REFERENCE SHEET

PASSWORDS

Passwords

Whether at work or anywhere else, how you choose and manage your passwords is vital to protecting confidential information. A password that doesn't meet certain criteria can be found out by hackers in a matter of minutes.

Finding a good password, i.e. one that's easy to remember, secure, and difficult to guess, is a confidentiality issue for everyone.

Make your password stronger by applying these tips.

Create strong passwords

Come up with a password you've never used before and make sure it's at least 12 characters long (no need for special characters, numbers or capital letters).

The longer and more illogical your password, the better!

A password is statistically strong if you:

Use a phrase that only makes sense to you.

E.g. I'm going to Quebec City on Saturday

Use the first letter of each word of a sentence to create a password.

E.g. The sentence "My son Dylan has five friends at the Over the Rainbow daycare becomes "MsDh5f@totrd" where M = My, s = son, D = Dylan, h = has, 5 = five, f = friends, @ = at, t = the, o = Over, t = the, r = Rainbow, d = daycare.

Avoid

Passwords that are common or associated with your immediate, professional or personal environment.

E.g.

- Name of your spouse, child or dog
- Brand name of your computer or mouse, a saying posted on the bulletin board, words related to the name of your company
- Season, day of the week, month or year
- A number or letter sequence, such as 1234, abcd, QWERTYUIO

Using a password manager helps you easily find a different password for each website or application you use. It's safer than an Excel file or Post-it.

Best practices

Check out the best practices established by the internationally recognized U.S. National Institute of Standards and Technology (NIST) the next time you create a password.