PASSWORDS

Choosing and managing your personal and work passwords is key to protecting your confidential information. It takes only a few minutes for hackers to find a password if it doesn't meet certain criteria.

CREATING SECURE PASSWORDS

A password should have at least:

- 10 characters

- 1 uppercase letter

- 1 number

- 1 special character (e.g., !$%?&_@+=)

TIIPS

Use the first letters of each word in a sentence to make a password so it's complex, yet easy to remember. Examples:

- The phrase "My daughter Suzy has five funny friends at school" becomes "MdSh5ff@s" where M=My, d=daughter, S=Suzie, h=has, 5=five, f=funny, f=friends, @=at, s=school.

- The phrase "My dog Fido is an expensive purebred poodle" becomes MdFia$pp.

AVOID

- Passwords associated with your immediate, professional or personal environment. Examples:

    - Name of your spouse, child or pet

    - Brand of computer or mouse, thought of the day pinned to your wall, terms associated with your company's name

    - Season, day of the week, month or year

    - Series of numbers or letters. E.g., 1234, abcd, QWERTYUIOP

- Don't save your passwords in a Excel file or on a Post-it note. Instead, use a password manager.