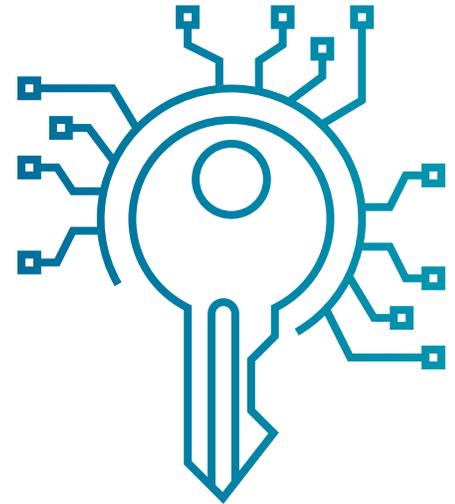


Complex Password Guide

Tips For Password Security

- ✓ Keep your passwords private – never share a password with anyone else.
- ✓ Do not write down your passwords.
- ✓ Use passwords of at least eight (8) characters or more (longer is better).
- ✓ Use a combination of upper case letters, lower case letters, numbers, and special characters (for example: !, @, &, %, +) in all passwords.
- ✓ Avoid using people’s or pet’s names, or words found in the dictionary; it’s also best to avoid using key dates (birthdays, anniversaries, etc.).
- ✓ Substituting look-alike characters for letters or numbers is no longer sufficient (for example, Password” and “P@ssw0rd”).
- ✓ A strong password should look like a series of random characters.



How To Create A Strong, Complex Password

Here’s a way to make a strong password that’s very hard to crack:

FOLLOW THESE STEPS

EXAMPLE

1 Think of a phrase or sentence with at least eight words. It should be something easy for you to remember but hard for someone who knows you to guess. It could be a line from a favorite poem, story, movie, song lyric, or quotation you like.	I Want To Put A Dent In The Universe
2 Remove all but the first letter of each word in your phrase.	IWTPADITU
3 Replace several of the upper-case letters with lower case ones, at random.	iWtpADitU
4 Now substitute a number for at least one of the letters. (Here, we’ve changed the capital “I” to the numeral 1).	iWtpAD1tU
5 Finally, use special characters (\$, &, +, !, @) to replace a letter or two -- preferably a letter that is repeated in the phrase. You can also add an extra character to the mix. (Here, we’ve replaced the “t” with “+”, and added an exclamation point at the end.)	iW+pAD1tU!



What To Do Next...

This Complex Password Guide is just a small section of the Security Awareness Training Access One provides. For more information and to train all employees, please contact Access One.