

TAKE A MINUTE FOR YOUR SAFETY

PASSWORD SECURITY

Most people do not realize there are a multitude of different techniques used by hackers to crack their passwords. The beauty is that the strength of your password is up to you. Nowadays, it is common for websites to have their own minimum requirements for your password. This keeps us from getting lazy. Passwords are one of the daily nuisances you need to take seriously and learn to appreciate. This safety minute will discuss what makes and secure password and some behaviors to avoid.

How to Create a Secure Password

- Do not use the same password on multiple accounts.
- Do not share passwords with anyone.
- Use three to five of the following character classes
 - Lower case letters
 - Upper case letters
 - Numbers
 - Punctuation
 - Special characters (@#\$%^&*)
- Use at least eight characters to create your password
- Create passwords that are easy to remember but hard to guess.
 - “To be or not to be?” – 2b-or-Not~2B?
- Never use personal information. No birthdays or kids’ names.
- Change them periodically.
- Consider using a password manager.
- Do not use the “save password” or “remember me” function.
- If the site you are logging into has a password strength analyzer, use it to your advantage.



TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

COUNTY/AGENCY: _____

DATE OF TRAINING: _____ PRESENTER: _____

TOPIC(S): _____

Print Name

Signature

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____
26	_____	_____
27	_____	_____
28	_____	_____
29	_____	_____
31	_____	_____
32	_____	_____
33	_____	_____
34	_____	_____