



## Password Checklist

- Policies are in place prescribing password practices for the organization.
- All staff members understand and agree to abide by password policies.
- Each staff member has a unique username and password.
- Passwords are not revealed to 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.