

Making Your Password More Secure

Password Policy

Your district password must meet the following criteria:

- Your password must be at least 10 characters long. It can be as long as 127 characters.
- Your password must include:
 - uppercase and lowercase letters
 - numbers
 - symbols (for example, !, \$, #, %).
- You cannot use the same password that you've used in your previous 24 passwords in the district.

Password Recommendations

Newest advice: Use a pass phrase.

Security experts are now recommending a "pass phrase" rather than simply a password. Such a phrase should be relatively long – perhaps 20 characters or so and consist of seemingly random words strung together along with numbers, symbols and upper and lower case letters.

Think of something that you can remember but others couldn't guess such as YellowChocolate#56CadillacFi\$h. Avoid using famous quotations that might be easy to guess. Make the password at least 12 characters long. The longer the better. Longer passwords are harder for thieves to crack.

Include numbers, capital letters and symbols.

Consider using a \$ instead of an S or a 1 instead of an L, or including an & or % – but note that \$1ngle is NOT a good password. Password thieves are onto this. But Mf\$J1ravng (short for "My friend Sam Jones is really a very nice guy) is an excellent password.

Never give out your password to anyone.*

Never give it to friends, even if they're really good friends. A friend can – maybe even accidentally – pass your password along to others or even become an ex-friend and abuse it.

Password recommendations used with the permission of ConnectSafely.org. For more tips check out their article "[Tips for Strong, Secure Passwords & Other Authentication Tools.](#)"

Have questions or need more help?
Talk you your building's support technician.

