Password Guidelines

A few basic guidelines for passwords include:

- Length is more important than complexity. Passphrases that are long but easy to remember work well eg. Exit300IsALongWayToGoForAPizzaPie
- Do use a mixture of upper and lower-case letters
- Do replace some letters with numbers
- Do use nonsense phrases, misspellings, or substitutions
- Do use two factor authentication if possible
- Do not use single dictionary words
- Do not use anything from a list of popular passwords eg. 12345, password, password1
- Do not use repeating patterns between password changes
- Do not use the same passwords for work, personal, or multiple accounts
- Do not include name or other personal information
- Do not share or write down your password
- Do not use a series of letters or numbers that are next to each other on the keyboard eg. qwerty, 12345, asdzxc
- Never use personal information such as your name, your kids' names, a birth date or social security numbers

An Easy Way to Create a Random Password

To create a secure and unpredictable password, use the first letters of a phrase that has meaning only to you. Then add numbers and special characters.

- For example, turn "Vanilla is my favorite ice cream flavor" into VimF8icf# as a password. Make it personalized and fun, and it will be easier to remember.

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