



Strong passwords are vital in keeping our systems and data safe.

There are a few simple steps which you can take to ensure your password is easy to remember, but difficult to break.

Passwords must be 8 characters or more, using mixed case letters, containing at least one number or symbol and cannot be recycled.

1. Start with a sentence or two...

*The black cat ran under the ladder*

2. Turn your sentence into a row of letters using the first letter of each word...

*tbcrutl*

3. Add complexity by capitalising those letters in the first or second half of the alphabet (anything up to and including L)...

*tBCrutL*

4. Add two numbers that are significant to you at the start and end...

*27tBCrutL80*

## **Remember...**

Keep your password safe and don't let anyone else know what it is

Don't use personal information such as family names, etc.

Don't use sequences of numbers or characters such as "qwerty" or "abcd1234"

When changing your password, don't simply increment the number value by one each time

You can't recycle old passwords

Longer Passwords are Stronger Passwords



## ***On the Members Website...***

1. Log into the Members website and open up your email.
2. Click on Options
3. On the menu to the left of the screen, click on Change Password
4. Enter your old password in the first box and your new password in the following two boxes.
5. Click on Save in the upper left hand corner

*Upon changing your password you will be immediately disconnected from the members website. Log in again using you new password.*

## ***On a Members PC...***

1. Log into a Members PC.
2. Once you have logged on, press CTRL+ALT+DELETE on the keyboard together
3. On the menu click on Change Password
4. Enter your old password in the first box, and your new password in the following two boxes.
5. Click on OK and your password is now changed

## ***Remember...***

The system will not change your password if you do not enter your current password correctly or if the two versions of your new password do not match.

***If you experience any difficulties, contact the ICT Support Desk on (01782) 742154***