

# Security Guidance (ISO 27001)

Guidance terhadap pemenuhan ISO 27001

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# Guidance

Guidance dan checklist pemenuhan ISO 27001 ruang lingkup proyek :

## Checklist pemenuhan ISO 27001 Proyek

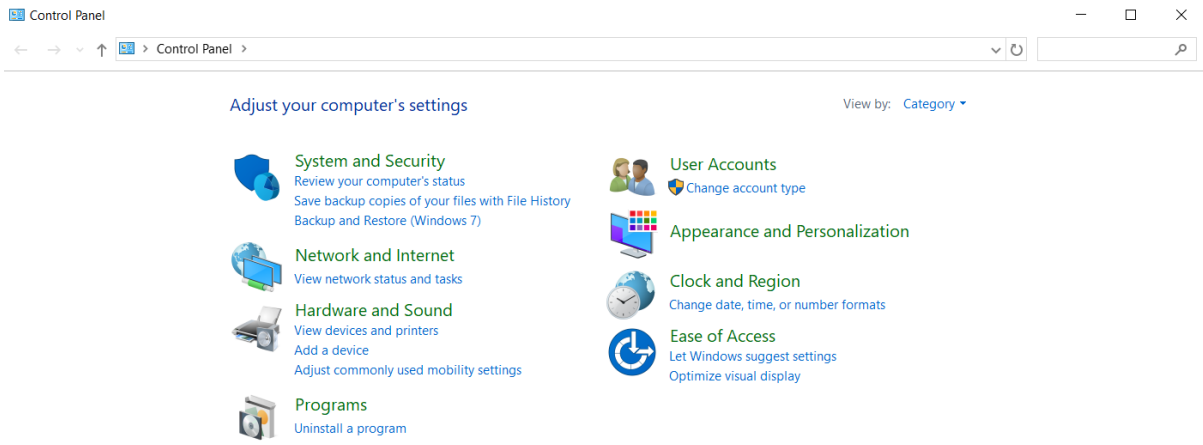
Source File (Template)

No	File	Link
1	Daftar Inventaris	<a href="#">Daftar inventaris notebook proyek</a>
2	Berita Acara Serah Terima	<a href="#">FORM BAST (TEMPLATE)</a>
3	Berita Acara Serah Terima Pengembalian	<a href="#">FORM BAST Pengembalian (TEMPLATE)</a>
4	Disposal Aset	<a href="#">Disposal Aset</a>
5	Data akses aplikasi proyek	<a href="#">Data akses aplikasi proyek</a>

