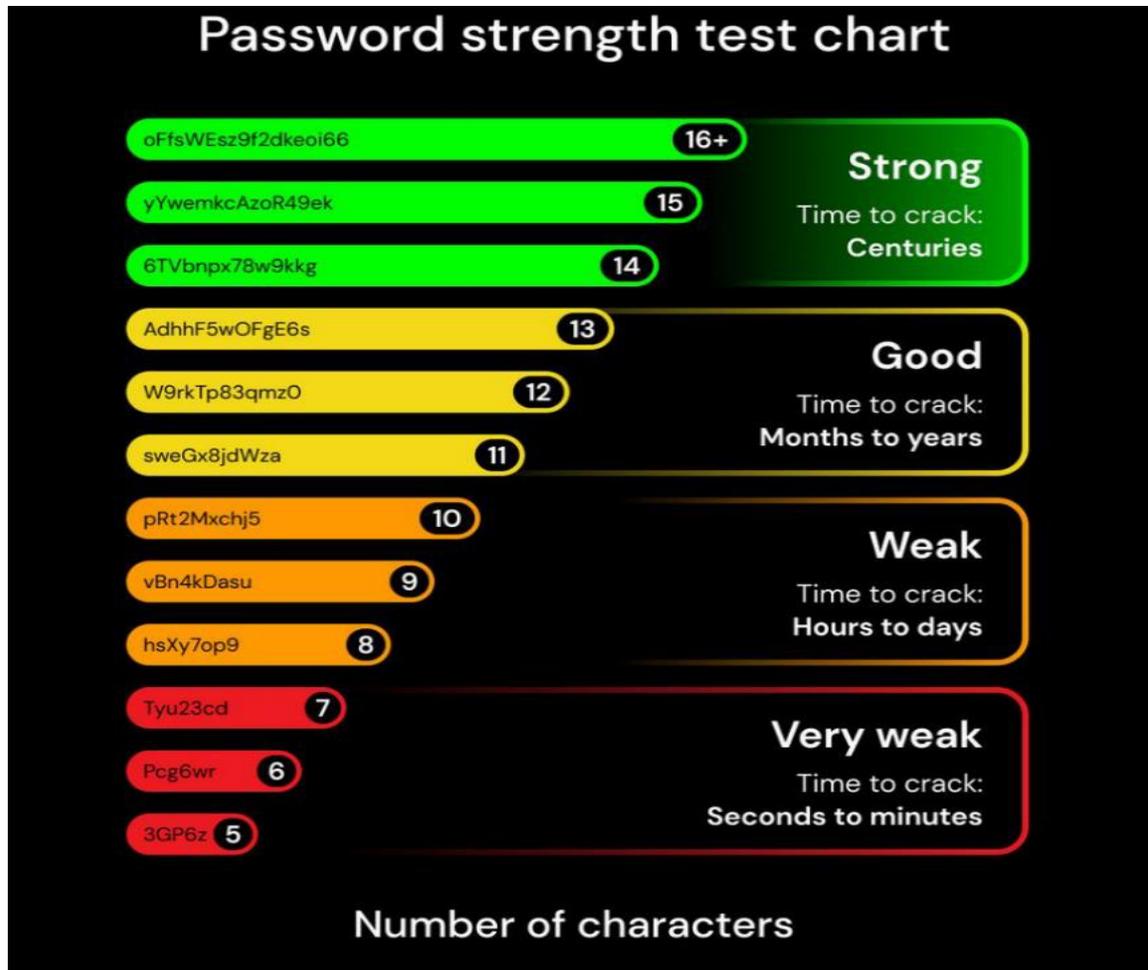




Password Best Practices

Lake Gaston Computer Club
Friends Helping Friends Since 1996



1. Each account and website should have its own unique strong password.
2. Use a minimum of 12 characters. 16 is stronger. Longer is always better.
3. Mix lowercase letters, uppercase letters, numbers and special characters.
4. Avoid personal information, common words or simple patterns.
5. Another method is a passphrase made up of unrelated complex words.
6. A password manager serves as an encrypted vault, allowing you to generate strong, unique passwords for all of your accounts. There are many to choose from both free and paid. A few popular managers are: Dashlane, Bitwarden, KeePass, 1Password.
7. A password generator is a tool that lets you create strong, random passwords. A good one is at <https://bitwarden.com/password-generator/#password-generator>.
8. Always enable two-factor authentication for additional security wherever possible.
9. Set up your account recovery information and keep it up-to-date. This is essential for regaining access to your online accounts if you forget your password or lose access to your device because you had an old email or an old cell phone as your recovery.