

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 1st 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)