



WA
**digital
inclusion**
project

Digital Skills Training – Passwords and 2 Factor Authentication Community Champions Program

2025



Trainer Notes: Passwords & 2FA

- Print this handout for participants:
 - [Passwords](#)
- Print a single copy of these slides with the notes section for you to use when presenting
- Read:
 - through the slides, and make sure you are familiar with the content.
 - the handout for participants.
- Get in touch with Elliot Elliot@wacoss.org.au before the session if you have any questions.
- Remove/hide this slide before presenting and update the time/date of the next session on the final slide.
- You can replace any of the pictures with images you have of your community using computers or phones.

Acknowledgement of Country

We know we are on Aboriginal land. We respect Aboriginal people from this land.

Aboriginal people have lived on this land for many years.

We respect all Aboriginal people and their Elders.

We can learn a lot from their stories.

This land always was and always will be Aboriginal land.

Passwords & 2-Factor Authentication

WA Digital Inclusion Project

Session overview

This session will cover:

- What passwords are.
- How to create a strong password.
- Keeping your password safe.
- Two Factor Authentication.



Introductions

- Introduce yourself to the group
- Share your experience with passwords – did yours change when you learned more?



What are passwords?



- A password is a **secret word or phrase** used to protect your online accounts.
- It helps **keep your personal information safe**.

Your Special Word?



<https://youtu.be/aHaBH4LqGsl?feature=shared&t=55>

Watch from 0:55 - 3:42

Creating strong passwords



- Use a mix of letters, numbers, and symbols.
- Avoid using easy-to-guess information like your name or birthday.
- **Passphrase:** A longer sequence of words that is easy to remember but hard to guess.
- Example of a strong password: "Table1Shirt2Flower!"
- Example of a passphrase: "SunnyBeach2025!"
- Don't use these example passwords as your own passwords.

Tips for Remembering Passwords

- Create a story or phrase.

For example,
"Thecommunitycentrehasfreewifi"
from visiting the local community centre.

- Example of a robust password:
"C0mmun1tyC#ntr3h@sfreeWiFi"



Two-Factor Authentication (2FA)



- 2FA adds an extra layer of security to your accounts.
- It requires a second step, like a code sent to your phone, after entering your password.

Setting up 2FA

- Go to your account settings.
- Look for security or 2FA options.
- Follow the instructions to set it up.



Useful resources



Refer to the handout or go to:

- https://goodthingsaustralia.org/wp-content/uploads/2024/05/smithfamily_strong_passwords.pdf
- <https://www.cyber.gov.au/protect-yourself/securing-your-accounts/passphrases>

for more information about having strong and safe passwords / passphrases.

Session reflection



This session covered

- Strong passwords and 2FA help keep your accounts safe.
- Remember to use different passwords for different accounts.
- Always enable 2FA when available.

Questions?

Thank you!

Next session time:



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Thank you
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