

Security Awareness Tips

Password Security

Don't share your password with anyone.

While this seems like a very basic concept, many people don't consider it a security risk to share or give passwords to helpdesk technicians, co-workers, managers, friends, or family members.

Remember... Your password is the key to your User ID, so don't let other people have access to it.

Don't write your password down.

Passwords considered strong or secure are often too complicated to remember. For this reason, it's very tempting to write them down. It's always best to commit your password to memory. However if you must write something down, jot down a hint or clue that will help jog your memory or store the written password in a secure, locked place.

Change your password often.

Even if you use a strong password, there is still the chance that someone could guess or crack it. For this reason, you should change your password often. Changing your password not only minimizes the chance that someone could guess or crack your password, it also shortens the length of time that person would have control of your system.

Use a different password for each of your accounts.

Using a single password for each of your accounts would be comparable to using a single key for your car, your house, and your office. If someone steals your key (or gets your password), they have access to everything. Using multiple passwords requires additional effort on your part (you have to remember more) but it reduces the possibility that someone could gain access to all your accounts.

Don't check "remember my password" boxes.

Numerous programs offer the option of "remembering" your password. Unfortunately, many of them have no built-in security measures to protect that information. Some programs actually store the password in clear text in a file on the computer. This means anyone with access to the computer can read the password. It's best to retype your password each time you log in eliminating the possibility that someone will be able to steal or use it.