The basic attributes of the password are:

* Password is case sensitive.
* Must be at least 10 characters long.
* Must be no more than 16 characters long.
* Must include at least 1 number.
* Must have at least 1 lowercase letter.
* Must have at least 1 uppercase letter.
* Must not include part of your name or user name.
* Must not include a common word or commonly used sequence of characters.
* Must have at least 3 types of the following characters:
	+ Uppercase (A-Z)
	+ Lowercase (a-z)
	+ Number (0-9)
	+ Symbol (!, #, $, etc.)
	+ Other language characters not listed above

When considering what to set the password to so that it is as secure as possible, you should:

* not write it down
* not share it with others
* not use a password manager
* remember that the previous 24 passwords are recorded and cannot be reused
* not use a password that you use for other accounts i.e. your network and email passwords should be distinct and not in use elsewhere
* adhere to good practice guidelines

You should also consider:

* using a pass phrase rather than a password. Using, for example, three short words together or a phrase is significantly harder to identify
* you should never use a single dictionary word even if you replace letters with numbers or symbols.