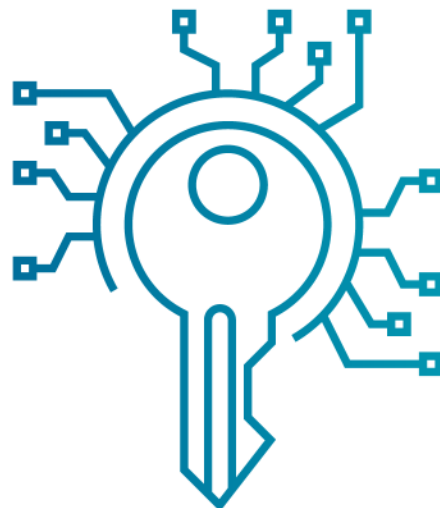


# Complex Password Guide

## 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 eight (8) 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").
- ✓ A strong password should look like a series of random characters.



## How To Create A Strong, Complex Password

Here's a way to make a strong password that's very hard to crack:

### FOLLOW THESE STEPS

### EXAMPLE

1 Think of a phrase or sentence with at least eight words. It should be something easy for you to remember but hard for someone who knows you to guess. It could be a line from a favorite poem, story, movie, song lyric, or quotation you like.	<b>I Want To Put A Dent In The Universe</b>
2 Remove all but the first letter of each word in your phrase.	<b>IWTPADITU</b>
3 Replace several of the upper-case letters with lower case ones, at random.	<b>iWtpADitU</b>
4 Now substitute a number for at least one of the letters. (Here, we've changed the capital "I" to the numeral 1).	<b>iWtpAD1tU</b>
5 Finally, use special characters ( \$, &, +, !, @) to replace a letter or two -- preferably a letter that is repeated in the phrase. You can also add an extra character to the mix. (Here, we've replaced the "t" with "+", and added an exclamation point at the end.)	<b>iW+pAD1tU!</b>

## What To Do Next...

For more information on how you can train your employees on security best practices, visit [www.dpsolutions.com](http://www.dpsolutions.com).