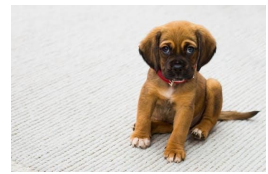
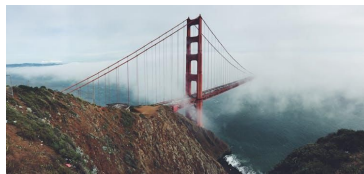


## NCAD draft password policy

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
    - flowerbridgeLenscoilean (Capital L for lens)  
*(please never use this example as a password/passphrase)*
  3. Add a random number to the word above
    - flower54bridgeLenscoilean (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 Dashlane (<https://www.dashlane.com>)
- o Bitwarden (<https://bitwarden.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