Best Practices for Users of Shared Devices

Based on information from security experts, we recommend the following universal best practices every time a user is finished accessing any secure Internet application:

- **Log out** of Savvas Realize by clicking **Sign Out**.
- **Always completely close your browser**, (Internet Explorer, Chrome, etc.) not just the active tab.
- **Lock your device** when you walk away preventing others from accessing your information.

It is important that users of shared devices close their browser window entirely when finished using Savvas Realize, in addition to logging out and locking their device.

Why? Internet browsers like Internet Explorer and Chrome use caching to store a copy of pages that a user visits. This makes accessing previously visited websites faster because the browser already has some of the HTML and data stored. Web pages and data are often only removed from the browser's memory cache once the browser is completely closed.

NOTE: Unlike many other browsers, Firefox caches no-cache, no-store private pages in memory and makes the memory visible to users. We recommend following the above protocols at all times, but completely closing the browser is especially important when using Firefox on a shared device.

Username and Password Recommendations

- **Username** — User names can be simple.
  - Must be unique
  - Must be at least **8** characters but not more than **75**.
  - You can use letters, numbers, underscores, periods, blank spaces, and the @ symbol.
  - User names are not case-sensitive.
- **Password** — Passwords can be tricky.
  - Must be at least 8 characters.
  - Must contain at least one letter and one number or special character.
  - **Must NOT** contain spaces.
  - Passwords are case-sensitive
  - Do not make a password similar to a student's first name, last name or username

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