

PASSWORD TIP SHEET

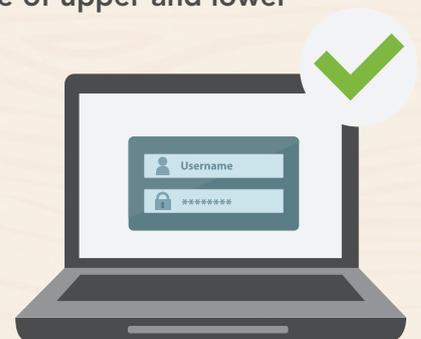


Creating strong passwords is one of the most important things you can do to improve your digital security. "Password" and "abc123" are surprisingly common – and very easy to guess or hack! And if you use the same password for everything, then once someone has one password they are into all your accounts. Protect yourself and your information by following these tips.

PASSWORD CHECKLIST

My passwords ...

- Are strong for the important information I want to keep secure – like banking and email
- Are strong by including at least 12 characters¹ and a mixture of upper and lower case letters, special characters, and at least one number
- Are kept private and aren't shared with anyone
- Change frequently – at least every three months
- When they change, it is to a different password – not just adjusting one number or letter



TOP 4 PASSWORD TIPS

To check if you're following best practice when it comes to password protection, use the checklist above and follow these simple tips.

- 1. Make your password unique to you and hard to guess**
 - Try not to use passwords made up of words that can easily be linked to you – for instance if the name of your dog is freely available through social media it is not the best password!
 - Use a passphrase to help remember longer, stronger passwords – join words that have meaning for you together in a phrase with a dash between them
 - Use the first letters of a favourite song lyric, movie title, favourite meal, to create a unique hard to guess password – for instance "I Love Rock N Roll" can become IL0veRnR!1981
- 2. Consider using a password manager, which generates and stores unique secure passwords for each login. This means you only have to remember one master password – for the password manager – and your other passwords are stored securely and updated regularly. Don't forget – your master password must be a STRONG password.**
- 3. Passwords are valuable information – keep them confidential. Do not give, tell, or hint at your password to any other person – especially over the internet.**
- 4. If you're not automatically prompted, remember to change your passwords regularly, particularly for those precious accounts. Every 3 months is recommended, unless a password manager is used.**

¹ From National Institute of Standards and Technology (NIST): Small Business Information Security; The Fundamentals; November 2016