

## New Password Criteria

1. Passwords may not contain all or part of the user's account name. (If your login name is jsmith then your password may not contain jsmith or any combination of the login name)
2. Passwords must be at least six characters in length.
3. Passwords must contain characters from three of the following four categories:
  - o English uppercase characters (A through Z)
  - o English lowercase characters (a through z)
  - o Base 10 digits (0 through 9)
  - o Non-alphabetic characters (for example, !, \$, #, %)

The best passwords contain no real words but should be something you can remember without writing it down. **Never write you password down and store it in your desk or on your computer.**

### Password Tips:

1. You may use the first letter from a sentence such as;

| <u>Sentence</u>            | <u>Password</u> |
|----------------------------|-----------------|
| Mike did not come to work. | Mdnc2w          |
| I am leaving early today.  | Iale2d          |

(Both of these will meet the password criteria because they each contain a capital letter, lowercase letter and a number)

2. If you are going to use a word then you can change it around and add a number, capital letter or symbol to the word. These will work but are much less secure than non word passwords.

Drink\$      saraH3      Phone%      greg1!

(Each of these will work because they each contain three of the four password criteria)

3. In general, passwords with more characters are harder to crack. You may always use more than six characters but you should keep it within reason. A 20 character password is hard to remember and type in correctly.

(Do not use any of the above examples as your password)