

TIPS for Using Passwords

Data in any organisation is only ever as secure as the password used to access a system.

The most important security measure in an organisation is its people.

Best practice for passwords:

- Never write a password on a post it note and stick it where it can be seen
- Make it realistically secure. Password1 or your partners name is NOT secure pictureframe is better P1ctur3Fram3 is best.
- Never share passwords – if you need to let someone else have access to your email there are ways to do it without sharing your password.
- Press ctrl, alt & delete to lock your PC when you leave your desk unattended
- Set a screensaver on your PC so that when you leave your desk the screen shuts down and a password is needed to reactivate it.
- Your IT department can set rules to enforce secure passwords – ask if this has been done.