

## UNA Net / DMS Web Password Information

The username and password you use for logging in to UNA Net and DMS Web are the same. It is important that you keep this information secure as it is the key that unlocks access to – among other helpful things – confidential information, whether it is merely your own or that of all your Local's Members.

UNA Systems has instituted new password guidelines in an effort to keep access to this information restricted to only those that should be accessing it. Passwords must be:

- at least 8 characters long
- comprised of a combination of numbers **and** letters. You may also incorporate punctuation.
- different than any of your recently-used passwords

While these changes may seem like nothing more than a nuisance, keep in mind all the security breaches that have happened around the world of late involving the disclosure or dissemination of personal information. By using rotating, strong passwords, you can help do your part in keeping the information you have access to secure (and yes, that includes not putting your password on a sticky note next to the computer!)

### Tips for Choosing Passwords

A good password is long, suitably random, contains letters and numbers (and ideally also punctuation) and is easy to remember. Sounds impossible, but it's quite easy to come up with strong passwords.

- don't: use any personally identifiable information (birthdate, phone number, license plate, kids' names, etc.)
- don't: use only words that can be found in a dictionary. These are some of the easiest passwords to break.
- don't: use the same letter and number repeatedly
- do: mix up the letters, numbers, and punctuation into a "random" order
- do: use upper and lowercase letters
- do: use phrases turned into acronyms to make your passwords easy to remember

### Examples of Bad Passwords

- password
- password1
- puppies23
- aaaaaaaaaa123

### Examples of Good Passwords

- Idw2cmFCpw! (**I don't want to change my FirstClass password!**)
- veal114!pluGs
- 6FB\dY.kF6ow
- Agpw?M4bs (**A good password? Makes for better security**)