



Secure Password Worksheet (For Personal Use)

Create strong passwords – and manage them the smart way.

Never write down your full passwords – just create clues to help jog your memory.

MONTCLAIR
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Part 1: Build a Strong Password (or Passphrase)

A good password should be:

- At least 12 characters
- A mix of uppercase, lowercase, numbers, and symbols
- Unique for each account
- Easy for you to remember, but hard for others to guess

Password Formula Ideas

Choose a formula that works for you – and stick to it.

Formula Style	Example (Do Not Reuse)
Passphrase (4 random words + symbol)	PurpleBanana!GlassRocket
Song lyric or phrase + numbers	!TakeOnMe1985#
Abbreviated sentence + symbols	lh2g2B@d! → "I have to go to bed at 10!"
Favorite quote + platform initials	2bORnot2b_FB! (for Facebook)

My Password Strategy

- I use a password manager: ☐ Yes ☐ No
- My formula is based on: _____

- My password reminder (not the password itself!):



(E.g., "Favorite childhood snack + graduation year + !")

Part 2: Password Inventory Clue Log

Keep hints for your accounts (never write the real passwords).

Account / Platform	Password Reminder or Clue	2FA Enabled?
Email (school)	Phrase + class year + !	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instagram	Song lyric initials + ##	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank/Finance	Quote + digits + special	<input type="checkbox"/> Yes <input type="checkbox"/> No
Streaming (Netflix, etc.)	Inside joke + emoji	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Portal	Course code + ! + number	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bonus Tips

- Turn on Multi-Factor Authentication (MFA) for every account that supports it. (Duo isn't just for school!)
- Use a password manager to store strong, unique passwords for each account. (1Password or LastPass)
- Never use the same password for different sites.
- Change your passwords immediately if you think an account is compromised.

Reminder: This worksheet is for your eyes only. Don't store it where others can access it, and never share clues that are too obvious.