# Password & Tutorials Packet

☐ Print, staple, and use this Password & Tutorials Packet
☐ Sign up for Secure Backup Service:   visit rowleyservices.com for a free trial & setup info
☐ Follow attached: "Check iPhone Camera Settings" - Sets High Quality Pictures & Videos
☐ Follow attached: "Initial Dropbox Account Creation & Setup"
☐ Follow attached: "Check Dropbox App Settings" - Check Occasionally
☐ Follow attached: "Pictures to PC (Using Dropbox)"

## Password Help

Make your password at least **10 characters long**.
Use at least **2 uppercase letters**.
Use at least **2 lowercase letters**.
Use at least **2 numbers**.
Use at least **2 special character** (## is recommended).
Don't use stars / asterisks / **\*** as your special characters.

Password Example:  MRainier75##

By using a word and keeping the special characters at the end of the password, you can write down your passwords, and "hide" certain characters of your written password by using stars (\*\*\*). You will know that the stars are for hiding the characters, and not part of your actual password.

In this example, the password   MRainier75##   is partially hidden by stars.

EXAMPLE:      <mark>Always use a pencil.  Don't write in cursive or all capital letters.</mark>

| Site | *outlook·com  - main email account* | | | Notes: |
|---|---|---|---|---|
| Username | *example@outlook·com* | | | *Recovery Phone: (253) 555-5555* |
| Password | *MR\*\*\*\*\*\*75##* | | | (Your Cell Phone Number) |
| Associated Email | *Recovery  Email: spouse@outlook·com* | | | |
| Security Question | *Favorite Movie* | Answer | *Casablanca* | PIN: |

Keep your email address password different from all other passwords.

If you use the same email address (username) and password on multiple sites and one of those sites get compromised or hacked, then the hackers have your email address and email password.  Hackers then use the stolen password to access your email account (along with any other site with where you use the same password), steal your list of contacts, and send out spam to your friends.  Your friends will think that YOU sent the spam.

# Usernames and Passwords

| Wireless | Wireless | IP: |
|---|---|---|
| Network Name | | Admin Username: |
| Password | | Admin Password: |
| Notes: | | |

<mark>Always use a pencil.   Don't write in cursive or all capital letters.</mark>

| Online Backup | Online Backup: Backblaze.com | Backblaze is an online backup service for less than $4 a month. It is worth every penny! |
|---|---|---|
| Email | | |
| Password | | **Call Derek for restore help.** |
| Key | | |

| Computer | Computer Login | | Windows XP, Vista, 7 have local accounts only. If you have windows 8, or 10, you may be using a "Microsoft Account" which is an email address that is associated with Microsoft. |
|---|---|---|---|
| Username | | | |
| Password | | PIN: | |

| Computer | Microsoft Account / Office / Computer | | Windows XP, Vista, 7 have local accounts only. If you have windows 8, or 10, you may be using a "Microsoft Account" which is an email address that is associated with Microsoft. |
|---|---|---|---|
| Username | | | |
| Password | | | |
| Recovery Phone | | PIN: | ☐ Two Factor Authentication Enabled |

| **Do NOT share your Apple ID Account with other family members or your children.** |
|---|
| **Each spouse and child should have their own Apple ID Account.** |
| **Do NOT create an @icloud.com email address.  Use your outlook.com or gmail.com address instead.** |

| appleid.apple.com | Apple ID / iTunes / App Store / iCloud | | You should be using your main email address as your Apple ID. **Go to iCloud.com to find a lost device.** |
|---|---|---|---|
| Email Address | | | |
| Password | | | |
| Recovery Email | | | Voicemail PIN: |
| Recovery Phone | | | iPhone Passcode / PIN: |
| Security Question 1 | | Answer | iPad Passcode / PIN: |
| Security Question 2 | | Answer | Keychain PIN: |
| Security Question 3 | | Answer | ☐ Two Factor Authentication Enabled |

<mark>Always use a pencil.   Don't write in cursive or all capital letters.</mark>

| Site | Google / Gmail / Chrome Sync / Android | | Notes: |
|---|---|---|---|
| Email Address | | | Phone PIN: |
| Password | | | Voicemail PIN: |
| Recovery Email | | | Chrome Passphrase: |
| Recovery Phones | | | ☐ Two Factor Authentication Enabled |

## Derek Rowley – (253) 564-7777 – Computer Repair & Tutoring

**Updated:  8 September 2018  Visit RowleyServices.com  for an updated copy.  Password & Tutorials Packet**

# Usernames and Passwords

**A B C**

| | | | Notes: |
|---|---|---|---|
| Site | Comcast.net | | |
| Username | | | |
| Password | | | |
| Associated Email | | | |
| Security Question | | Answer | PIN: |

| | | | Notes: |
|---|---|---|---|
| Site | | | |
| Username | | | |
| Password | | | |
| Associated Email | | | |
| Security Question | | Answer | PIN: |

| | |
|---|---|
| Site: | **Apple ID** - See "Apple ID" on First Page |
| UN: | See "Apple ID" on Previous Page |
| PW: | See "Apple ID" on Previous Page |
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# **D E F**

# **Usernames and Passwords**

| Site | | Notes: |
|---|---|---|
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

| Site | | Notes: |
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# Usernames and Passwords

**G H I**

| Site | | Notes: |
|---|---|---|
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | Answer | PIN: |

| Site | | Notes: |
|---|---|---|
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | Answer | PIN: |

| Site: | **Google / Gmail** – See "Google" on First Page |
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| UN: | See "Google" on First Page |
| PW: | See "Google" on First Page |
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# Usernames and Passwords

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| Site | | |
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

**Always use a pencil. Don't write in cursive or all capital letters.**

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| Site | | |
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

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**Always use a pencil. Don't write in cursive or all capital letters.**

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# Usernames and Passwords

## M N O

| | | Notes: |
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| Site | | |
| Username | | |
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| Associated Email | | |
| Security Question | | Answer | | PIN: |

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| Site | | |
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

| Site: | **Microsoft Account** – See First Page |
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| UN: | See "Microsoft Account" on First Page |
| PW: | See "Microsoft Account" on First Page |
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# Usernames and Passwords

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| Security Question | | Answer | | PIN: |

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# Usernames and Passwords

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# W X Y Z

## Usernames and Passwords

| | | Notes: |
|---|---|---|
| Site | | |
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

<mark>**Always use a pencil.   Don't write in cursive or all capital letters.**</mark>

| | | Notes: |
|---|---|---|
| Site | | |
| Username | | |
| Password | | |
| Associated Email | | |
| Security Question | | Answer | | PIN: |

| Site: | **XFinity** – See "Comcast" |
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| UN: | See "Comcast" |
| PW: | See "Comcast" |
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<mark>**Always use a pencil.   Don't write in cursive or all capital letters.**</mark>

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