

Creating a Secure Password

How long does a password have to be?

- Your password should contain a minimum of 8 characters.

What must a password contain?

- Upper and lowercase letters.
- Numbers and symbols.

What must a password **NOT** contain?

- Do **NOT** choose a password based on personal information
 - Do **NOT** include any part of your name, nickname, or login username
 - Do **NOT** include your date of birth
 - Do **NOT** include an immediate family members name
- Do **NOT** simply modify a single dictionary word
 - Do **NOT** just add a single digit or symbol after or before a word. e.g. “word1” or “@word”
 - Do **NOT** just repeat a single word. e.g. “wordword”
 - Do **NOT** simply reverse a word. e.g. “drow”
 - Do **NOT** simply remove the vowels from a word. e.g. “wrđ”
- Do **NOT** include a character sequence
 - Do **NOT** include a number or letter sequence. e.g. “word123” or “wordabc”
 - Do **NOT** include a keyboard sequence. e.g. “wordqwerty” or “wordasdf”
- Do **NOT** use less than 8 characters.
- Do **NOT** use any of the examples within this document.

How to generate a strong password

1. Choose two or more unrelated words such as:
 - february & brick
 - zebra & drum
 - sand & nest
2. Join the words together, a non-alphabetic character may be used. e.g. “februarybrick”, “zebra@drum”, “sand.nest”
3. Replace some of the characters with numbers symbols and uppercase letters. e.g. “F3bruarybrick”, “z3bra@Drum”, “5and.ne5T”

Generating a very strong password

The following is a method of generating a very secure password for extra security:

1. Make up a sentence you can easily remember. Some examples:
 - I have two kids: Jack and Jill.

- I like to eat Dave & Andy's ice cream.
 - No, the capital of Wisconsin isn't Cheeseopolis!
2. Now take the first letter of every word in the sentence, and include the punctuation. You can throw in extra punctuation, or turn numbers into digits for variety. The above sentences would become:
- Ih2k:JaJ.
 - IlteD&A'ic.
 - N,tcoWi'C!

Password Protection

- **NEVER** share your password with anyone including system administrators.
- **NEVER** send your password via email or any other unencrypted or unsecured channel.
- **NEVER** store your password on a mobile device (unless properly encrypted and secured) or in a public location.
- Be very careful when entering your password with somebody else in the same room.
- If you write down your password keep it at a separate location or in encrypted and secured form.