




# Creating Strong Passwords

## Password Requirements and Tips

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 =Shortcut  =Advice  =Caution

### Towson University Passwords

At Towson University your password gives you access to a number of resources: E-mail; network drives; and PeopleSoft information, like grades, financial data, timesheets and personal records. Without a strong password, hackers might not only crack into this personal information, but they could also use your account to attack other computers, making the entire network vulnerable

#### Password Requirements

Towson password requirements have been designed to resist hackers.

Your new password must follow these guidelines:

- Be at least 8 characters in length
- Use at least 3 of the following 4 different types of characters: uppercase letters, lowercase letters, numbers, and symbols
- Not be an incremental change from a previous password (for example, you cannot use "Password45" after "Password44")
- Not be one of your last 5 passwords

#### Password Tips

- Make your password easy for you to remember but hard for someone else to guess
- Use numbers or symbols to replace letters in a word: "Great" could be "Gr8" or "Sand" could be "S&"
- Pick single letters from a favorite word or phrase and add some creative punctuation: "Meet Me in St. Louis" could become "mmiSt.Ls!"
- Use phonetic spelling to disguise a word: "photograph" could be "fotograf"
- Convert personal information into a nonsensical password. You could use your favorite teacher, your first date, your first pet, etc. Your second grade teacher named Mrs. Meadow could make this password: "Mrs.MeadO.2gr"

#### Changing Your Password

If you have forgotten or need to your Towson University Password click the following link for directions:

[http://www.towson.edu/adminfinance/ots/Training/documentation/Account\\_Management/FacStaff\\_change\\_reset\\_password.pdf](http://www.towson.edu/adminfinance/ots/Training/documentation/Account_Management/FacStaff_change_reset_password.pdf).

#### Summary

##### Towson University Passwords

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