



# Best Practices for Creating Passwords

When creating your new password for logging into any network, please keep the following in mind:

- Passwords should be **at least 6 characters or longer**.
- Passwords should **include letters as well as numbers and/or symbols** (!@#\$\$%^&\*, etc...)
- It is important that passwords are **never common words**, even if they are in mixed case & include a number at the end!

Consider it a challenge to be creative! Of course, it's only a contest with yourself as account identification and passwords are to be kept confidential and must not be shared. Your password is one of several critical lines of defence for the protection of your personal information and on-line privacy. Please do your part. If you have any questions or need help with your passwords, please call your IT administrator.

## Examples of Poor Passwords

Never use months, seasons, sports teams, the names of your kids, your spouse, your pets, any dates including birthdays, anniversaries, or any other common information that would be easy for someone to guess. Even if you use this in combination with numbers, symbols or mixed cases, your password is still vulnerable.

### Poor passwords include the following:

Summer  
maryandfred  
25031972  
winter1

StArBuCkS  
rover5  
Canucks44  
Vancouver

## Hints for Creating Better Passwords

The most secure passwords use a combination of the tricks shown here.

- **Misspell a word**  
e.g.: hupefolly
- **Add symbols mid-way through a word**  
e.g.: the(o)dore
- **Create you own "secret code" and substitute numbers or symbols for letters**  
e.g.: b@n@n@22
- **Use a "pass-phrase" with numbers or symbols**  
e.g.: can-u-gue\$\$-it?

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