

Guidelines for creating a good password

Passwords are very important and having a strong password will better protect your data and your network. Creating passwords may seem annoying, but they are necessary. Creating a strong password can be easy. The following guidelines have been created to assist you in creating a good password.

Password guidelines:

It must be at least eight characters long.

It must contain at least one number and one symbol.

You cannot use a previously used password (unless you modify it).

How to avoid “bad” passwords

Avoid passwords that would be easy for someone to guess.

Don't use:

- Phone numbers
- Names (salley)
- All uppercase or all lowercase words (money, MILLION)
- Short words (dog)
- Slang (moneygrip)
- Sequential letters or numbers (qrstuv, 123456).
- Personal information (birth dates, SS#, favorite color, pets name)

When to change your password

You should change your password if:

- You have written it down and have misplaced it.
- You have shared your password with anyone else.
- You suspect someone has been using your computer without your consent.

Tips for creating a good password

When creating passwords try to include at least one number and one symbol.

Tips for a good password	Examples
Include numbers	<ul style="list-style-type: none">• Ilove1981• 4NY265
Include characters such as: !, \$, #, *, %	<ul style="list-style-type: none">• success!\$key success is key
Mix uppercase and lowercase letters	<ul style="list-style-type: none">• SucceSS• iCeCold

<p>Use a phrase, book title, song title, etc.</p>	<ul style="list-style-type: none"> • GodIsLove • Walk!tOut Walk it Out
<p>Reverse words</p>	<ul style="list-style-type: none"> • rehtnaP Panther • !14llA All for one!
<p>Use the 1st letters of a sentence or phrase</p>	<ul style="list-style-type: none"> • WWJD?? What Would Jesus Do?? • APS2NC! All People Seem to Need Computers! • TBIY2C The Best Is Yet to Come
<p>Substitute words with numbers or letters (are-R, you-U, to-2, be-B, eye-I, for-4, see-C, why-Y, ate-8)</p>	<ul style="list-style-type: none"> • UR4me! You Are for me!

*****Please do not use any of the examples shown.**