

## Choosing Your User ID and Password

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Before you share private information on the Internet, remember that you are responsible for establishing the security for your account. Be very careful to select a User ID and Password that will be easy for you to remember but difficult for others to guess.

Here are some guidelines for wisely choosing your ID & password:

- Use both letters and numbers that are not near each other on the keyboard
- Mix upper and lower case letters
- Combine spaces, words and other symbols (i.e. "King & queen")
- Do not use letters or numbers in logical sequence (i.e. abc or 123)
- Select two distinctly different codes for your User ID and Password
- Never share your codes with anyone. It may seem harmless to give someone your code "temporarily", but once shared, your security has been compromised.
- Avoid using any code that can be traced directly to you by hackers, especially your
  - Birthday
  - Child's name
  - Phone number
  - Street address
  - Social Security Number