**SAFE COMPUTING**

**Subject:** Password Security  
**To:** Computer Users  
**Date:** August 22, 2016  
**From:** Information Security

- Always keep passwords secure and confidential.  
- Always ensure your passwords are unique to the application or service.  
- Use easy to remember pass phrases with special numbers and characters. ([http://go.middlebury.edu/passwordpolicy](http://go.middlebury.edu/passwordpolicy))  
- Always keep a PIN or password on your mobile device.

- Never provide your password through email or through a link obtained in an email.  
- Check the URL or address of a website to ensure you are at the right site and not a spoofed version before entering a password.  
- Always reset your passwords immediately if you ever suspect that they may have been compromised.

- Where possible use two-factor or multi-factor authentication.  
- Use a password management tool such as LastPass, 1Password or Password Safe to manage your passwords securely.  
- Visit [http://go.middlebury.edu/password](http://go.middlebury.edu/password) to reset your Middlebury network password.