Security Checklist

Practice 1: Password Checklist

☐   Policies are in place prescribing password practices for the organization.

☐   All staff understand and agree to abide by password policies.

☐   Each staff member has a unique username and password.

☐   Passwords are not revealed or shared with others.

☐   Passwords are not written down or displayed on screen.

☐   Passwords are hard to guess, but easy to remember.

☐   Passwords are changed routinely.

☐   Passwords are not re-used.

☐   Any default passwords that come with a product are changed during product installation.

☐   Any devices or programs that allow optional password protection have password protection turned on and in use.

Strong passwords **should**:

- Be at least 8 characters in length
- Include a combination of upper case and lower case letters, at least one number and at least one special character, such as a punctuation mark
- Be changed often, at least quarterly.