KnowBe4
Complex Password Guide

Tips For Password Security

✓ Keep your passwords private – never share a password with anyone else

✓ Do not write down your passwords, use a password manager instead

✓ Use passwords of at least eight (8) characters or more (longer is better)

✓ Use a combination of upper case letters, lower case letters, numbers, and special characters (for example: !, @, &, %, +) in all passwords

✓ Avoid using people's or pet's names, or words found in the dictionary; it's also best to avoid using key dates (birthdays, anniversaries, etc.)

✓ Substituting look-alike characters for letters or numbers is no longer sufficient (for example, Password" and "P@ssw0rd")

✓ A strong password should look like a series of random characters

How To Create A Strong, Complex Password

Here's a way to make a strong password that's very hard to crack:

FOLLOW THESE STEPS	EXAMPLE
1 Think of a phrase or sentence with at least eight words. It should be something easy for you to remember but hard for someone who knows you to guess. It could be a line from a favorite poem, story, movie, song lyric, or quotation you like.	**I Want To Put A Dent In The Universe**
2 Remove all but the first letter of each word in your phrase.	**IWTPADITU**
3 Replace several of the upper-case letters with lower case ones, at random.	**iWtpADitU**
4 Now substitute a number for at least one of the letters. (Here, we've changed the capital "I" to the numeral 1).	**iWtpAD1tU**
5 Finally, use special characters ($, &, +, !, @) to replace a letter or two -- preferably a letter that is repeated in the phrase. You can also add an extra character to the mix. (Here, we've replaced the "t" with "+", and added an exclamation point at the end.)	**iW+pAD1tU!**

Why This Matters

Traditional passwords can be cracked by hackers in less than a minute! Follow this guide to create passwords that would take centuries to crack.