

## Strong and Secure Passwords

Your UserID, authenticated by your password, permits you to access electronic services that are restricted to the Tech High community. Besides checking e-mail, you can search the library database, review your grades, or access the portal.

### Choose a Strong Password

Choose at least 8 characters, including at least three of the following four character types:

1. Uppercase letters
2. Lowercase letters
3. Numbers
4. Symbols found on your keyboard, such as ! \* - ( ) : / ? ...including blank spaces

Avoid words found in the dictionary, including recognized names such as Tech High.

Stay away from names or nicknames of people, pets, or places, or personal information that can be easily found out, such as your address, birthday, or hobbies.

Don't embed your UserID in your password.

Don't include any of these:

Repeated characters, such as AAA or 555;

Alphabetic sequences, such as abc or CBA;

Numeric sequences, such as 123 or 321;

Common keyboard sequences, such as Qwerty or pas.

### Password Tips

Your password should be easy for you to remember, but difficult for anyone else to guess.

Invent your own secret password, like this: **s3cReT pAs5w\*rD**. Don't bother with simple substitutions, such as replacing the letter O with the number zero. Get creative with mixing numbers, symbols, and uppercase letters in your own way.

Or try a pass phrase: a line from a favorite song, poem, or speech; the punch line of a joke; a bumper sticker or sports chant. Take the first letter of each word and keep the punctuation, or pick one or two letters or symbols to represent each word, and then mix in punctuation and numbers that are meaningful to you.

Think how many passwords you could derive from the first words of the Gettysburg Address, "Fourscore and seven years ago": **4\*20+7ya** or **4sc&7yrsAgo** or **87yr.aGo...**

The last line of Milton's sonnet On His Blindness, "They also serve who only stand and wait," could become **14tasWos&w**.

Don't use any of the example passwords shown here. Test your password to be sure it meets all the standards and will be hard to guess.

### Keep Your Password Secure

Don't write your password down or store it on your computer.

Keep your UserID password different from any other password, so your Tech High information will still be protected even if your other passwords are stolen.

Change your password regularly. See the help desk web page on how to change your password. Always change your password immediately if you suspect that someone else might have guessed it.

A common problem: Check the "Caps Lock" indicator on your keyboard before typing your password; if the "Caps Lock" key has been pressed, your password might not be recognized. Uppercase and lowercase letters need to be typed exactly the same way every time you use the password.

**Forgot Your Password?** Your shop's department head can reset your password. If you are a freshman, go to the jumpstart office and see an administrator.