# PROTECT YOUR PASSWORD – A CHEAT SHEET

**LMG** SECURITY

Do you hate passwords? Have trouble remembering them? You're not alone! Passwords are both incredibly important and challenging to manage. Strong passwords are the foundation of cybersecurity and may be the difference between a data breach and just another day at the office. Here are simple steps you can take to make your passwords strong and stress-free.

## TIPS FOR STRONG PASSWORDS AND LOGIN SECURITY

### DO

- ✅ **Use Two-Factor Authentication!** It's easy to set up with many providers, such as Office365 and Google.

- ✅ **Pick Strong Passwords.** Choose a password that is long - at least 14 characters or more. Use a passphrase (a sentence fragment, song lyrics, etc.) to help you remember it. Passphrase Example: Jan 1st is NewYears!$ *or* Won'tyoubemyNeighbor?

- ✅ **Use a Password Manager Program.** Store your passwords securely, so you don't have to remember them all. Popular options include LastPass and KeePass.

### DON'T

- ❌ **DON'T Share Your Password** with anyone—not friends, co-workers, vendors, or even IT staff.

- ❌ **DON'T Re-use Important Passwords**. Avoid using the same password for multiple different websites or services. Never re-use personal passwords for work, or vice versa.

- ❌ **DON'T Write Your Password Down on Paper,** unless it's secured in a locked location.

- ❌ **DON'T Store Passwords in Files on Your Computer**, such as Word documents or spreadsheets. Instead, use a secure password manager.

## IMPORTANT TERMS

### AUTHENTICATION
A method for verifying a person's identity. For example, I might tell my computer that I am "sdavidoff," and I prove my identity by typing in a *password*.

### VERIFICATION
There are three different ways that you can verify that you are who you say you are:

- *Something you know* (for example, a password).
- *Something you have* (for example, a key).
- *Something you are* (for example, a fingerprint).

### TWO-FACTOR AUTHENTICATION
Verifying a person's identity using two methods combined.

### PASSWORD MANAGERS
A smart way to remember strong passwords is to not remember them at all! A password manager is secure software that stores your passwords in an encrypted vault on your computer, or in the cloud.

**Here are some video tutorials for setting up and using password managers and two-factor authentication:**
**www.LMGsecurity.com/passwords**

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**WE ARE HERE TO HELP**
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