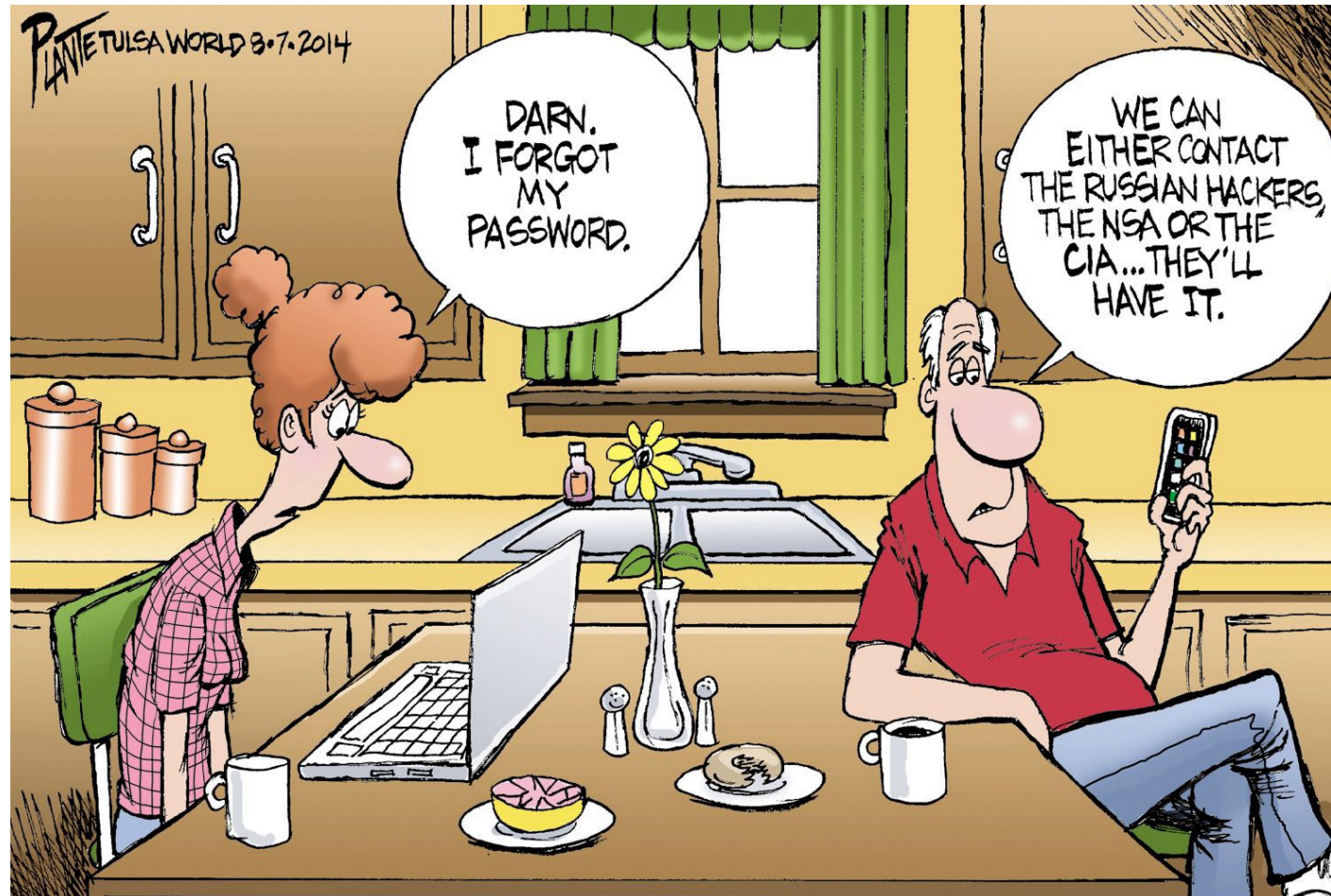


# Tips for Managing Passwords



# There's an easier way to manage passwords!



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# What is a password manager?

- Program that creates and saves unique, random passwords for each online account.
- Encrypts your usernames and passwords and securely stores the data in a personal password vault so it's accessible by your devices.
- Auto populates usernames and passwords when logging in. Eliminates need to maintain lists of passwords or searching for account information when trying to log in.
- Supports different devices and browsers.

# Passwords are synced across your devices



# Why use a password manager?

- It simplifies your life and makes it easier to use web sites. No more lost or forgotten passwords!
- It's more secure since every account uses a unique, random password. If one account is compromised, then your other accounts remain secure.
- It allows you to quickly log in from wherever you are.
- Did I mention it makes your life easier?

# Password manager features to look for

- Supports your devices, browsers and operating systems
- Supports at least 20-character random passwords that are unique to each account
- Uses a master password to access your password vault
- Supports face and touch ID for enhanced log-in security
- Uses 256-bit AES encryption to protect your online password vault
- Passwords should be available even if the password service is offline
- Ability to share passwords with trusted person for shared accounts or for legacy reasons (typically requires family account)
- Provides export/import capability so you can switch products if needed

# Leading password manager products

- 1Password
- RoboForm
- Keeper
- Dashlane
- Apple Keychain (only recommend this option if you're all Apple)

# 1Password demo

- Migrate an existing account with an old password to 1Password
  - Log into the demo site and add the site's current username and password to 1Password's vault
  - Go to the site's change password page and change the current password
  - Use 1Password to generate a new random password that becomes the new password for the web site and is saved in 1Password
  - Confirm that the new password for the web site is in 1Password's vault
  - Log in to the site and verify 1Password auto-fills the updated account information
- Verify 1Password syncs the updated password across Mac and iPhone and confirm 1Password auto-fills password using either device.



# Take small steps to simplify your use of passwords

- Create a list of sites you use and group them into categories (e.g., financial services, government, ecommerce/shopping, social media, email, etc.).
- Migrate a few non-critical accounts to the password manager to try the software and understand the account migration process.
- Once you're comfortable with the process, migrate your accounts one category at a time. Work at your own pace, there's no rush.