

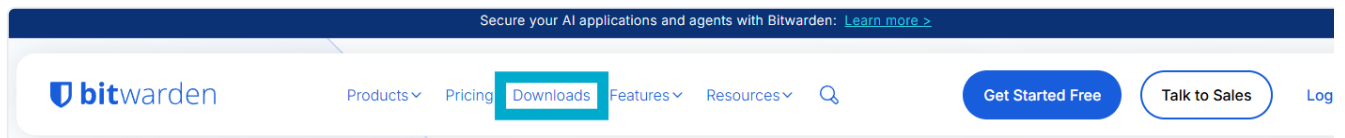
Using a Password Manager

The Helpdesk recommends you use a password manager to keep track of your account information. The default password managers in your web browser are not actually very secure; not to mention that your browser login is likely the first thing to be compromised in a theoretical data breach. Our recommendation is to use **Bitwarden**, which is free, high quality, and compatible across your devices.

Switching from your browser password manager(s) to Bitwarden is quick and simple. Instructions for this are at the bottom of the page.
[Take me there!](#)

Setup

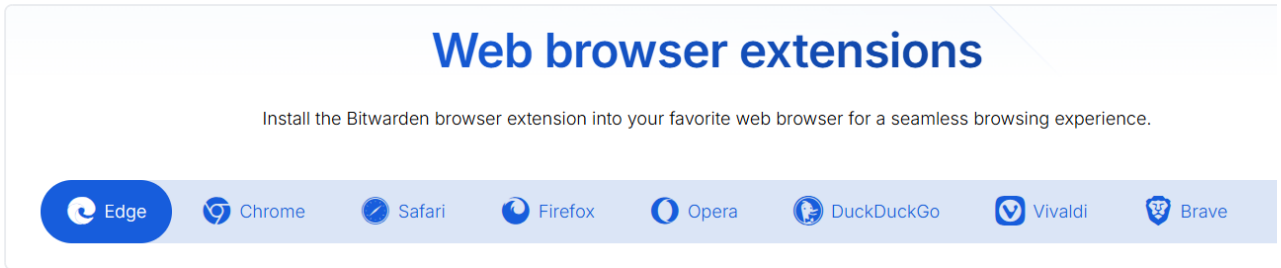
1. Go to <https://bitwarden.com/>
2. Click on the **Downloads** tab at the top of the page.



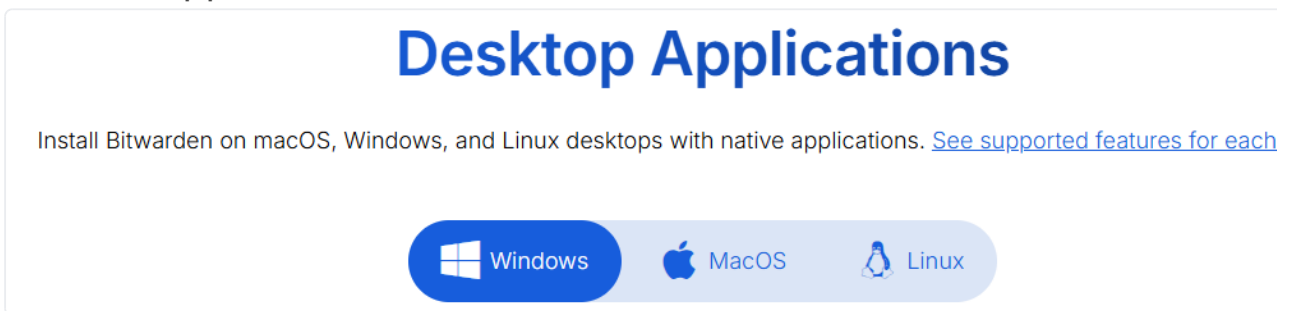
3. Download and install the desired version of Bitwarden (we recommend you start with the desktop application). The available

versions are:

- a. **Browser extension**—useful for auto-filling usernames and passwords online



