



AHP Secure Portal *Password Tips and Tricks*

In order to access the AHP Secure Portal, you must set a password that meets the password complexity requirements.

Passwords must be a minimum of 12 characters and:

- Not match a username
- Not contain a username
- Not resemble a username
- Not contain dictionary words
- Must contain at least one letter and one number
- Must contain both uppercase and lowercase letters

Example of how to make a passphrase or long word that will work as a password:

1. Pick a word or short phrase you'll remember
2. Pick a number you'll remember

Example: Titanic 1776

1. Replace key letters with numbers or symbols so that the word no longer qualifies as a dictionary word.
2. Ensure you have at *least* 12 characters total.

Final password for this example: T1t@nic-1776

**** (please do not use this for your password, this is only to serve as an example) ****