



## Password Mistakes

### What you should know about keeping passwords secure.

Criminals continue to break into company and personal systems by stealing passwords. That means it's never been more important to use strong passwords and keep them safe.

Unfortunately, many people make password mistakes that can be very costly -- to themselves and the company. For example, 49% of adults say they write down at least some of their online passwords, and 18% say that's the method they use most often to remember passwords.\*

\*Password management and mobile security,  
Pew Research Center: Internet and Technology, 2017.

Fortunately, most password mistakes can be avoided.

### Here are some tips for avoiding common password mistakes:

- Don't write down your passwords.
- Use different passwords on each system.
- Choose passwords that aren't obvious, common, or easily guessable by anyone who learns basic information about you.
- Follow IT's guidance on how to choose stronger passwords and how to manage them.
- However, unless IT requests that you do so, don't change a password just because you've used it for awhile.
- Lock your smartphone and other devices when you're not using them.
- Use two-factor or multi-factor authentication when it's available.
- Adopt easily remembered long passphrases in lieu of traditional complex passwords.