

LANCASTER TRAINING

SERVICES LTD



Managing your Passwords

Choosing a Password

Many of the internet sites we use today ask us to make an account or register with them. To do this you need to choose a username and password. The choice of password can be vital to prevent malicious users or hackers accessing your account on sites such as Facebook or Twitter. These types of site allow us to post lots of our own personal details and any unauthorised access to your profile means giving away all of your valuable and private information.



What makes a good password?

A good password should be easy to remember but must be difficult to guess:

- Do not make the password the same as your account name.
- Do not use your surname or any of your forenames as a password.
- Do not use the names of your boy or girlfriend, relatives, pets or dates of birth.
- Do not use your car registration number - even an old one!
- Do not use your address.

A screenshot of a 'Change Password' dialog box. The title bar says 'Change Password' with a close button (X). On the left is a yellow key icon. The dialog contains three text input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom right are 'OK' and 'Cancel' buttons.

A good password should:

- Ideally be at least 8 characters long with at least one uppercase letter and one number (The longer the password the harder it is to crack but the more tiring to type in)
- Ideally be a random sequence of letters, numbers and punctuation characters - hard to break and something only you would know!
- Not be the same as all your other computer/email accounts.

Good practice

- Do not write your password down.
- Do not share your password with anyone else.
- Change your password regularly.
- Do not log in with someone looking over your shoulder.
- If you think your password may have been compromised, change it as soon as possible.
- When changing your password it must be completely different from your previous passwords.
- When you have logged into a website/forum/social network site, make sure you log out again.
- Do not let your browser (Internet Explorer, Firefox, Safari etc.) remember your password.
- If in doubt, change your password.

For more advice, speak to a member of the IHT team

A handwritten signature in black ink that reads 'Richard W Little'.

Richard W Little – Chairman

Document Control

Issued	21/6/16
Version	2
Reviewed	Aug 18
Next Review	Oct 19
Owner	M Horabin
Title	Training Manager