

Managing Your Passwords Now and Forever

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Agenda – Managing Passwords

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- Password Manager Applications
- Tips for Strong Passwords
- Google Password Manager
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Agenda – Digital Legacy

- What Not to Do
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Managing Passwords

Using Different Passwords for Every Site

- One Single Strong Password Isn't Enough Anymore
- Use of Different Strong Password for Every Important On-Line Account
- Devise a Way to Manage Them All




Using Different Passwords for Every Site

- If you use a Single Password everywhere, a single leak of that password puts all your other accounts at risk
- Hacker breaches Service A's security –
 - Gets your Login ID, Password and Security Questions
 - Now has access to Service B, C & etc.
- Phishing Email Messages Asking for Password
- Improper Use of Open Wi-Fi Hotspot



Password Manager Applications

- LastPass – <https://www.lastpass.com/> 
- Securely Keeps Track of Multiple Passwords on Multiple Devices
- Master Password – Unknown to LastPass – Encrypted Data
- Two-Factor Authentication
- Automatically Generates Passwords for You
- Fill-in Forms

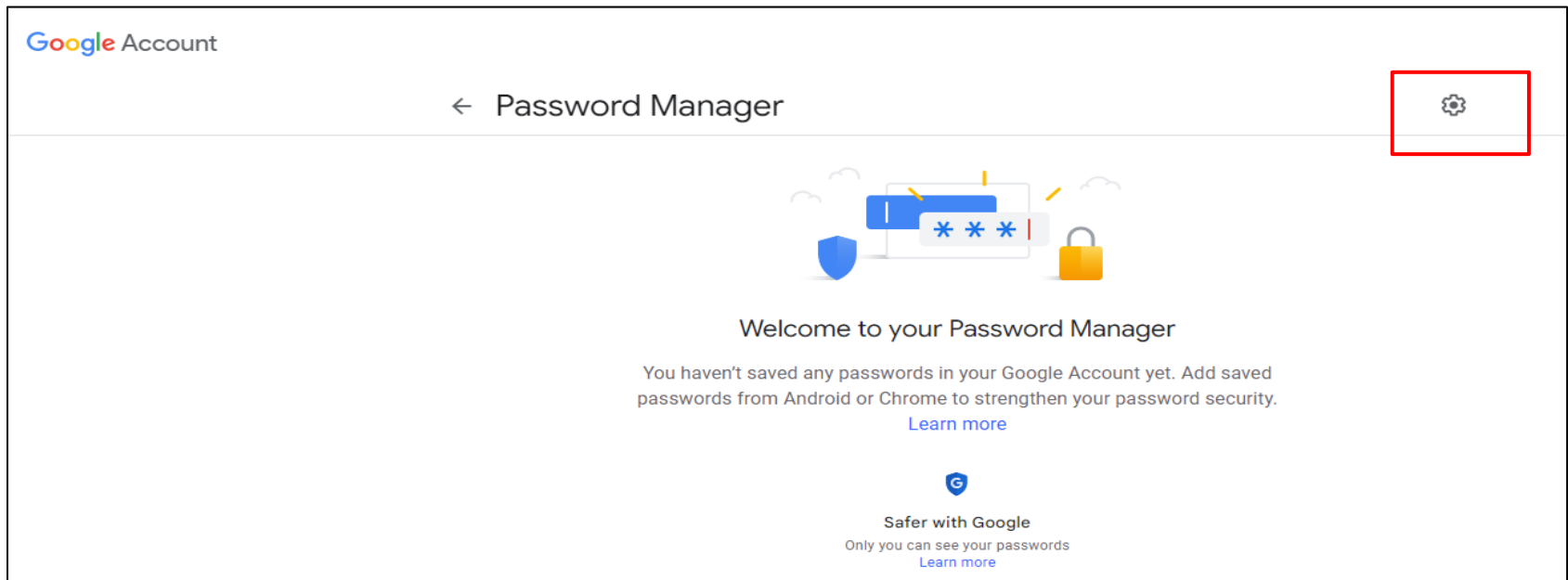
Tips for Strong Passwords

- Eight to Twelve Characters Minimally
- One Uppercase Letter, Numbers and Special Characters
- Randomly Generated (i.e. By LastPass and other Password Manager Programs)





Google Chrome – Managing Passwords

- Log into your Google Account
- Click Account Icon (upper right corner)
- Click Manage Your Google Account
- Search Passwords
- Select Password Manager - Click Settings Icon





Google Password Manager - Settings



← Settings

Offer to save passwords  

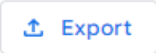
Offer to save passwords in Android and Chrome

Auto sign-in  


Automatically sign in to websites using stored credentials. If disabled, you will be asked for confirmation every time before signing in to a website. [Learn more](#)

Password alerts  


Google will notify you when your saved passwords are found online. [Learn more](#)

Export passwords 

Download a copy of your passwords to use with another service

Import passwords 

To import passwords to your Google Account, select a CSV file.



