



Education & Skills Funding Agency

The Student Bursary Support Service holds personal and sensitive data about Care to Learn applications. It is important that you keep your data safe. Here are some useful tips to help you keep your data from being accessed or used by an unauthorised person.

Take care of your password.

- Do not let others see you typing in your password.
- Do not share your account information and passwords with others, not even friends and family.
- Choose a password with at least eight characters, using a combination of upper and lower case letters, numbers and keyboard symbols.
Please note that the SBSS Portal will only accept the following keyboard symbols:
! " £ \$ ^ & () - { } # @ ' : / . , |
- Never give your passwords to others. If you think that someone else knows your password, change it immediately.
- Use a different password for every website. If you have only one password, a hacker simply has to break it to gain access to everything.
- An alternative to writing down passwords is to use an online password vault or safe. Be sure to choose one that is secure and reputable.
- Do not send your password by email. Reputable companies will not ask you to do this.
- Do not use words or information in your password which others could guess from knowledge about you (e.g. school, mother's maiden name or pet's name).
- If you use your Google / Facebook password to single-sign-on to the SBSS portal, make sure you always use any security features in Facebook which might help to protect that password.
- Never click "remember my password", especially when using a computer which is not yours.

Don't use the following as passwords:

- Your username or actual name.
- Family members' or pets' names.
- Birthdays.
- Favourite sports team or other words easy to guess using knowledge about you.
- The word 'password' or 'Password1'.
- Numerical sequences such as 1234567.
- Single dictionary words, which could be cracked by common hacking programs.