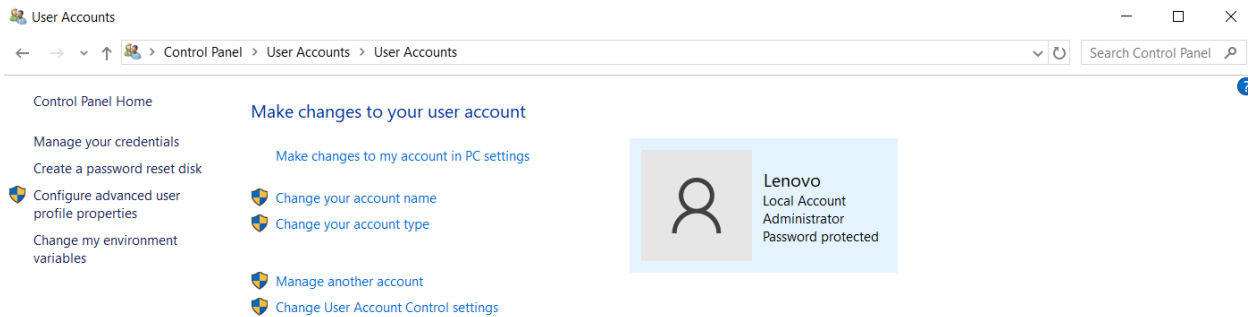
# Manage akses notebook

# Pembuatan user akses Windows

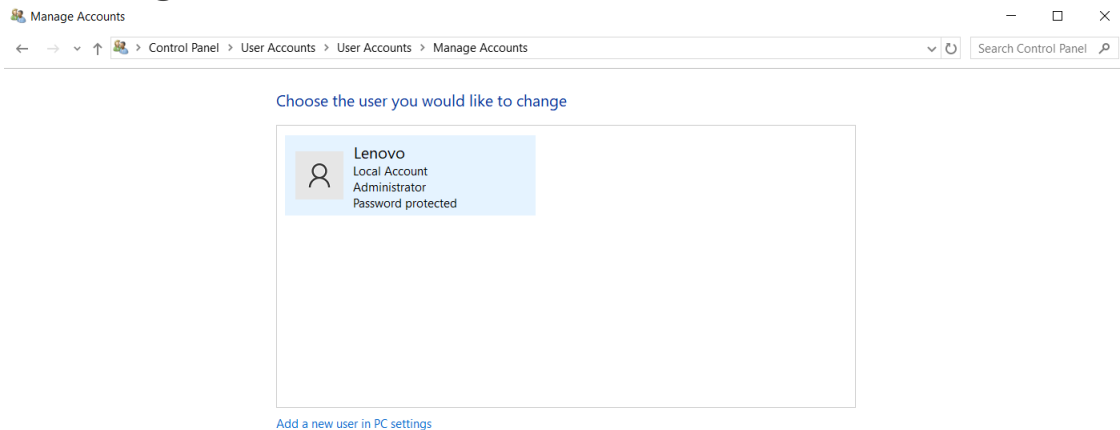
## 1. Buka **Control Panel**



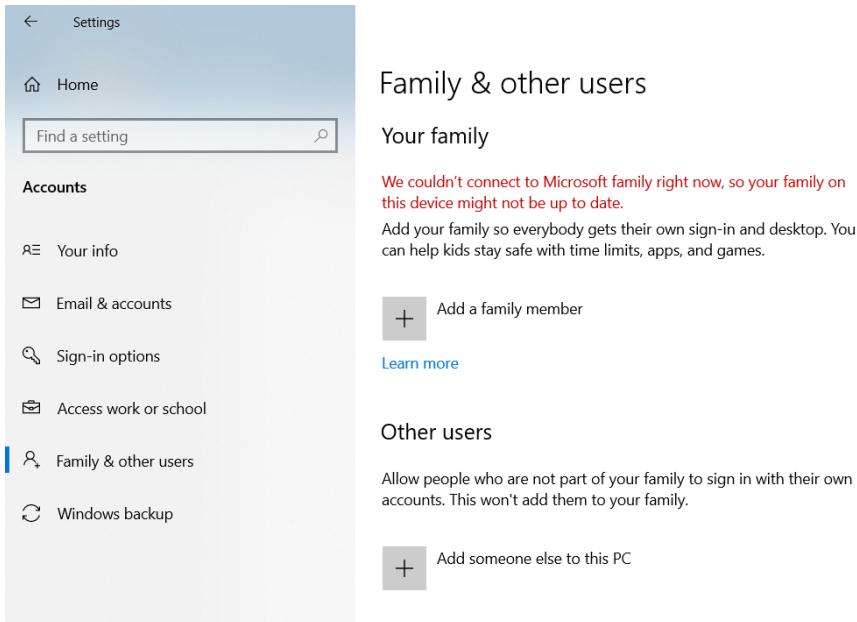
## 2. Pilih **User Accounts > User Accounts**



