

The following was suggested to us by a network security specialist as a simple to use process for establishing a unique password for every website.

Password System

1. Establish a 5-6 character root using upper/lower case alpha plus numeral – i.e.
 - a. Example - I love 68 Detroit Tigers = I168DT (easy to remember phrase)
 - b. Use this root for all passwords
2. Set a 3 character suffix unique for each website.
 - a. Example - American Express = AE%
 - b. Customize this suffix to meet length and alternate character requirements for each website.
3. Set up either a Word or Excel document that lists:
 - a. URL
 - b. Username
 - c. Suffix
4. Print the password document and keep at your computer
 - a. Easy to use
 - b. Without the root, the list is worthless to anyone else
5. When a website requires you to change your password – change only the suffix.
 - a. Example – change AE% to ae*
 - b. Record the changed suffix to your password list.

The Word or Excel document will also convert the URL into a hyperlink that makes it easier to access your important websites when displayed on your computer.