

## Password Guidelines

### Tips for password security

- Keep your passwords private - never share a password with anyone else.
- Do not write down your passwords. If you do, put them in a secure location. Do not tape them to your computer monitor or place them under your keyboard.
- Use passwords of at least eight (8) characters or more (the longer the 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.) Don't use something someone could easily guess about you, your favorite sports team, etc.
- Substituting look-alike characters for letters or numbers is no longer sufficient (for example, "Password and P@sswOrd").
- A strong password should look like a series of random characters.
- On the web, if you think your password may have been compromised, change it at once. You should change all passwords on a regular basis. Don't forget your Social Media passwords (Facebook, twitter, etc.), email accounts, etc.
- You should have a different password for every account you use. Examples (Online Banking accounts, email accounts-Yahoo, Gmail, etc., Amazon, Retail Stores (Kohl's, Belk, Best Buy etc.), Apple password, iTunes, etc.).
- You should not use the same password for work programs at home and vice versa.

## How to create a strong, complex password

### Follow these steps

### Example

	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.	<b>I Want To Put A Dent In The Universe</b>
2	Remove all but the first letter of each word in your phrase.	<b>IWTPADITU</b>
3	Replace several of the upper-case letters with lower case ones, at random.	<b>iWtpADItU</b>
4	Now substitute a number for at least one of the letters. (Here, we are changing the "Capital I" to the numeral 1).	<b>iWtpAD1tU</b>
5	Finally, use special characters (\$, &, +, !, @) to replace a letter or two - preferably a letter that is repeated in the phrase, or add the special character to the beginning or end of the phrase. (Here we have replaced the first "t" with +, and then added an exclamation point at the end).	<b>iW+pAD1tU!</b>