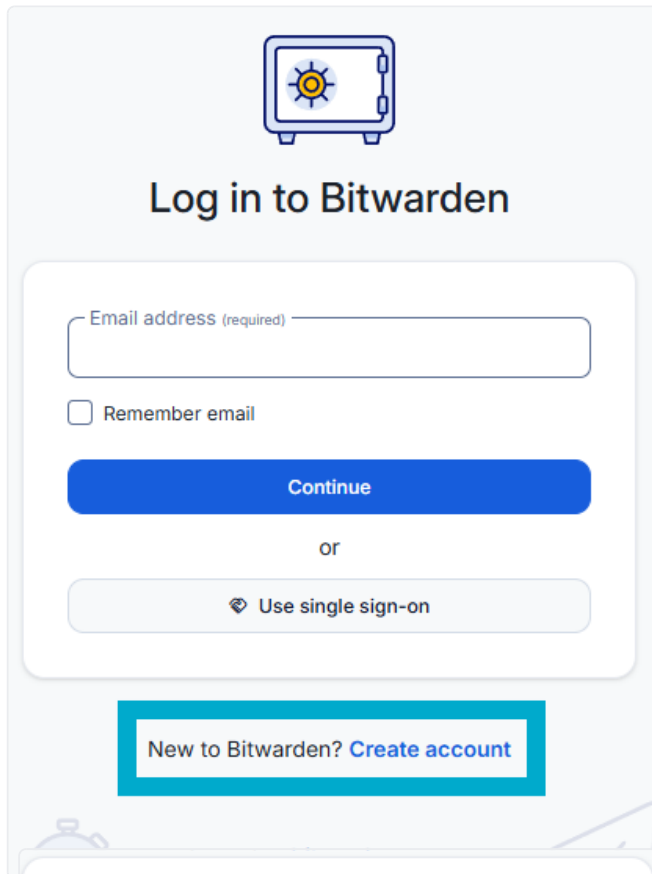
- b. **Desktop application**—useful for filling in credentials in non-browser applications faster



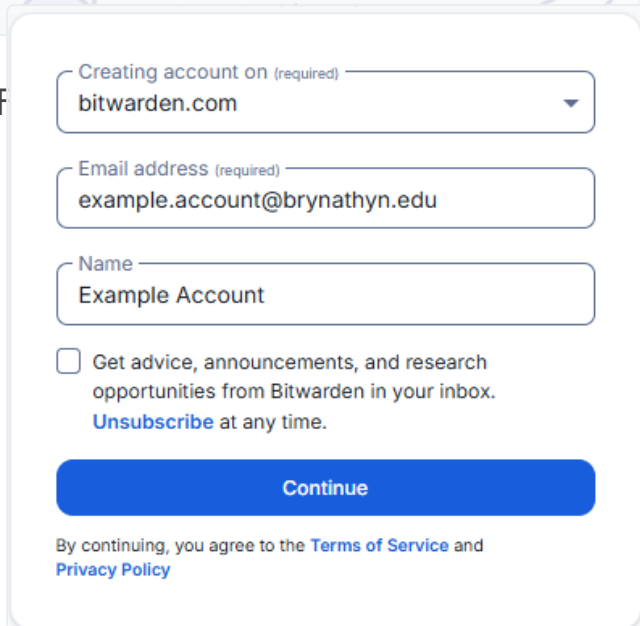
- c. Bitwarden is also available as a mobile app for use on the go, as well as being viewable as a normal website.

