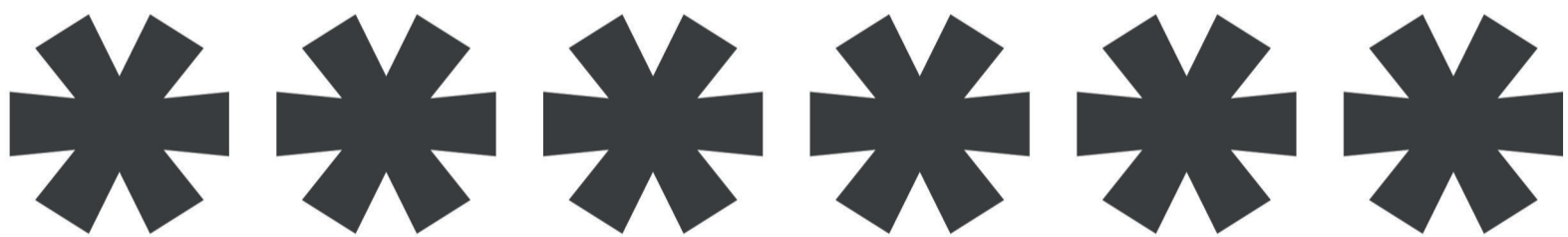


# Good password practice

Your passwords are the keys to all your school's sensitive data and your own personal and financial information. Here's how you can keep your passwords secure.



## One.

Don't re-use the same password on different web sites

## Two.

Use complex passwords with numbers, letters and special characters

## Three.

Longer passwords are best, pad them out with extra characters

## Four.

Store passwords in a reputable password manager program not in your browser

## Five.

Don't write passwords down

## Six.

Use multi-factor authentication where possible

## Seven.

Logon to sites using trusted accounts rather than creating new ones where possible

## Eight.

Don't use dictionary words in passwords and adding numb3r5 doesn't help

## Nine.

Keep your password scheme to yourself

## Ten.

Change your password immediately if you suspect someone else may know what it is

For help and advice on data security please visit [RM.com/security](https://www.rm.com/security) or call 0800 046 9798