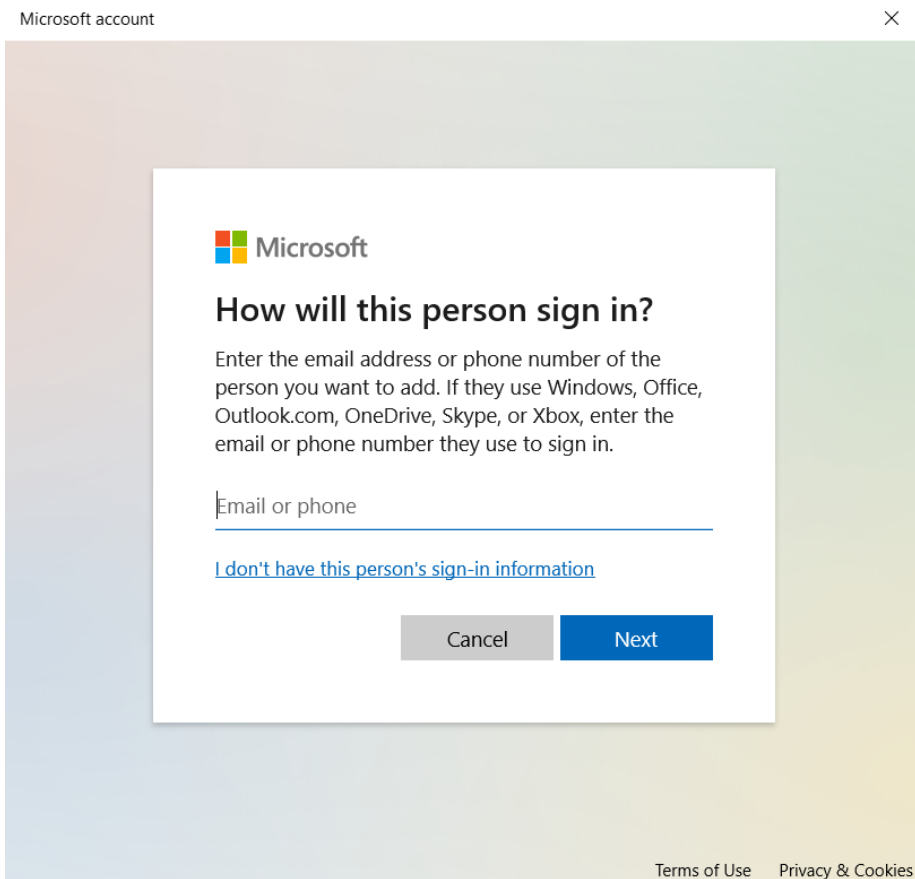
## 3. Pilih **Manage another account**



## 4. Pilih **Add a new user in PC settings** > Klik **Add someone else to this PC**



5. Pilih ***I dont have this person's sign-in information***



6. Pilih ***Add a user without a Microsoft account***



## Create account

someone@example.com

[Get a new email address](#)

[Add a user without a Microsoft account](#)

Back

Next

### 7. Masukkan username dan password user baru

#### Create a user for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

User

Make it secure.

••••••••

••••••••



In case you forget your password

Security question 1



Your answer

# Antivirus

# Cara Update Windows Defender

1. Klik tombol Windows di keyboard komputer
2. Search "**Windows Security**"
3. Buka tab menu **Virus & Threat Protection**
4. Cari menu **Virus & threat protection updates**
5. Klik link **Check for Updates**
6. Klik tombol **Check for Updates**
7. Tunggu beberapa saat dan pastikan update selesai, seperti gambar berikut


## Protection updates

View information about your security intelligence version, and check for updates.

### Security intelligence

Microsoft Defender Antivirus uses security intelligence to detect threats. We try to automatically download the most recent intelligence to protect your device against the newest threats. You can also manually check for updates.

Security intelligence version: 1.409.724.0  
Version created on: 5/6/2024 10:35 PM  
Last update: 5/7/2024 8:49 AM