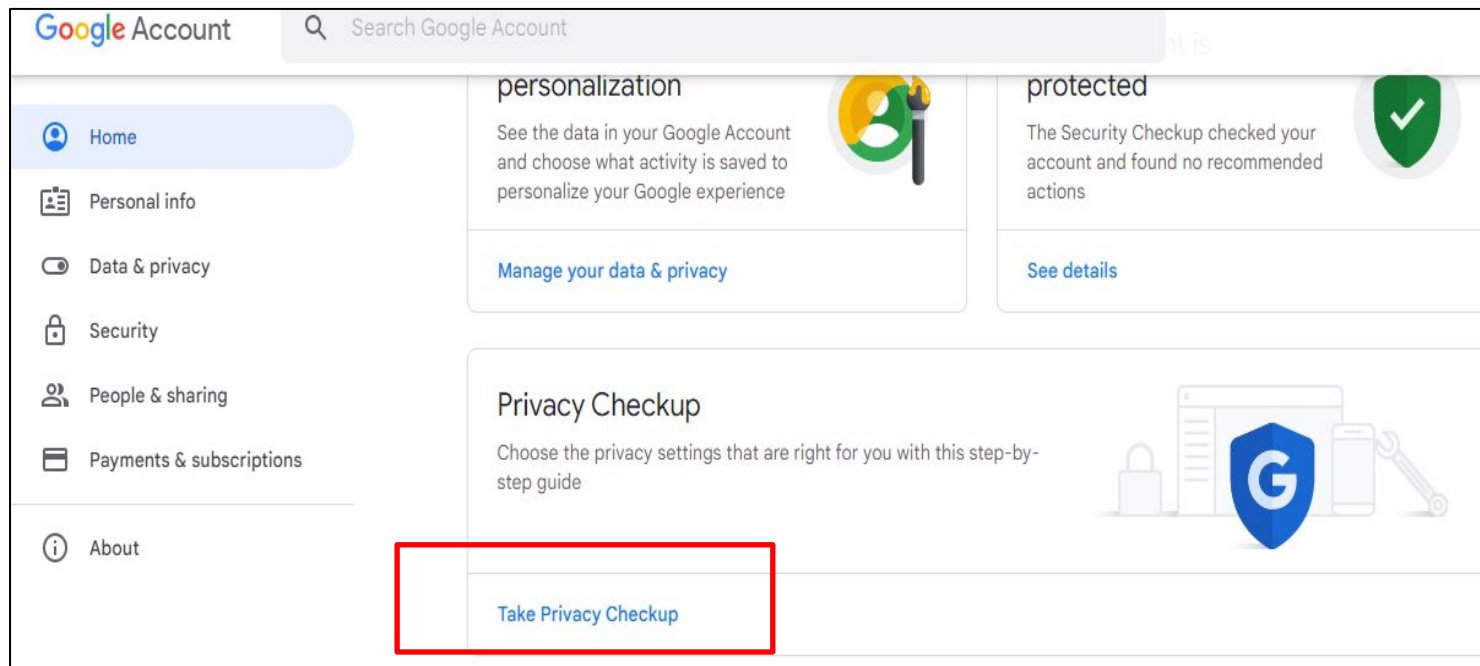
Safer with Google

Only you can see your passwords

[Learn more](#)

Google Account – Password Checkup

- Log into your Google Account
- Click Manage Your Account
- Click Take Privacy Checkup





Digital Legacy

Digital Legacy – What Not to Do

- **Best Plan – Create a List**
 - Computers & Smart Devices
 - Internet Service Providers
 - Email Accounts
 - Photo Storage Sites
 - Social Networking – Facebook, Twitter, etc.
 - Online Subscriptions
 - Financial Sites
- **Naming a Digital Executor**
 - Trust at least one person with your online security information
 - Should have access to your computer files and online accounts – logins, passwords and instructions

