

# Secure Passwords Tip Sheet

## Unsafe passwords

- Email address or log-in
- Personal details (name, address, phone #, birthday, etc.)
- A dictionary word (in ANY language)

## Safe passwords

- 8 characters long
- Combination of
  - Small letters
  - Capital letters
  - Numbers
  - Special Characters

## Tips for creating safe and easy to remember passwords

### Tip #1 – replace a letter with a number

- Ex. – raiders → ra1ders or raid3rs

### Tip #2 – Replace A letter with a Special Character

- Ex. – raiders → r@!ders

### Tip #3 – use capital letters in a random place

- Ex. – raiders → raIDers

### Tip #4 – use the 1<sup>st</sup> letter of ea. Word in a sentence

and replace some words/letters with symbols

- Ex. – In April, I will start my first job → iAiw\$m1j
- Ex. – My little sister weighed 7 pounds at birth → Mlsw7#@b

## Keep your password safe & secure

- **Never** write your passwords down
- **Don't** share your password with anyone
- Change your password regularly (use new password each school year)