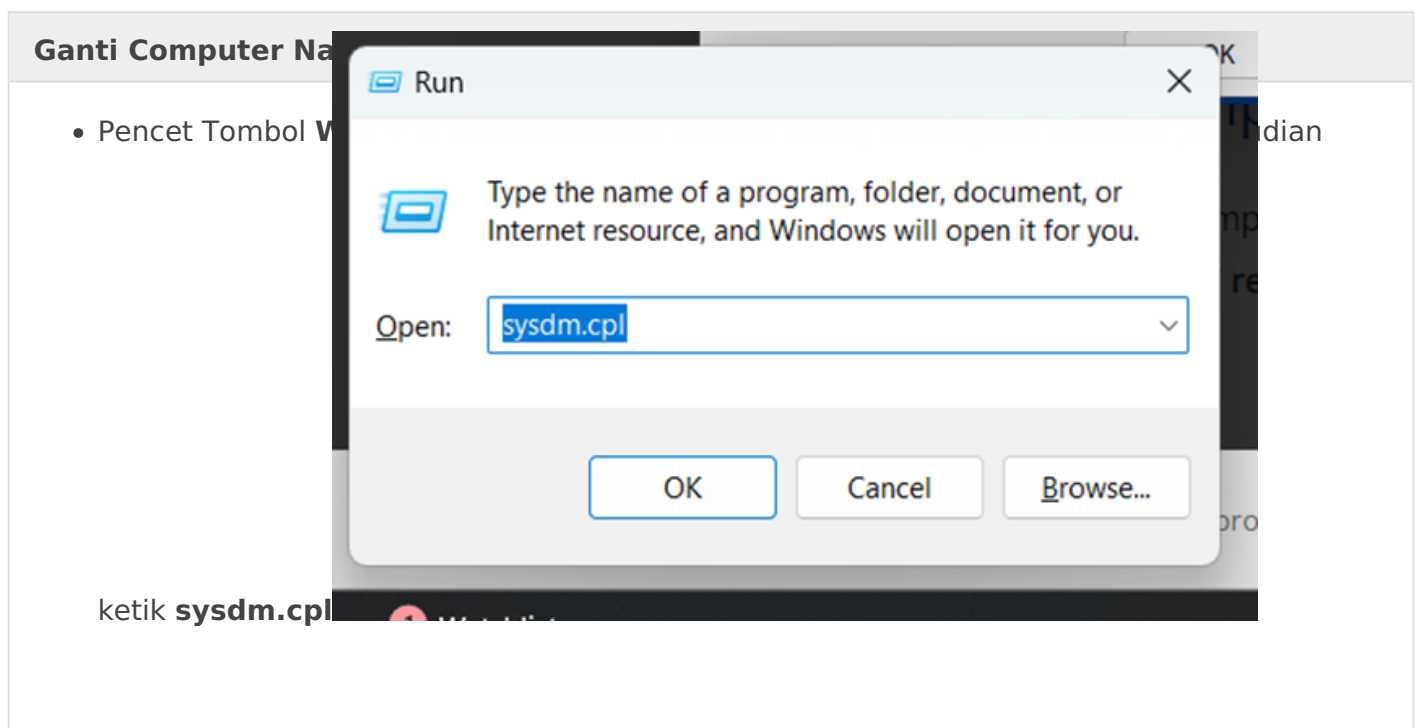
 Checking for updates...

Cancel

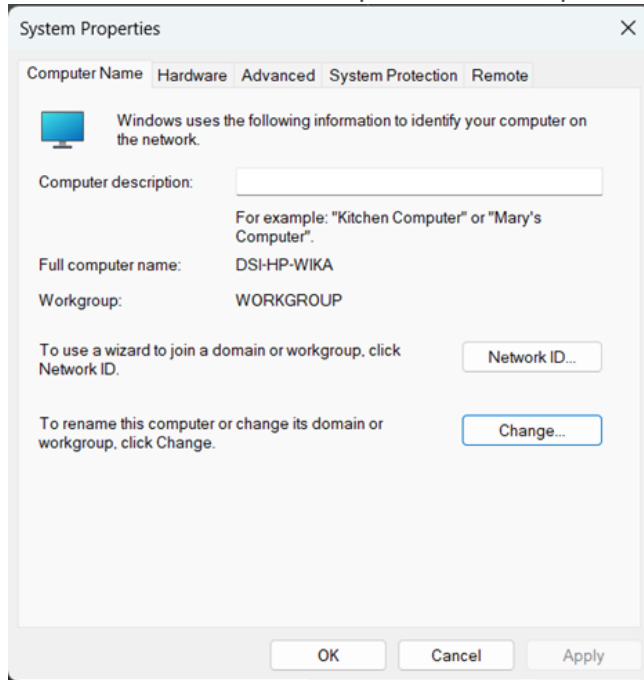
# CARA INSTALL KASPERSKY ENDPOINT SECURITY

Pastikan tidak ada antivirus lain selain Windows Defender di device anda (McAfee , Smadav , Avast , DII)