4. Find and open the version of Bitwarden downloaded.

5. Click on **Create Account**.

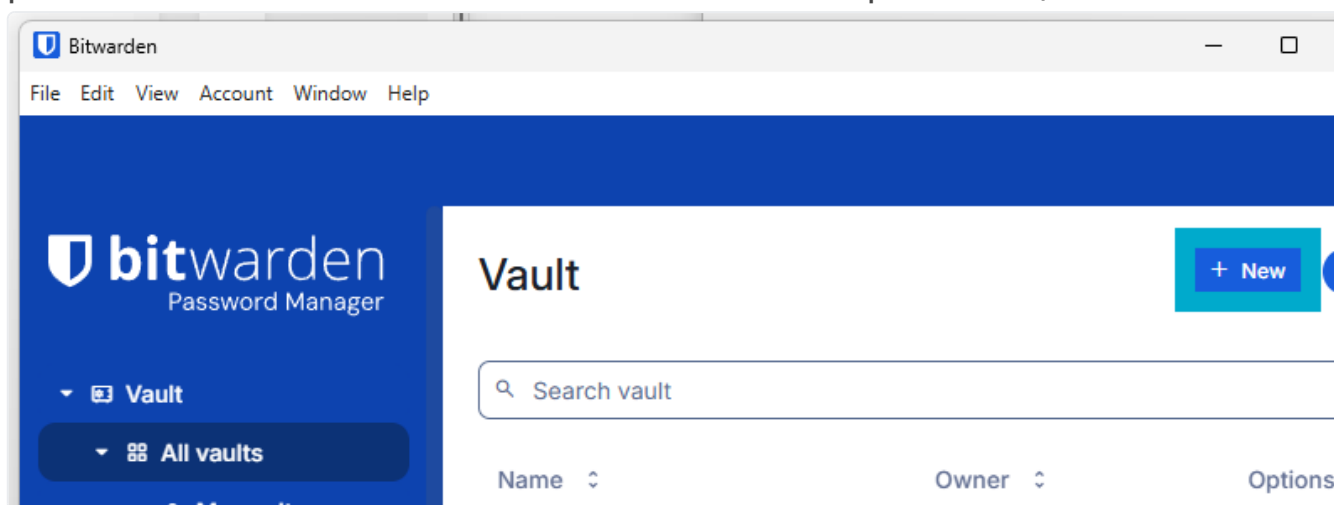


6. Fill in the information and click **Continue**.



If you forget your master password, you will NOT be able to access your vault. Neither the Helpdesk nor Bitwarden support can help you get back into your account.

- a. You will now be able to log in on the main page.
7. Once in, click **+ New** to add a new login (desktop application pictured, however this should be evident on all platforms).



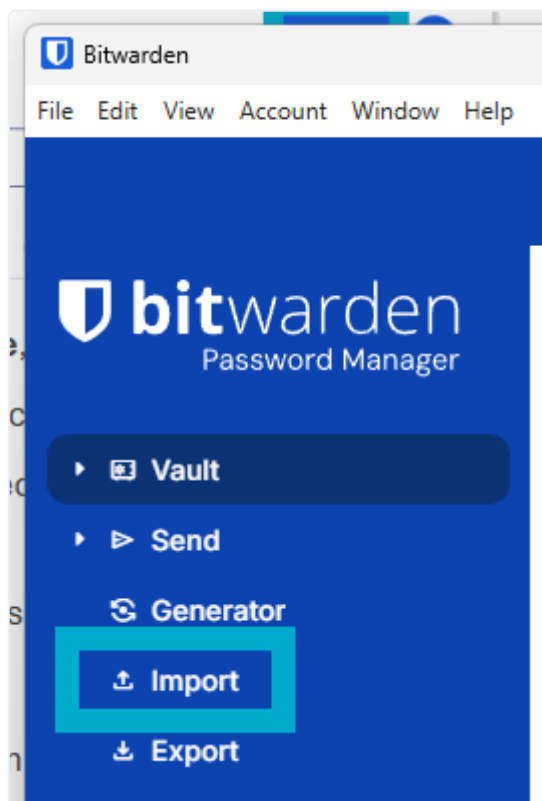
- a. You can include the URL and any notes related to the account/log in.
 - b. You will be able to either right click on the entries or select the clipboard icons next to them when you need to copy/paste your password over.
 - c. You can also store things like debit or credit cards and use Bitwarden to securely auto-fill them in various websites or apps.
8. Store various passwords by filling out the **Name**, **Username**, and **Password** fields.
9. Once you have, say, the desktop version installed, we recommend installing the browser extension and mobile app. Once you log in with the account you created, all of your passwords will appear and be accessible just like that.

