

Topic: Passwords

Date: \_\_\_\_\_

### Trainer Checklist

Task	Date Completed
1. Print Trainee Checklist, fill in employee names.	
2. Review objective and training materials on password web page.	
3. Choose one or more methods for employees to learn about passwords.	
4. Communicate requirement to employees to complete training.	
5. Verify employees can create strong passwords, know not to share them, and know to change passwords periodically.	
6. Document employee progress on Trainee Checklist and/or ISA Training Checklist.	