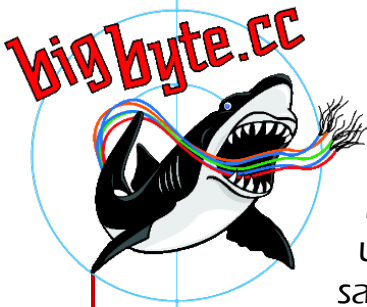


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**PASSWORD SECURITY
AT HOME &
IN THE WORK PLACE**

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PASSWORD SECURITY

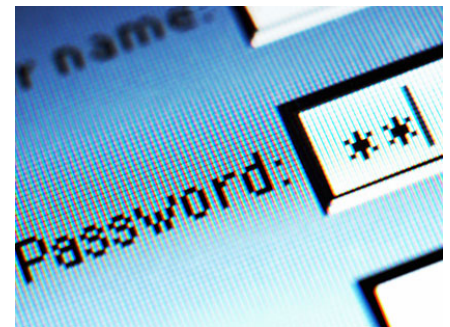
How strong is your password? The security industry standard is to utilize strong passwords at every level to ensure your information's safety.

Remember:

- **Do not** use the same password for more than one account - ever.
- All system-level passwords (e.g., root, enable, Windows Administrator, application administration accounts, etc) **must** be changed on at least a quarterly basis.
- All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every six months.
- Always use different passwords for Company accounts than Personal accounts (e.g., personal Email account, option trading, benefits, etc.)
- Passwords should never be written down or stored on-line without encryption.
- Do not reveal a password in email, chat, or other electronic communication.
- Always decline the use of the "Remember Password" feature of applications (e.g., Eudora, Outlook, Netscape Messenger, etc.)

Strong passwords have all of the following characteristics:

- Contain at least three of the five following character classes:
- Lower case characters
- Upper case characters
- Numbers
- Punctuation
- Special" characters (e.g. @\$%^&*()_+|~-=\`{}[]:"';<>/ etc)
- Contain at least fifteen alphanumeric characters.



Weak passwords have the following characteristics:

- The password contains less than fifteen characters
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word such as: Names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms and names, commands, sites, companies, hardware, software.
- The words "<Company Name>" or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Password Services: You might consider utilizing a web service that allows a user to safely store dozens of passwords on a central server and use a single, secure pass phrase to unlock them from anywhere in the world. Two examples are the free service [LastPass](#) and monthly pay service called [Just1Key](#).

There are corporate services called a Cryptographic Coprocessor or "Crypto-card" for password authentication as well. It utilizes a small device or a mobile application that resets each users password with a very strong password key at regular intervals. Examples: [Crypto-card](#), [IBM Crypto-card](#), etc...

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