

You can check out more useful publications and eSafety guides on the Hub or Moodle and around the LMC campus.

Contact Computer Services for any help with this or any other IT related issues.

If you feel unsure about your online security or need more help and advice then you can talk to your Course Tutor, Computer Services or Student Services

On-line advice is also available at [www.CEOP.co.uk](http://www.CEOP.co.uk) or [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

# Computer Services eSafety Series

## Managing your Passwords



## Choosing a Password

As computer users we each have a responsibility to prevent others from breaking into the computer system through our computer account. There is always a person available on the Computer Helpdesk if you need help and it helps us if you have your College ID card.

### What makes a good password?

A good password should be easy to remember but must be difficult to guess:

- **Do not make the password the same as your account name.**
- **Do not use your surname or any of your forenames as a password.**
- **Do not use the names of your boy or girlfriend, relative, dog, cat, budgie ...**
- **Do not use your car registration number - even an old one!**
- **Do not use your address.**

### A good password should:

- Ideally be at least 8 characters long with at least one upper-case letter and one number (The longer the password the harder it is to crack but the more tiring to type in)

- Ideally be a random sequence of letters, numbers and punctuation characters - hard to break and something only you would know!
- Not be the same as all your other computer/email accounts.

**(Please remember LMC passwords are case-sensitive)**

### Good practice

- **Do not write your password down.**
- **Do not share your password with anyone else.**  
**Sharing your password is against the college policy by which you are bound.**
- **Change your password regularly.**
- **Do not log in with someone looking over your shoulder.**
- **If you think your password may have been compromised, change it as soon as possible.**
- **If in doubt please contact Computer Services who can advise you.**
- **If you put a password on your Office and Outlook documents and forget it, it might not be possible to recover them.**
- **When changing your password it must be completely different from your previous passwords**