All passwords must be complex, meaning they use multiple character sets. These are much more difficult to crack or guess.

Passwords must contain at least 8 characters

Passwords should contain characters from at least 3 of the following character sets:

- Upper case letters
- Lower case letters
- Numbers
- Special characters

Simple Substitutions:

- a = @
- l = !
- L = 1
- o = 0
- S = $
How to Create Strong Passwords

Method #1
- Start with an easy password.
  sammy
- Guideline #1: Add more information to make your password longer.
  sammy is my dog
- Guideline #2: Make sure your password does not contain dictionary words (remove spaces).
  sammyismydog
- Guideline #3: Introduce simple substitution into the password to make guessing it more difficult.
  $@mmY1$mYd0g

Method #2
- Take a favorite phrase, lyric, sentence from a book, song, etc. and use the first letter of every word.
  “The quick brown fox jumped over the lazy dog”
  Becomes: tqbfojtd
- Use three of the four available characters as substitutions.
  Becomes: tqBfjotld

NEVER, NEVER share your password!!
Avoid passwords with obvious personal significance such as your name or default passwords such as “default”.

Method #3
- Develop a scheme that is difficult to guess but never changes:
  @#4word@word*(
  Becomes: @#4herO@SnorE*(
- When it is time to change your password, you replace the words with new words.
  Becomes: @#4bENch@SONgs*(

ALWAYS change your password to something new. Never reuse old passwords.