

How to create a passphrase

The strongest and most reliable form of password your employees should use is called a passphrase. Let's take a look at how you can create a strong passphrase.



Step 1 – Create a phrase.

Come up with a phrase that's personal to you and easy to remember.

Example: *I want to create a strong passphrase to protect company data.*



Step 2 – Combine the first letter of each or some words.

Take the first letter of each or some words in your phrase and combine them.

Step 1 passphrase: I want to create a strong passphrase to protect company data

Step 2 passphrase: **iwTcasptpcd**



Step 3 – Use uppercase and lowercase letters.

Take your passphrase and start mixing uppercase and lowercase letters.

Step 2 passphrase: **iwTcasptpcd**

Step 3 passphrase: **IwTcaSPtpcD**



Step 4 – Add or substitute special characters and/or numbers.

Replace some of the letters with special characters or add special characters and numbers to the existing letters.

Step 3 passphrase: **IwTcaSPtpcD**

Finished passphrase: **!wTc@\$P2pcD1!***



Here's a list of do's and don'ts to help you:

Do

- Log off: When leaving your device, make sure to always log off.
- Visibility: Make sure nobody is around you when you're entering your password.
- Set unique passwords: Use different passwords across multiple accounts, systems, services, websites, or apps.

Don't

- Write them down: Avoid writing down your passwords and posting them in places where others can easily copy them.
- Share passwords: Never share your passwords with family, friends or colleagues.