

Password Management 2017

Topic 3/23/2017

- We all have online accounts.
 - **Email**
 - **Social** networks
 - **Shopping** and/or **Financial**
- Every software and App seems to want you to create an account with both an ID and password.
- How do we remember them all?
- Obviously, we write them down.
 - But often when we need them, we either cannot find the paper,
 - Or we somehow failed to write THAT ONE down.
- To prevent loss of passwords and IDs, we need some form of "Password Management."
- And to facilitate recovery of a password, or stolen account:
 - You need to provide the account with adequate information for recovery.
 - A cell phone number so they can text a security code.
 - Cell is preferable to land line, as some only offer texting.
 - Land lines cannot receive text messages.
 - Another email address to email that same security code.
 - Security questions you will definitely remember the answer to.
 - Keep your technique consistent, such as:
 - Always capitalize names, places, states, etc.
 - Or NEVER capitalize anything, to avoid forgetting the pattern.
 - When you create an account, write down the date you established the account.
 - Google for example asks for that date as one of its security checks.
 - Some also want the exact name used when establishing the account.
- Manage passwords in one of two ways, or use both methods.
- **Method #1**, manually create ID and password.
 - And keep a **physical book** or journal containing your account information.
 - Or Create a **word processing file**, or group of files containing your account information. This is my personal preference, creating the document at the same time while establishing the account.
 - Consider Norton's password generator to create secure passwords.
 - <https://identitysafe.norton.com/password-generator>
- **Method #2**, use a free or paid for **Password Management Application**.

Password Management 2017

Topic 3/23/2017

- **Method #1:** Manually (independently) creating the Account and Password
 - You want to include:
 - Obviously, the ID and accompanying password.
 - Include any security questions and answers you gave.
 - Include the date the account is established.
 - With a word processing file, include also the web login address.
 - If creating your word processing file in Word
 - **HINT:** While creating the account, when asked to confirm the password:
 - Type the password into Word, then copy it from the Word file.
 - And then paste into the confirmation box.
 - This confirms also it was recorded accurately.
 - Consider password protecting the document or documents.
 - When saving, click on Tools, left of the Save button.
 - Choose General Options.
 - It will ask for a password to open.
 - And once given and hit OK, it will want to confirm the password.
 - Otherwise, if you forget the password to open the documents, **you will no longer be able to open the file.**
 - If keeping them all in a single document, to keep accounts alphabetical:
 - Sorting can only be done by the first letter of each paragraph.
 - Since most people use the ENTER key to move from line to line,
 - This produces a new paragraph.
 - Using instead line breaks can remedy that.
 - Instead of ENTER, you use SHIFT-ENTER to create a line break.
 - Include a final (empty) line break to keep space between items.
 - Find the Sort command in Word on the Home Ribbon, Paragraph group.
 - Look for the A-Z icon 
 - Consider using a table.
 - Or create the document as an Excel spreadsheet.
 - Both can alphabetize by rows.
 - If creating separate documents for each account,
 - Use the same readily remembered password for every saved document.
 - Consider a folder specifically for your account information documents.
 - The folder can be made a toolbar for quicker access.
- By right-clicking the Taskbar and choosing Toolbar/New toolbar.

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Topic 3/23/2017

- **Method #2:** Using a Password Manager to create a random password
 - Password Managers start by creating strong random passwords.
 - Then storing them with the Website login address.
 - From then on, returning to the web site, the password manager automatically inserts the ID and Password.
 - Some Password Managers are capable of two-step security.
 - Norton Security provides one with their Security Suite.
 - And offers a free download: <https://identitysafe.norton.com/>
 - As do most Internet Security software makers.
 - But will not yet work with Microsoft Edge.
 - Well-known and Free Password Managers:
 - LastPass
 - Only one which works with (has extension for) Microsoft Edge.
 - Also allows saving notes, such as your security questions and answers.
 - Dashlane
 - RoboForm
 - Most also offer more robust Paid For versions
 - No ads
 - More features
 - Some limit the number of saved passwords on the free version.
 - Password Managers are add-ons or Extensions to your browser.
 - Microsoft Edge has limited Extensions.
 - LastPass is so far the only one which works with Microsoft Edge.
 - How does a password manager differ from simply saving your passwords in your browser?
 - Firefox does not automatically encrypt saved passwords.
 - However, Firefox allows you to create a master password.
 - Your passwords are then encrypted using the master password.
 - Chrome and Internet Explorer by automatically encrypt your passwords.
 - However, the master password is simply your Windows Account password.
 - And you are logged in automatically when logging into Windows.
 - Microsoft Edge most likely handles passwords similar to Chrome and IE.
 - But I could find no definitive answer to confirm that.