



## Creating a Strong Password

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Your Zane State College password will be used for My ZSC, Blackboard, Email, on Campus computer logins, and Zoom. It is recommended you use a strong password to help your account stay safe. Zane State College helps you be proactive in selecting a strong password by requiring a password criterion for you to meet. Please see below for the minimum password requirements and additional help.

### Password Requirements

- At least 15 characters long.
- One lower case letter (a-z).
- One upper case letter (A-Z).
- One number (0-9).
- One special character (@ # \$ % ^ & \* - \_ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ; < >).
- Do not contain your previous password.
- Do not contain a part of your username, email address, name, social security number, or Zane State College.

### Signs of a Weak Password

- The password is a word found in a dictionary (English or foreign) or a word in any language, slang, dialect, jargon, etc.
- Never use the word "password" in your password.
- The password contains words such as names of family, pets, friends, house addresses, birthdays, other personal information, or patterns like aaabbb, aaaaaa, 1111111, 123456, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret).

### Recommended Items to Follow Regarding Passwords

- Use passphrases where possible. A passphrase is a sentence like string of misspelled words that is longer than a traditional password.
  - Passphrase best practices
    - Use an easy to remember but uncommon group of four to eight words.
    - Add spaces within and between words.
    - Use capital letters or capitalize certain words.
    - Add punctuation and special characters that make sense to you but no one else.
    - Use unusual or abbreviated spellings of words.
    - Make some letters into numbers
- Do not provide your passwords over the phone.

- Do not provide your passwords in an email.
- Do not talk about your password in front of others.
- Do not reveal your password on questionnaires or challenge questions.
- Avoid writing down your passwords, however if you must, please keep them secure.
- Do not use the Save My Password or Remember Password feature on applications. Especially with internet browsers Microsoft Edge, Mozilla Firefox, Google Chrome, Apple Safari, etc.

If you have questions or would like additional help, please contact the Technology Solutions Center at [techelp@zanestate.edu](mailto:techelp@zanestate.edu) or call us at 740.588.1327.