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# Bay Town Networks

*Home Computer Services & Support*

## The Keys to a Secure Password

Anyone who uses a short, simple password to access their online accounts is significantly more at risk of suffering a security breach to hackers. To increase password security, we suggest using a combination of letter, numbers and symbols.

The password you create for your computer software and online accounts is what keeps your information secure by only allowing you to access and view it. Generally, your first concern when you create a password is that you'll be able to remember it. But your larger concern should be that your information is secure and private. To that end, Bay Town Networks provides the following guidelines to help you create a password that's less likely to be cracked.

### Switch it up With Your Characters

- Use at least one upper case letter
- Use at least one lower case letter
- Use a number
- Use a symbol character from this special set: !@#\$%^&\*()\_- = + [ ] ; : " , < . > ?
- Use a minimum of 6 characters
- Do not use repeating characters
- Do not use spaces

### Don't Make it a Guessing Game

- Do not use a common, dictionary word – not even spelled backwards
  - Do not use your name, the name of a relative, close friend or pet
  - Do not use personal numbers, such as your driver's license, license plate, social security, telephone or birth date
- And finally, it's a good idea to change your password on a monthly bases.

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