instructions for cropping .gif and .jpeg image files are on the Scan Reporting Website. Typically using the .gif image format will provide a smaller image file size.

The second scan checks to insure your security related programs are up to date with the latest version and all available updates are installed. If it finds a program is not up to date it will provide the link to download the update. Windows Updating is one of the tests, so if the computer has not been on the Internet recently or is not programmed for automatic Windows Updating, it will speed up the test if you run **Windows Update** before running this scan test. This scan program also requires that your computer have **Sun Java** installed. If it is not it will advise you to install it before starting the scan and provide the link to download and install the **Sun Java** program. The scan program is called **Online Software Inspector (OSI)**, by Secunia, at this website:

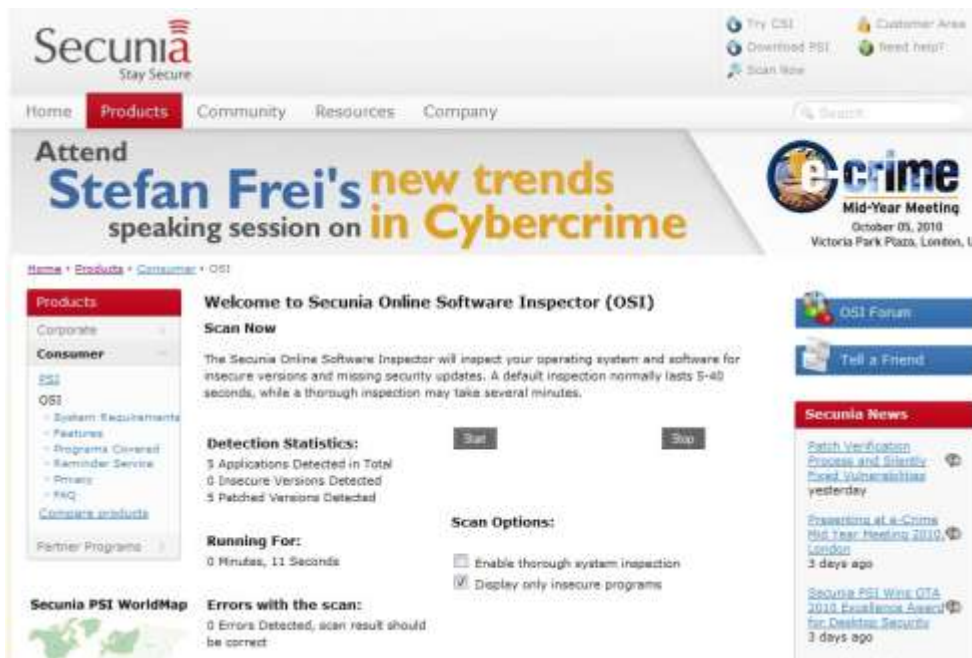
**Link and URL -** [http://secunia.com/vulnerability\\_scanning/online/](http://secunia.com/vulnerability_scanning/online/)

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Click on **Start Scanner** to start the scan. Then on the next screen you do not need to change the Scan Options, just click **Start** and the results will appear on the same screen. The scan only takes a few seconds unless there is a lot of updating required.



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If either scan detects a problem, follow the instructions to get it resolved and then run the scan again until your computer passes the scan tests.

**NOTE:** Adobe Flash Player can be difficult to update. It may take several update attempts or just download and install the current version.

After you have successfully passed both scan tests, go to the scan reporting website. Then enter the data necessary to upload the file.

**Link and URL** - [http://www.taxaidearp.org/secure\\_scan/sec\\_scan.htm](http://www.taxaidearp.org/secure_scan/sec_scan.htm)

There are three pages to complete on the website.

Page 1 – This is only to list your email address.

Page 2—List your name and Tax-Aide State and Position.

Page 3 –List the computer(s) that passed the Security Scans –*can be more than one page*

**NOTE:** The Scan Tests Report is only required for personal, donated or site-owned computers that will be used as a wireless workstation for TWO. You should periodically re-run these scans on all computers used on the Internet, particularly those listed above, to make sure the computers remain free from malware and all security related updates are installed.