**Information, Technology & Digital Services**



**Password**

**Guide**

## Strong Passwords

## Good password practice





## Strong Passwords

## Why use Strong Passwords?

Simple passwords are easy for people to guess / hack. Strong passwords are much harder for hackers to crack which ultimately means your information can not be accessed by the wrong people.

## Strong Password Rules

1. At least 12 characters long
2. Include digits
3. Include special characters
4. Include capital letters

## Example of how to create and remember a Strong Password

* Base passwords on 3 random words that are meaningful to you and, therefore, easier to remember.
* Add a digit, special character and a capital letter.

For example:

My aunty Sally

M1@untySally

Fried green tomatoes

Fr!edgreentom@toes

Red jumping fox

Red5umpingf@x

 **Good password practice**

**Protecting your password from being discovered / misused**

* Don't use the initial password you were given when your account was created. Change this password the first time you log in and don’t write it down.
* Avoid logging in with someone looking over your shoulder – they could read your password.
* If you suspect that someone else knows your password, then change it immediately.
* Never use the following personal details for your password:

Current partner’s name

Child’s name

Other family members’ name

Pet’s name

Place of birth

Favourite holiday

Something related to your favourite sports team.