

Stronger Passwords

Tips and Guidelines for Creating More Secure Passwords

Overview

This guide is designed to provide strategies and tips for creating account passwords that are “stronger”, as well as relatively easy to remember.

Password Requirements

These rules for stronger passwords are currently enforced for Parnassus, Homer Admin and e-mail, but are recommended for all other systems as well. The password rules are as follows:

- Must be eight or more characters
- Must consist of a combination of letters, numbers and one or more of these special characters: ! (exclamation point), % (percent sign), * (asterisk), + (plus sign), - (dash or minus sign), ? (question mark), _ (underscore)
- Cannot contain the username for that system
- Cannot contain any part of the user's full name
- Will expire every 120 days
- Cannot be a password that has been used within the last 18 months

The sections below suggest various methods for creating secure passwords that are fairly easy to remember.

Favorite Lyrics/Phrases/Sentences

Think of a song title, phrase, or sentence that is easy to remember. Using the example "Stairway to Heaven", by Led Zeppelin, the first line of that song is "There's a lady who's sure all that glitters is gold." Take the first letter of each word to get Talwsatgig. Add a number and special character to create an acceptable password.

Combine Small Words

A combination of small common words with a special character and number mixed in makes a secure password that is easier to remember.

Character Replacement

In this method, one or more letters is replaced with a similar looking number and special character. For example, **Apple** becomes **4pp!e**, **Gleam** becomes **6!eam**, or **razzle** becomes **ra22!e**. When used with an 8-letter word this technique generates a seemingly random string of characters that is easier to remember.

What NOT to Do

The following guidelines should help protect passwords from being compromised.

- DO NOT share passwords with co-workers, friends, or relatives
- DO NOT write passwords on a sticky note, notepad, or anything stored in or around monitors or desks
- DO NOT store passwords in unencrypted or plain text files on a computer
- DO NOT let others watch a password as it is typed

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/trainindoc>

Quick Guide

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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