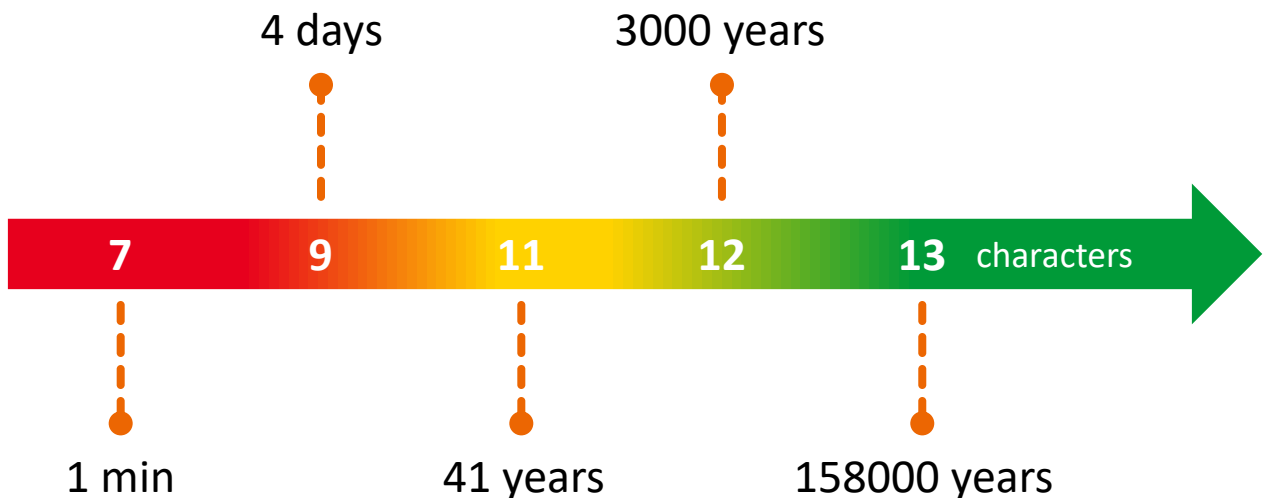# How to: Passwords

The stronger your password, the more protected your accounts and data will be.

The Importance of Length

Even complex passwords can be cracked quickly if they are short. **We recommend to use at least 12 characters.**

4 days — 9

3000 years — 12

| 7 | 9 | 11 | 12 | 13 characters |

1 min — 7

41 years — 11

158000 years — 13

The Importance of Complexity

Use at least **three of the following categories:**

1 ABCD — **Uppercase Letters**

2 abcd — **Lowercase Letters**

3 1234 — **Numbers**

4 #*@!%& — **Special Characters**

General Recommendations

Length > Complexity

Use long and easy to remember passwords.

MY PASSWORDS

Use various passwords for various services

Use a password manager

Check to see if your organization has specific recommendations on a password manager.