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.

<table>
<thead>
<tr>
<th>Tips for a good password</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include numbers</td>
<td>• Ilove1981</td>
</tr>
<tr>
<td></td>
<td>• 4NY265</td>
</tr>
<tr>
<td>Include characters such as: !, $, #, *, %</td>
<td>• success!$key</td>
</tr>
<tr>
<td></td>
<td>success is key</td>
</tr>
<tr>
<td>Mix uppercase and lowercase letters</td>
<td>• SucceSS</td>
</tr>
<tr>
<td></td>
<td>• iCeCold</td>
</tr>
</tbody>
</table>
| Use a phrase, book title, song title, etc. | • GodIsLove
• **Walk!tOut**
Walk it Out |
|---|---|
| Reverse words | • **rehtnaP**
Panther
• !14lA
All for one! |
| Use the 1st letters of a sentence or phrase | • WWJD??
What Would Jesus Do??
• **APS2NC!**
All People Seem to Need Computers!
• **TBIY2C**
The Best Is Yet to Come |
| Substitute words with numbers or letters (are-R, you-U, to-2, be-B, eye-l, for-4, see-C, why-Y, ate-8) | • **UR4me!**
You Are for me! |

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