



Human Services Department Information Technology Division Pass Phrase Guidance

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Information Technology Department

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Pass Phrase Guidance

1.	<p>Choose a passphrase that you can remember so that you don't need to keep looking it up.</p> <p>This reduces the chance of somebody discovering where you have it written down.</p> <p>Select a phrase like:</p> <p>Mary had a little lamb</p> <p>Add a capital L, numbers and a special character to increase its strength:</p> <p>Mary1had a Littlelamb.5 <i>This phrase is easy to remember and more secure by: adding the numbers (1 and 5), capitalizing a letter (L), omitting a space (between Littlelamb), including the special character(.).</i> Some other versions: MaryhadalittleL 2Mary hadalittle MraywasabigLamb M*a*r*yHad4little&lamb</p>
2	<p>If your password is derived from sources like a well known song, expression, or slogan, be sure to customize it with misspelling, numbers, special characters, mnemonics, made up words.</p>
3.	<p>Use a mixture of upper and lower case letters</p>
4.	<p>Introduce silent characters into the words (i.e., P@55word or Chee\$e)</p>
5.	<p>Intentionally misspell words (i.e., Choklutt – for chocolate)</p>
6	<p>Do not use any personal identification type of information (i.e., social security number, date of birth, username, account name, computer name, email address)</p>
Do not include:	<p>your name</p> <p>your spouse's name</p>

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	<p>your parent's name your pet's name</p> <p>your child's name</p> <p>names of close friends or coworkers</p> <p>name of your favorite fantasy characters</p> <p>your boss's name</p> <p>the name of the operating system you're using</p> <p>the hostname of your computer</p> <p>your phone number</p> <p>your license plate number</p> <p>any part of your social security number</p> <p>birth dates</p> <p>other information that is easily obtained about you</p> <p>any username on the computer in any form (as is, capitalized, etc)</p> <p>passwords of all the same letter</p> <p>simple patterns on the keyboard, like qwerty...</p>
Do include:	<p>embedded extra characters in a word special characters (limited to @! * % when selecting a password for Windows, SHARE, eMail systems)</p> <p>digits</p> <p>misspelled words (i.e., buckarew or bonzaye)</p> <p>unusual capitalization (i.e., capitalizing first letter of words, all but first letters...)</p> <p>concatenation of two or more words or parts of words</p> <p>one word in the middle of another, or interleave the letters of two words</p>

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Approval / Comments

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1.1	12/2008	Final