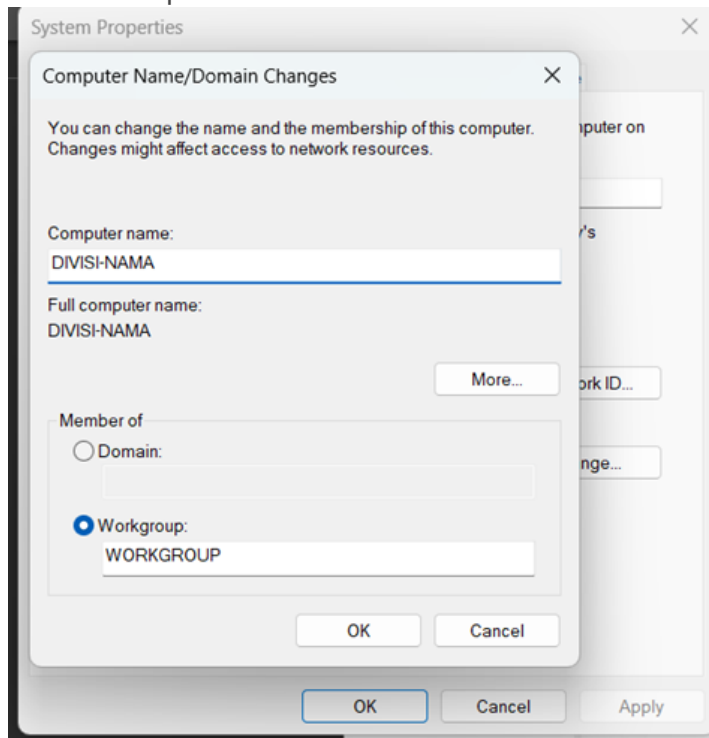
Klik [link](#) untuk download master aplikasi Kaspersky.



- Kemudian muncul tab seperti dibawah pilih menu **Change**

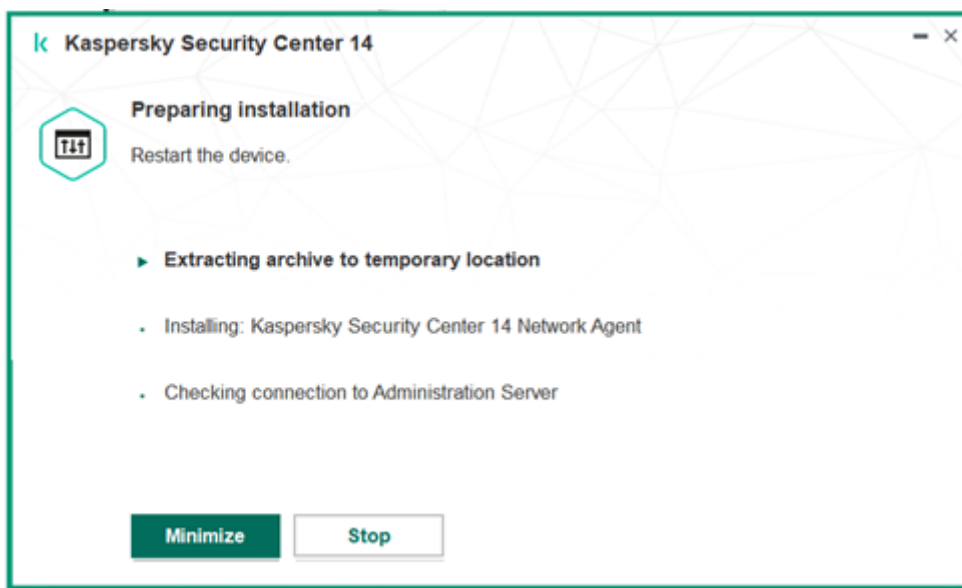
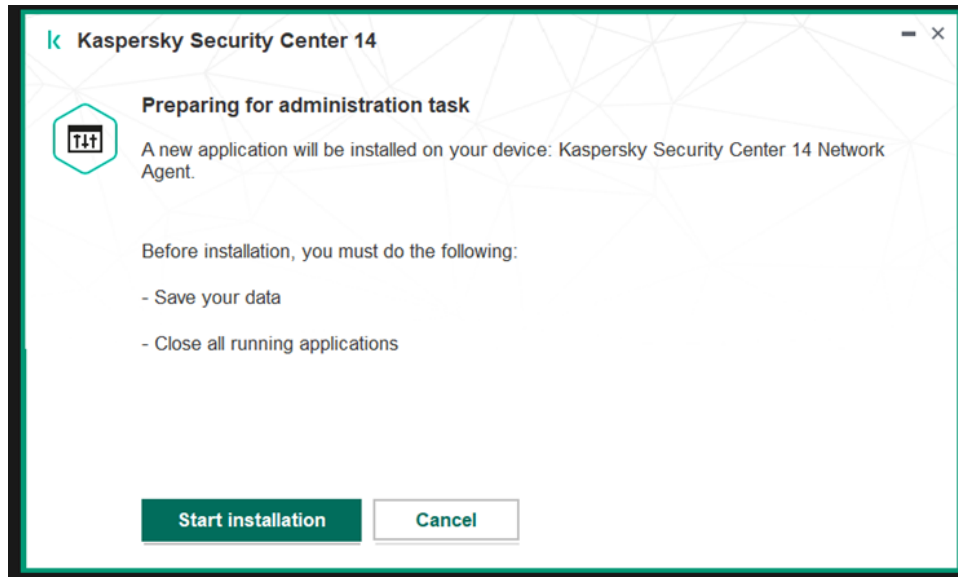


