

TIPS FOR CREATING A STRONG PASSWORD

Passwords provide the first line of defense against unauthorized access to your computer. The stronger your password, the more protected your computer will be from hackers and malicious software. You should make sure you have strong passwords for all accounts on your computer.

WHAT MAKES A PASSWORD STRONG (OR WEAK)?

A strong password:

- Is at least eight characters long.
- Does not contain your user name, real name, or company name.
- Does not contain a complete word.
- Is significantly different from previous passwords.
- Contains characters from each of the following four categories:

Character category	Examples
Uppercase letters	A, B, C
Lowercase letters	a, b, c
Numbers	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols found on the keyboard (all keyboard characters not defined as letters or numerals) and spaces	` ~ ! @ # \$ % ^ & * () _ - + = { } [] \ : ; " ' < > , . ? /

A password might meet all the criteria above and still be a weak password. For example, Hello2U! meets all the criteria for a strong password listed above, but is still weak because it contains a complete word. H3ll0 2 U! is a stronger alternative because it replaces some of the letters in the complete word with numbers and also includes spaces.

Help yourself remember your strong password by following these tips:

- Create an acronym from an easy-to-remember piece of information. For example, pick a phrase that is meaningful to you, such as My son's birthday is 12 December, 2004. Using that phrase as your guide, you might use Msbi12/Dec,4 for your password.
- Substitute numbers, symbols, and misspellings for letters or words in an easy-to-remember phrase. For example, My son's birthday is 12 December, 2004 could become Mi\$un's Brthd8iz 12124 (it's OK to use spaces in your password).
- Relate your password to a favorite hobby or sport. For example, I love to play badminton could become lLuv2PlayB@dm1nt()n.

If you feel you must write down your password in order to remember it, make sure you don't label it as your password, and keep it in a safe place (NOT stuck on a monitor, under the mousepad, or in the desk; consider disguising it as an entry in an address book, for example, or keep a list stored in a safe or secured place away from your computer).

HOW TO CHANGE YOUR WINDOWS PASSWORD:

Your Windows password is the password you use to log on to your computer. You can help keep your computer more secure by changing your Windows password regularly, and by using a strong password.

1. Press Ctrl+Alt+Delete, and then click **Change a password**.
2. Type your old password, type your new password, type your new password again to confirm it, and then press Enter.

For more information visit: <https://www.us-cert.gov/ncas/tips/ST04-002>

References:

Tips for creating a strong password (n.d.). *Microsoft*. Retrieved from <http://windows.microsoft.com/en-us/windows-vista/tips-for-creating-a-strong-password>

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