My Choices

2.2 MY DIGITAL IDENTITY

DATE:

baptist care sa

Do not record your username or passwords on this sheet. That information should be kept confidential and stored it in a secure location.

INSTRUCTIONS

TO COMPLETE 2.2

Look through the A-Z index and write the names of your accounts and social media profiles which make up your digital identity on this worksheet. Document each account type and name, stating where the user name and password are kept and specific instructions for each digital account.

It is helpful to nominate a digital administrator and provide a signed letter of authority for your nominated person to act on your behalf for the recorded accounts.

My Digital Administrator is: .....

My letter of authority is kept: .....

ACCOUNT TYPE	ACCOUNT NAME	WHERE IS USER NAME KEPT?	WHERE IS PASSWORD KEPT?	INSTRUCTIONS FOR THIS ACCOUNT