PROTECT YOUR PASSWORDS!

Use strong passwords to help keep sensitive information safe.

**What Works** – Passwords that are difficult to guess but easy to remember. Using a mix of upper and lower case letters, numbers, and special characters makes it less likely that your password can be guessed.

Consider the following when creating a password:
- Use a pass phrase. Choose a memorable song, line of poetry, line from a movie, or any other phrases that have personal meaning to you that you can easily recall. A pass phrase like these make it easier for you to remember the password:
  - 4s&7yAT!!! – Four score and seven years ago today.
  - J&Jwuth??? – Jack and Jill went up the hill.

**What Doesn’t Work** -
- Dictionary words, spelled backwards or forwards, or preceded or followed by a number.
- Personal information such as family names, pet names, birthdays, etc.
- Common keyboard sequences such as QWERTY, or abc123.

**Use Passwords Securely** –
- Don’t use the same password for personal ‘private’ accounts, e.g. work, financial, and personal ‘public’ accounts, e.g. Facebook, Twitter.
- Don’t share your passwords.
- Don’t use a public computer, e.g. hotel, library, to log on to a work or bank account.
- If available, use two-factor authentication.
  - You would enter your pass phrase, which is something you know.
  - You would then enter a passcode, which is something you have, it would typically be sent to your smartphone after you enter your pass phrase.

For additional information:
- UPHS Staff: Visit: uphxnet.uphs.upenn.edu/is/is_security.html or call 215.662.7474.
- PSOM Staff: Visit: medhelp@mail.med.upenn.edu or call 215-573-INFO.