









Managed IT | Co-Managed IT | Cybersecurity





Creating Your Password Policy

Follow these simple checklists to guide you through creating and rolling out a comprehensive password policy for your business.

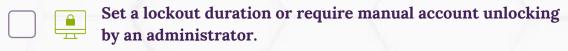
1. Define Password Creation Guidelines

папапап	willimum length (12 characters recommended).
***	Mix of uppercase and lowercase letters, numbers, and special characters.
	Avoid easily guessable information (e.g., names, dates).
998	Prohibit common words and phrases.
2. Estab	lish Password Storage Rules
	Encourage the use of secure password managers.
	Discourage writing passwords down or storing them in unsecured digital files.
3. Set a	Password Change Frequency
()	Require immediate password changes in the case of a suspected breach.
	Enforce password updates at a set cadence via IT (if available).
	If IT cannot enforce monitoring, request an annual password update.



4. Configure locking mechanisms to protect accounts





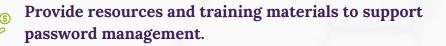
5. Require Two-Factor Authentication (2FA)

Enable 2FA for sensitive systems and data access.

Configure the option to automatically clear browser sessions on exit to prevent session jacking.

6. Develop an Employee Training Program

Educate employees on password policy rules and best practices.





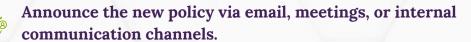


Rolling Out Your Password Policy



1. Communicate the Policy to All Employees

(A)



Explain the importance of strong password practices for company security.

2. Provide Training and Support



Offer training sessions or workshops on creating and managing passwords.



Make resources available for employees to reference (e.g., guides, videos).

3. Enforce the Policy Using Technology



Implement password managers and 2FA systems to support policy adherence.



Use IT tools to monitor and enforce password change frequency.



Password





4. Regularly Review and Update the Policy

4 (C)	Assess the effectiveness of your password policy over time.
\$	Update the policy as needed to address evolving cybersecurity threats.

5. Consider Partnering with IT Experts

	Consult with IT professionals, like Anderson Technologies' cybersecurity team, for guidance in developing and implementing your password policy.
(i)	Stay informed on best practices and emerging cybersecurity risks.

Defend Your Data

By following these checklists, you can create a robust password policy that will help protect your business from unauthorized access and data breaches. Regularly review and update your policy to ensure it remains effective against the ever-evolving cybersecurity landscape.



Password Policy Checklist for Businesses info@andersontech.com | andersontech.com

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