

Living Safely

with disabilities and special health needs

Password Checklist



Children's
Specialized Hospital®

An RWJBarnabas Health facility



Many people access personal accounts online. These accounts include email, bank, government and social services, and credit card accounts.

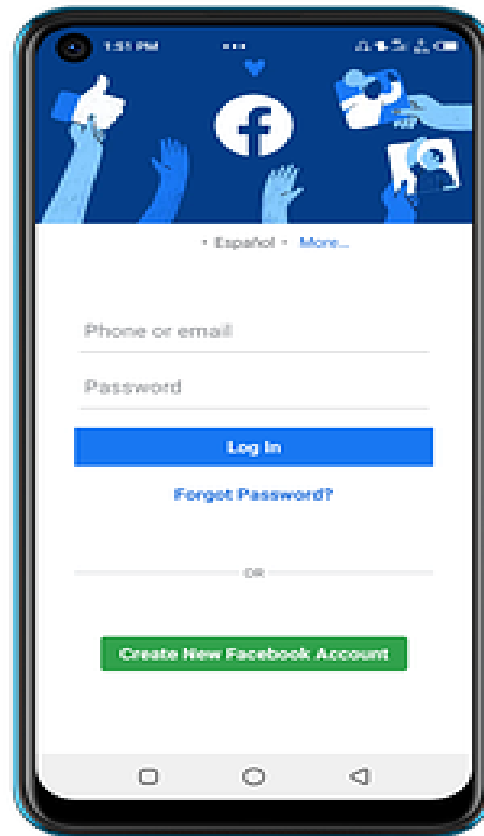
I may have other accounts used for personal purposes. Because these accounts contain personal information, it is important for me to protect the accounts with passwords.

This is a checklist to help make sure my passwords keep my accounts safe.



I should make my passwords as long as possible and use characters, words, numbers, or phrases that are not easily identified by others.

A password with 12 characters is considered a long password. If the account does not permit a long password, I need to make my password stronger by mixing uppercase and lowercase letters, numbers, and symbols.



When creating a password, it is helpful for me to use some uncommon random words that I can remember.

I should try to avoid using my name, birthday, pet's name, or other personal information in a password. One option that may work for me is to use my favorite song title along with the year the song was released.



It is important for me to use different passwords for different accounts.

If one of my accounts has been accessed without my permission, the person would not be able to access my other accounts in the same way.



Multi-factor authentication is an extra safety option provided by some accounts.

Multi-factor authentication requires an extra step in addition to entering my password when logging into an account. This makes my account even safer. There are two methods of multi-factor identification. Accounts may ask for a code from a separate app or they may require fingerprint, eye, or face identification.



Many people have trouble keeping track of all of their passwords.

To remember my passwords for each account, I can write them down and keep them in a safe place. It may be helpful to use a password manager. A password manager is an app on my phone, tablet, or computer that securely stores all my passwords.

When selecting a password manager, I can research to make sure it is reputable, reliable, and easy for me to use. To find a reputable password manager, I can search several websites that review apps. I can ask friends and family for names of password managers they feel confident using. I won't forget that my password manager needs a strong password too!



Accounts may ask me questions for me to answer in case I forget my password.

I pick security questions that most other people do not know the answer.

I avoid providing answers that are available in public records or easily found online, such as my zip code, place of birth, or my mother's maiden name. I try not to select questions that have a limited amount of responses such as the color of my first car.



It is important to change passwords quickly if I know someone has accessed my account without my permission. This is called a breach in the account.

I should be sure to update the changed password in my password manager.



It is important for me to change passwords routinely.

For instance, if I want to change a password every year, I can set a reminder on my calendar. Once changed, I should update my password manager as well.

For more Living Safely resources, visit www.rwjbh.org/cshlivingsafely

We value the expertise of our partners in safety who have demonstrated their commitment to inclusive healthy communities. Portions of this resource have been adapted from the Federal Trade Commission (www.ftc.gov).

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