



# PASSWORD MANAGEMENT

## TECHNOLOGY FOR TOMORROW INFO SHEET, 2017

### TIPS FOR SAFE PASSWORDS

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- Avoid using the same password for everything
- Change passwords once per year
- Have symbols, upper-case and lower-case letters
- Stay away from: significant dates (e.g. birthdays or wedding anniversary), pet names, the names of your children, street names, team names, and the names of significant others. *Chances are if it's significant to you, other people know about it too or could find it out easily*
- Try making an acrostic password: create a sentence, take the first letter of each word in the sentence to create the base of your password, then add numbers and symbols and voila! You have a secure password!
  - e.g. My dog Sarah is the best! → Your new password could come out something like this: **MdSitb3st!** translated: **My** **d**og **S**arah **i**s **t**he **b3st** !

### WHAT TO DO IF YOUR ACCOUNT IS HACKED

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- **R**-reset your password + consider deactivating your account
- **E**-email your contacts to let them know you've been hacked (for hacked email accounts)
- **A**-alert your bank
- **C**-clean your computer
- **T**-tell someone!

FTC: [www.ftccomplaintassistant.gov](http://www.ftccomplaintassistant.gov)  
SEC: [www.sec.gov](http://www.sec.gov)  
IC3: [www.ic3.gov](http://www.ic3.gov)  
Fraud Watch Network: (877)908-3360

### PASSWORD MANAGER PROGRAMS

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- Last Pass is a program that can be used on any device and will help you store and manage your passwords. It works by saving them in a secure, encrypted location. LastPass is a free service with an option to upgrade to a subscription.
- 1password is the same as LastPass, but rather than storing your passwords in a secure location on the internet, 1password stores your passwords in one place on your computer—taking up memory, but keeping your passwords safer. 1password does not have a free option, but has a range of prices.
- Both LastPass and 1password are designed to take the worry out of remembering every password. They are designed to keep your passwords safe and secure!
- To create your account go to either: [www.lastpass.com](http://www.lastpass.com) or [www.1password.com](http://www.1password.com) and click Sign Up. If you are on a tablet or phone, you can download the respective app from the app store and begin the sign up process.

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**WORDS TO KNOW:** **encrypted:** convert information or data into a cipher or code to prevent unauthorized access | **character:** (in the context of word processing) a printed or written letter or symbol | **symbol:** (in the context of passwords) any character on the keyboard that is not a letter or a number e.g. #\*\$@!&