- Ganti Computer name sesuai **divisi - nama** masing-masing kemudian pilih OK



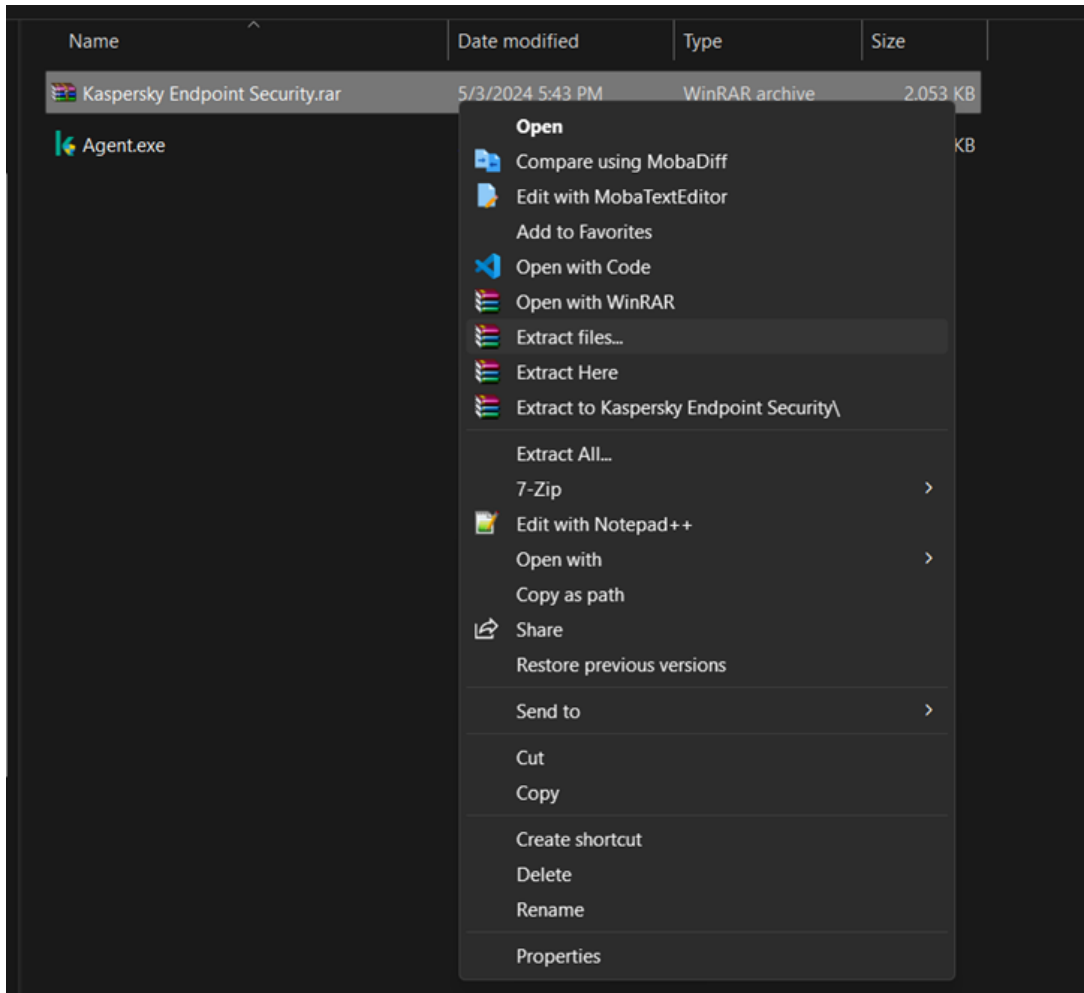
## Install Kaspersky Agent

Buka aplikasi Kaspersky agent yang sudah didownload , kemudian akan muncul tab seperti gambar dibawah , klik menu **Start installation** , tunggu hingga proses install selesai



## Install Kaspersky Endpoint Security

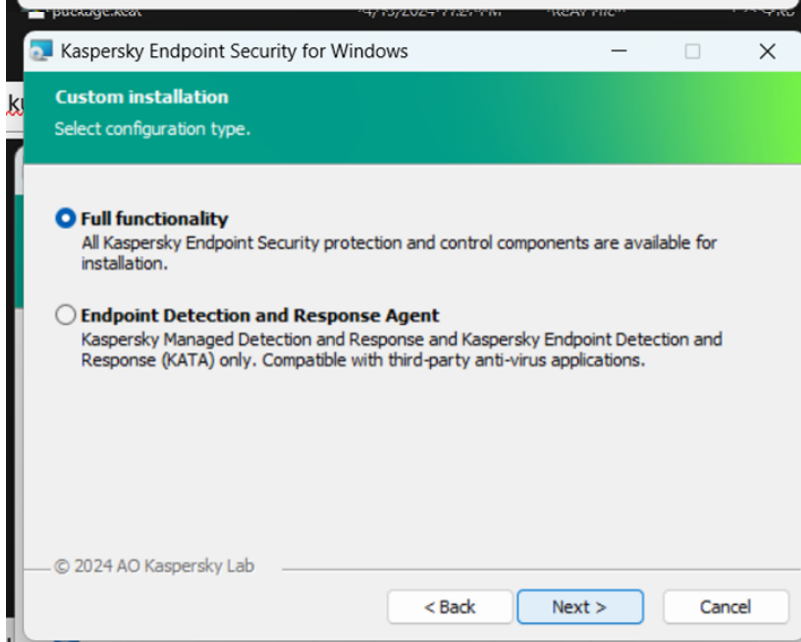
- Ekstrak file Kaspersky yang sudah di download , Klik Kanan file pilih menu **Extract files** kemudian next-next aja



- Buka aplikasi `setup_kes.exe` yang sudah diextract tadi

Name	Date modified	Type	Size
<code>klcfginst.msi</code>	4/15/2024 11:11 PM	Windows Installer ...	30,504 KB
<code>ksn_en.txt</code>	4/13/2024 3:37 AM	TXT File	37 KB
<code>license.txt</code>	4/12/2024 2:53 AM	TXT File	64 KB
<code>package.kcat</code>	4/15/2024 11:27 PM	KCAT File	4 KB
<code>setup_kes.exe</code>	4/15/2024 11:09 PM	Application	1,255 KB

- Ikuti perintah sesuai di tab tersebut , next next aja



Jika terdapat kendala selama instalasi atau keperluan mendapatkan **Kaspersky Activation Key** silahkan *request* via aplikasi helpdesk IT di link berikut [sla.wika.co.id](https://sla.wika.co.id)  
Pilih *helptopic* "Support/Aplikasi Komputer".