There are also paid versions of Bitwarden that are available for both individual use and sharing either with one person or family. This can allow you to share passwords and access other premium features like MFA. More details can be found at this link: <https://bitwarden.com/pricing/>

Transferring your Passwords

Passwords saved in your browser can either be easily exported, then imported into Bitwarden; or even more easily imported straight from Bitwarden (depending on where you want to export them from). To do so:

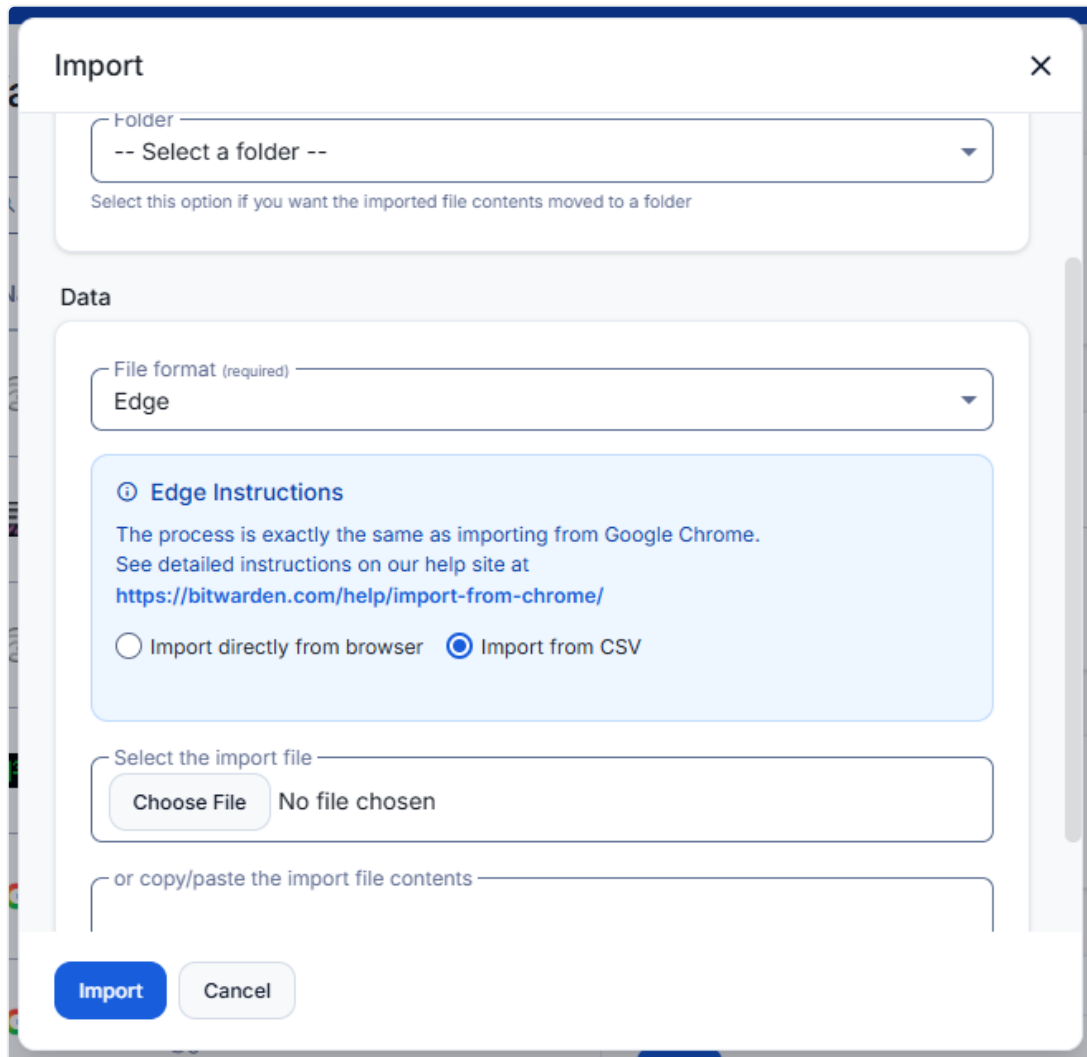
1. In the Bitwarden desktop application, click the **Import** button on the left side of the main screen.



- a. This option should also be available in any version of Bitwarden (browser extension, mobile app, etc.), but instructions provided

here are just for the desktop version.

2. Select a folder for passwords to be imported into if you have one prepared.
3. Under **File format**, select the location of the passwords you exported from.



4. Follow the instructions that appear for the location you selected.
5. Click **Import**.
6. If you have passwords stored in multiple browsers or accounts, repeat for each browser/account you have used.

Congratulations, your passwords are safely and conveniently stored in Bitwarden!

Revision #9

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