

# Password & Account Security Checklist

This checklist is designed for parents, grandparents, and everyday users who want to keep their electronic devices safe from hackers, scams, and accidental misuse. Work through each item and check it off as you complete it. Small changes can make a big difference in protecting your accounts, identity, and finances.

## 1. Strong Passwords for Every Account

- I use a different password for every important account (email, banking, Amazon, Apple, etc.).
- My passwords are at least 12-16 characters long.
- I avoid using names, birthdays, addresses, or common words.
- I do not reuse the same password on multiple websites.
- I store passwords in a password manager such as Bitwarden, 1Password, or similar.
- If I write passwords down, they are stored securely and privately.

## 2. Two-Step / Two-Factor Authentication (2FA)

- I turn on two-step authentication whenever it is available.
- I prefer an authentication app instead of text messages when possible.
- I have saved backup or recovery codes in a safe place.

## 3. Secure Your Email First

- I know which email account controls my password resets.
- The email account has a strong, unique password.
- Two-factor authentication is turned on for my main email account.

## 4. Device Security Settings

- Every device has a lock screen (PIN, fingerprint, password).
- Auto-lock is enabled when the device is idle.
- I install software and security updates regularly.
- I only install apps from trusted app stores.

## 5. Backup and Recovery

- I can reset or recover my main accounts if needed.
- Important photos and documents are backed up securely.
- A trusted person can access key accounts in an emergency.

## **Device-Specific Notes**

### ***Laptops and Desktops***

- Turn on disk encryption (BitLocker on Windows, FileVault on Mac) if available.
- Use reputable antivirus or anti-malware software.
- Avoid saving passwords in your browser if you are using a password manager.

### ***iPads and Tablets***

- Enable a passcode or biometric unlock method.
- Turn on automatic system and app updates.
- Review app permissions occasionally and remove ones you do not need.

### ***Smartphones***

- Use FaceID, TouchID, or a strong unlock code.
- Enable device tracking (Find My iPhone or Android Find My Device).
- Think before tapping links in text messages or chat apps.

## **Final Reminder**

Review this checklist once or twice a year and help older family members do the same. A few minutes of prevention today can save months of stress later.