



# Your Password Toolkit

**Your Password Toolkit** is your one-stop-shop for all things passwords. Browse this toolkit to learn how to create a strong password, to access the password tracker, and to learn what to do if you forget your password.

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## Why Do Passwords Matter?

**Passwords protect your email, banking, and medical records.**

Think of them like keys to your house. You wouldn't use the same key for everything, and you wouldn't use a key that's easy to copy. A weak password is like leaving your door unlocked.

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## What Makes a Good Password?

- **A good password:** at least 10-12 characters long
- **A good password:** uses a combination of uppercase and lowercase letters, numbers, and special symbols (Aa, @\$, 85)
- **A good password:** does not include your name, birthdate, your pets name, or easy to guess phrases like "password1" or "abcd123"

**When creating a new password, use all of the above tips!**



**Quick Tip:** For important accounts, like online banking, medical or lab portals, or email accounts, be sure to use different passwords.



## Your Password Toolkit

### Strong Passwords: 3-Ways to Create a Good Password



#### **Method #1**

#### **The Sentence Method**

Think of a **sentence**. Use the first letter of each word, include numbers and symbols.

**Example:** My Daughter Was Born in July 1985

**Password:** MdWbiJ1985



#### **Method #2**

#### **The Three Word Method**

Pick **3 unrelated words**. Then add in numbers and symbols to strengthen it.

**Example:** Coffee Dog Piano @ 2024

**Password:**  
CoffeeDogPiano@2024



#### **Method #3**

#### **The Passphrase Method**

String together 4-5 random words and add numbers or symbols between them.

**Example:** Row \$ Sun @ Car 2 Pet

**Password:**  
Row\$Sun@Car2Pet

### How Do I Keep My Password Safe?

- **Don't share passwords through email, text, or phone.**
- **If something seems wrong, change your password.** If you're notified about suspicious account activity, change your password.
- **Don't use the same password everywhere.** If someone gets your password, they'll know your password for all accounts.
- **Don't make your password too simple.** If it's simple for you, it's simple for others to guess as well.



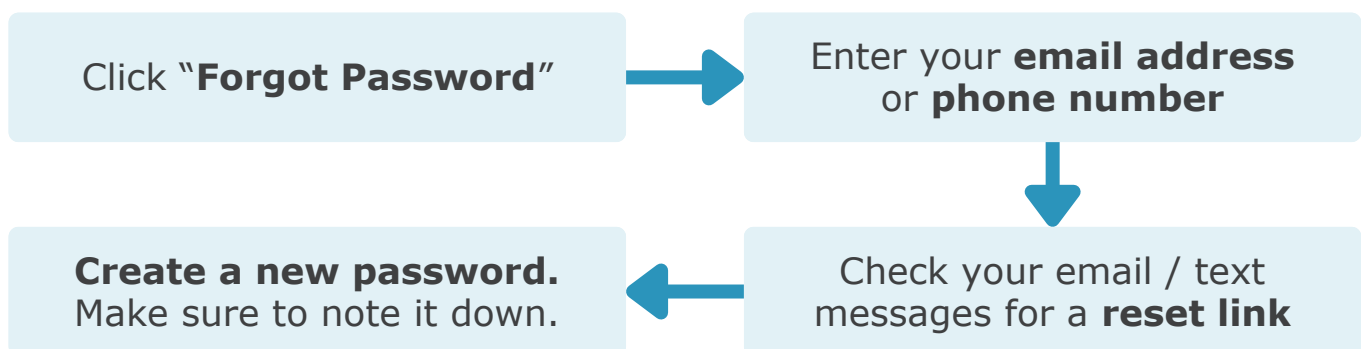
## Your Password Toolkit

### Where Should I Store Or Write Down My Passwords?

- Use a personal notebook, or the **My Password Tracker** to keep track of your account information (usernames and passwords). Make sure to store this in a safe and secure place.
- Write down which website or resource the username and password is for. It may be handy to write down who you've shared your account information with (like your caregiver or caseworker).
- If you feel uncomfortable about writing down your password, you can write down hints for yourself.
- **Note:** Don't store passwords on a sticky note posted to your fridge, or in an obvious computer file / phone note (Passwords.Doc)

### What Do I Do If I Forget My Password?

Every website has a "**Forgot Password**" button near the login section. If you forget your password, follow these steps:



**Quick Tip:** Real companies (Banks, Phone Provider) will **never** ask for your password over email. If you receive this request, **that's a scam!**



## Your Password Toolkit

**Note to Self:** Store this password tracker in a safe and secure space. Keep this tracker where you typically store important documents.

### My Password Tracker

**Website**

**Username / Email Address**

**Password**

**Who else knows this password (caregiver or caseworker)?**

**Password Hints**

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# Module 4: Communicating Using Your Device

In the **fourth module**, we explored email and messaging. We also covered how to stay safe online.

**We learned about:** The differences between email and messaging, the key features of email, and how to spot email scams. Remember to use the **SORRY Method** when checking emails and use the **Password Toolkit** to keep your account secure.

## Key Icons & Common Terms



**Gmail:** This icon opens your **Gmail** account. Through this app, you can **read, send, and manage your emails**.



**Inbox:** Your email **inbox** is **where you can see all the emails people have sent to you**. New emails appear at the top, and you can scroll down to see older messages.



**Compose / New Message:** To **write and send a new email** tap on the pencil icon (or + sign). This will open a blank message. Now you can add who you're emailing (their email address), a subject (what your email is about), and your message. When you're done, hit send.



**Sent:** This **email folder shows you all the emails you've sent to others**. It's useful when you want to check what you wrote or confirm that an email was delivered.

## Office Hours Activity: Gmail Account Creation

My Office Hours appointment is:

# Module 4: Reflection Sheet

In this module, we explored how to **create, reply, send, and receive an email**. We also learned how to **identify suspicious emails**.

**Email is a great way to communicate!** Practice drafting and sending emails. It's a handy skill to have!

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## Take a Moment to Reflect

*Think about today's session and jot down your thoughts below.* There are no right or wrong answers, this is your space to reflect on what you learned and think about how it felt.

**What's one thing you feel confident about with email?**

**What's one thing you learned today that you want to practice more or learn more about?**