



Personal Password Management

✓ Use strong passwords.

- Not names, dates, phone numbers, or anything that could be discovered from your social media profile.
- Have multiple character types (uppercase, lowercase, numbers, and symbols).
- Not follow a keyboard pattern (ex: 1234567890 or qwertyuiop).
- At least 10 characters or longer.

Reason: Passwords can be guessed or attacked by a program that makes guesses. Personal information is commonly used for passwords and is easily looked up (via social media or other sources) to use for guessing likely password combinations.

✓ Use a unique, very strong password to protect your email account(s).

Reason: Email accounts are often used to receive links to reset passwords to other accounts. If someone can gain access to your email account, they might be able to gain access to any linked account which sends an email to reset passwords.

✓ Do not save passwords in your web browser.

Reason: If your PC gets infected with malware, it could steal the saved browser passwords and give an attacker access to all of your accounts. Several types of malware do this.

✓ Use a different password for each website you use. Use a password manager to achieve this – see “Password Manager Software” section.

Reason: Websites are breached all the time and the usernames and passwords are harvested. Hackers then attempt to reuse harvested passwords against other sites, especially banking, email, and social media sites.

✓ **Use password management software.**

Reason: Using a password manager will allow you to have a different password for every site. They can be randomly generated passwords since you will not need to remember them. You only need to remember one strong password to access your password manager. The following software is available for desktop and mobile devices:

- 1Password - <https://agilebits.com/onepassword>
- LastPass - <https://lastpass.com/>
- KeePass - <http://keepass.info/>

When choosing a strong password for your password manager, choose a long password 20+ characters. A “passphrase” is recommended, such as:

- Trees are solar-powered green machines.
- There R 2 many choices 4 me!

Do not use either of the above examples, nor any example you might find online.