

Here are the rules for creating an acceptable password.

Be at least 15 characters in length.

Be different from your last 10 passwords.

Contain characters from each of the 4 character classes:

Uppercase

Lowercase

Numerals

Special Character (!#\$%&+)*

***Be different from your old password by 4 characters*

- *Passwords can NOT contain...*
- *Quotes or spaces.*
- *More than 5 numerals in a row.*
- *Dictionary words.*
- *Your username or full name.*
- *Personal information*

Helpful Tips:

Think of a sentence or phrase that will be easy to remember, such as “my oldest sister Stacy will be 54 years old on January 29!” Use the first letters of each word to create a password (mosSwb54yooJ29!). You will then need to change some of the letters to similar special characters and you will arrive at your new password (mo\$Swb54yooJ29!). **THIS IS JUST AN EXAMPLE AND SHOULD NOT BE USED AS YOUR PASSWORD AS IT HAS BEEN WIDELY DISSEMINATED.**