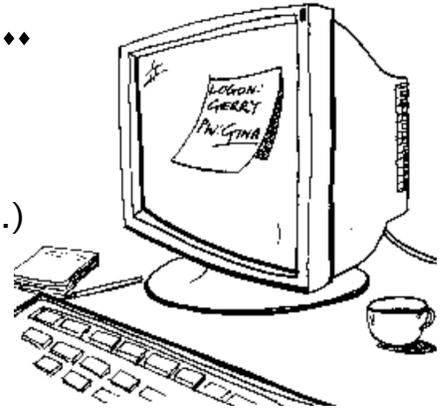# Is your Password...

Hard to Guess?
- Not a real word
- Not connected to you (pet name, house #, etc.)
- Long enough: at least 6 characters
- Include numbers, punctuation, or mixed case
- Free of Password No-Nos:
    - Not the default password
    - Not names or initials of family, friends, pets
    - Not your favorite team, color, food, city, etc.
    - Not any form of your user name: as-is, doubled, backwards, etc.
    - No part of your address, phone, birthday, license plate
    - No words found in the dictionary - English, foreign, or technical
    - Not an overly simple pattern: *vvvvv, 12345, qwerty*

Easy to Remember?
- Acrostic: Start with a memorable phrase, line from a poem, song, or Bible verse, with numbers mixed in. For example "Yankee Doodle went to town riding on a pony" can lead to the password *ydw2tr0ap*
- Words with certain letters replaced or removed: *y%nk%%*
- Keyboard pattern by feel

Different from Other Passwords?
- For things that matter, use distinct PWs, perhaps by prefixing them with certain characters from the website name.

bellsouth.net	lbydw2tr0ap
amazon.com	aaydw2tr0ap
bankamerica.com	nbydw2tr0ap

- For things that don't matter (online newspaper), OK to use same PW.

Kept Super Secret?
- Avoid writing it down.
- If you must write it down:
    - Don't write user name & PW on same paper.
    - Don't keep it under keyboard, under mouse pad, in desk drawer, etc.
    - If you want to store passwords on your computer, use an encrypted notepad such as KryptoPad (Windows) or Little Secrets (Mac).
- Don't supply it to email requests to "confirm" your password.
- For a shared computer, don't check the box "remember my password."
- Don't speak aloud about your scheme.
- Be aware of shoulder surfers, especially with FacultyWeb/RenWeb.
- **Log out! Log out! Log out!**

Passwords Needed for Boca Christian

Change your password immediately if it is weak or if it has been compromised. For very sensitive data, also change it a few times a year.

- ## FacultyWeb/RenWeb
  For FacultyWeb, click the Help button on the left, then click Password. For the RenWeb program, click the Password button on the main RenWeb screen. RenWeb requires you to pick a new passward every 12 months, and you cannot re-use any of your old ones. RenWeb passwords must be at least 6 characters in length, and must contain at least one alpha and one number. They are not case sensitive, so for example *YDw2tr0ap* is the same as *ydw2tr0ap*.
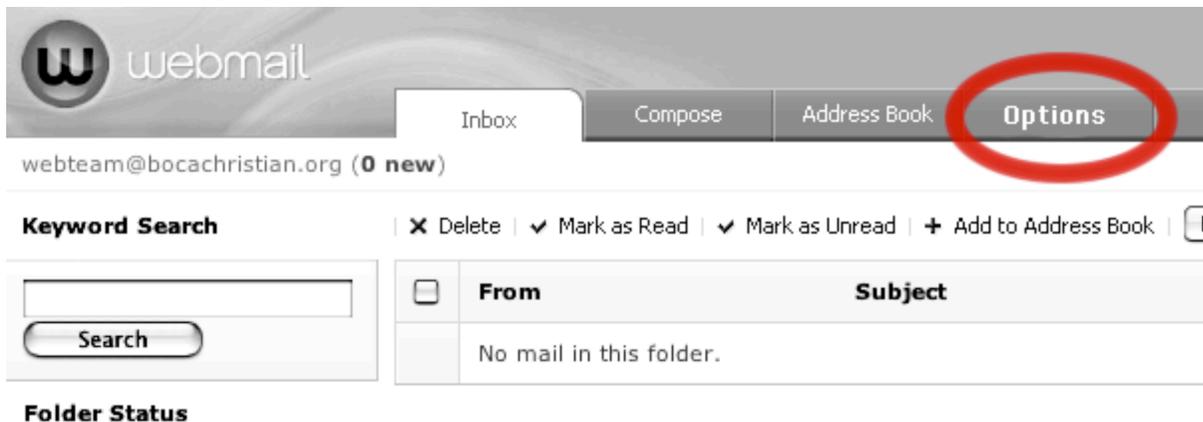
- ## School network
  Give your newly selected password to Jerry Owens in a sealed envelope and he will update it. He will synchronize your password for login to both campuses plus GradeQuick.

- ## bocachristian.org email
  From any computer connected to the Internet:
  1. Go to www.bocachristian.org/webmail
  2. Sign in.
  3. Select Options in the upper right corner.

- ## Web Admin (School website teacher pages)
  From any computer connected to the internet:
  1. Go to www.bocachristian.org/admin
  2. Sign in.
  3. Select Change Password in the upper right corner.