Digital Legacy – What Not to Do

- Don't put private info like usernames and passwords in your Will – Will Becomes a Public Document
- Leave Instructions with your Executor
- Facebook – Memorial Status
 - Memorialized Accounts – Place for friends and family to gather and share memories after a person has passed
 - The word “Remembering” will be shown next to the person's name on their profile
- <https://www.facebook.com/help/103897939701143/?ref=u2u>
- Other Companies will delete or deactivate the account

Computer & Laptop Guide

- If you do not pass on access to your computer or laptop before you pass there is a high probability that all the content saved on the device will remain inaccessible and never be retrieved.
- Passing on a password or granting access in advance might help safeguard the content. Content safeguarded may include personal photos, videos and documents.
- Granting access and safeguarding your content might further help to ensure that it remains accessible for your loved ones following your death and for generations to come.

Computer & Laptop Guide – Sharing Passwords

- ✓ Tell someone you trust the password for your computer / laptop (you might also want to do this for other password protected devices).
- ✓ Each time you update your password inform the person you trust what the new password is.
- ✓ If you do not want anyone to obtain access to your computer or laptop after you have died tell someone your wishes.

Mobile Phone Guide

- Does someone other than yourself know the password for your mobile phone?
- Mobile phone manufacturers (like Apple and Samsung) do not provide any assistance to the recently bereaved when trying to access a mobile phone. This often is also the case regardless of whether or not directions were left in the deceased's 'last will & testament. (violates their privacy agreement with the deceased).

Mobile Phone Checklist

- ✓ Do you have a password / lock for your mobile phone? If so, have you told at least one person what it is?
- ✓ Have you transferred / backed up the photos and videos on your phone?
- ✓ Have you transferred / backed up the photos and videos on the phones that you have previously owned?
- ✓ Have you written down / told someone what you would like to happen to your mobile phone and the media on it once you have died?
- ✓ Would you or your next of kin like to keep your phone in order to view the messages you shared whilst alive?
- ✓ Is your mobile phone your main 'phonebook' and address list? If so, would you like your next of kin to have access to the contact list in order to arrange your funeral at a later date?

Facebook – Deleting Account after Death

Deleting your account when you pass away

You can choose to have your account permanently deleted should you pass away. This means that when someone lets us know that you've passed away, all of your messages, photos, posts, comments, reactions and info will be immediately and permanently removed from Facebook. Your main profile and any additional Facebook profiles will also be deleted.

To request that your account be deleted:

1. From your main profile, click your profile photo in the top right of Facebook.
2. Select **Settings & Privacy**, then click **Settings**.
3. Below **General Profile Settings**, click **Memorialization Settings**.
4. Scroll down, click **Request that your account be deleted after you pass away** and click **Delete After Death**.

For friends and family

If you'd like to create another place for people on Facebook to share memories of your loved one, we suggest creating a group.

Learn how to [request the memorialization](#) of a profile or how to [request the removal](#) of a deceased person's profile from Facebook.

