

PRINTABLE GUIDE

Keep passwords in a safer place

Use unique passwords and a manager whose lock and recovery you understand. No method removes every risk.

Your own phone or computer | 2 min read | 5 steps

Before you start

- ☐ Your own trusted device
- ☐ A password manager or browser password tool you understand
- ☐ A secure place for recovery information

1. Choose a tool you can use

Consider a reputable built-in or separate manager. Check device support and recovery. Do not save passwords in a browser on a public or shared device outside your control.

- ☐ Done this step

2. Protect the manager

Set a strong unique main password if the service uses one, and enable its available extra sign-in protection. Keep your own device locked. Anyone who can open the manager may be able to access stored accounts.

- ☐ Done this step

3. Save one genuine account entry

Open the real service directly, not through an unexpected message. Use the manager to store or generate a unique password, following its instructions. Check that the saved website address and username match the account.

- ☐ Done this step

4. Check recovery separately

Review the manager's recovery instructions and the account's recovery email or phone. Keep recovery codes somewhere secure that remains accessible if the device is lost. Do not put secret values in this printable checklist or share them with helpers.

☐ Done this step

5. Review the checklist

Tick: unique passwords, protected device, manager access secured, recovery understood. Prioritise your email account because it can help recover others. If a password has been exposed, change it on the real service and check that account's security settings.

☐ Done this step

Try it for yourself

Identify your storage method and recovery plan without writing any passwords on the worksheet.

☐ I tried the task.

My notes

Is a note on my phone a password manager?

An ordinary note does not necessarily provide a manager's protections. Use a purpose-built tool whose lock and recovery arrangements you understand.

Official help and the online guide

NCSC: managing passwords -

<https://www.ncsc.gov.uk/collection/top-tips-for-staying-secure-online/password-managers>

Read online: <https://plaintechguides.com/guides/password-storage-checklist/>