

Tips For Password Security

- ✔ Keep your passwords private - never share a password with anyone else.
- ✔ Do not write down your passwords.
- ✔ Use passwords of at least 12 characters or more (longer is better).
- ✔ Use a combination of upper case letters, lower case letters, numbers, and special characters (for example: !, @, &, %, +) in all passwords.
- ✔ Avoid using people's or pet's names, or words found in the dictionary; it's also best to avoid using key dates (birthdays, anniversaries, etc.).
- ✔ Substituting look-alike characters for letters or numbers is no longer sufficient (for example, "Password" and "P@ssw0rd").
- ✔ Utilize a password manager to create and store complex passwords for all your logins (for example, Lastpass, Dashlane or Keeper).

For more information and to train your employees, please visit:
www.simpleplanit.com