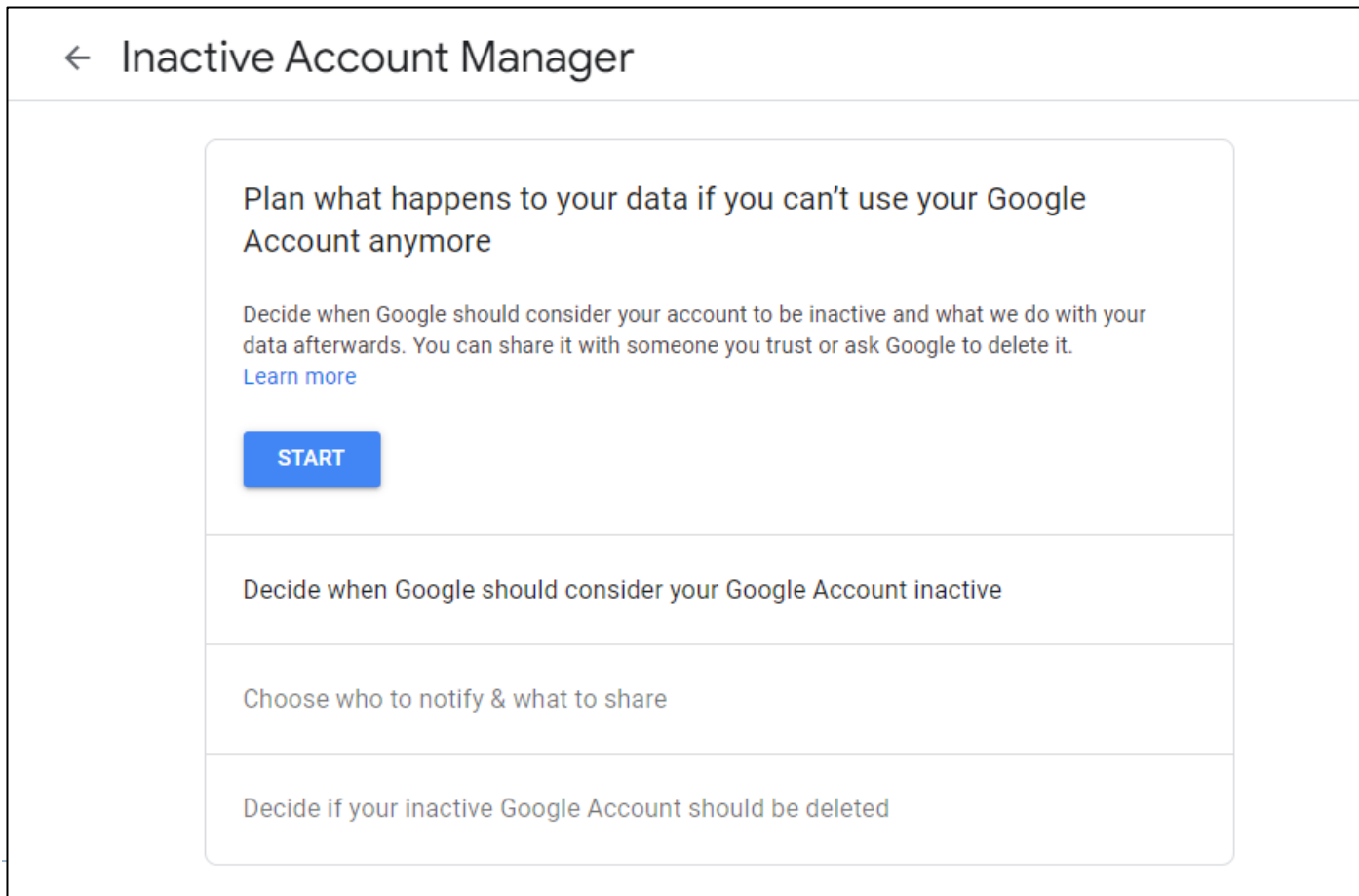


Google

- If you have any of the following accounts: **Gmail (Gmail)**, **Google+**, **Google photos**, **Youtube etc** you can assign a digital executor to have access to some or all of the content saved on these services.
- To setup Google Inactive Account manager and assign your data saved with Google to you next of kin, use the Inactive Account Manager feature.

Google – Inactive Account Manager

- Manage Google Account
- Search for Inactive Account Manager



Photos, Music & Other Files

- How will your Executor access the files and what you want done with the files after they have been accessed
- Eventually the account will be disabled, and no one will be able to access the files
- Make sure your Executor has the information he/she needs to access the account and download the files
- Leave these items to your loved ones in the will – “all my photographs of our trip... stored in my Google account”

Financial Accounts and Utilities

- Leave clear instructions for your Executor to access all your financial accounts and utilities online
- Use your will or trust to leave the contents of your financial accounts to your loved ones
- Your executor in the meantime will need access to these accounts to pay bills and wrap up your estate
- Make sure you have a document with clear instructions to the executor

List of Accounts & Passwords

- List – given to one of your heirs or in a safe deposit box
– NOT in your file cabinet at home
- Password Manager – give Executor Master Password
- Excel Spreadsheet – should give a copy to your executor or heir

Example of a Digital Legacy Template

The Digital Legacy Association - Social Media Will Template

Completing this template is a quick and simple way for you to list your online accounts and social media sites. Once it has been completed please PRINT it and keep it in a safe place.

Social Media Will Template for (Enter Your Name)

Online Accounts / Social Media Sites	Username/ Email Address	How do you want this account to be managed (close, memorialize, deactivate)?	Have you downloaded a copy of your files on this account (support)

*Insert Extra cells when required

Links to More Info re: Digital Legacy

Device Guides	Social Media Guides
<u>Computer and Laptop guide</u>	<u>Facebook guide</u>
<u>Mobile phone guide</u>	
<u>Tablet guide</u>	
-	
	<u>Google guide</u>
	-
Further support and tutorials can be found:	<u>www.DigitalLegacyAssociation.org</u>