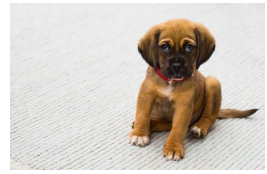


## NCAD draft password policy

Recommend using passphrases:

1. Choose four (or more) random words
  - the more random words the better (include foreign language words)



Images free to use from <https://www.pexels.com/>

- **flower-bridge-lens-coilean** (Irish for puppy)  
*(please never use this example as a password/passphrase)*
2. Add one or more capitals to the list of words above
    - flowerbridge**L**enscoilean (Capital L for lens)  
*(please never use this example as a password/passphrase)*
  3. Add a random number to the word above
    - flower**54**bridgeLenscoilean (digits 54 added after word flower)  
*(please never use this example as a password/passphrase)*
  4. Example of password/passphrase to use on new account
    - **flower54bridgeLenscoilean**  
*(please never use this example as a password/passphrase)*
  5. Use a different password for each web service (especially for email), therefore if your account gets phished or a company database gets hacked/stolen/breached all your other online accounts will be relatively safe  
One Account One Password
  6. If available turn on multi factor authentication i.e. on your Google Apps for Education account

7. Never store passwords in your web browser

If having trouble remembering passwords consider using an online (non free) cross platform Password Manager like:

- o 1Password (<https://1password.com/>)
- o LastPass (<https://www.lastpass.com/>)
- o Dashlane (<https://www.dashlane.com/>)
- o etc

Keep an eye on breaches with Apps and firms that you use

Be careful of Phishing emails - if unsure go to company's official website

Never keep passwords in a text file on your computer