

Stay safe,  
free brain space



# Password Managers

What

Why

Where

When

How

# What is a Password Manager?

- A vault for your passwords
- You remember ONE PASSWORD to access the vault



*One password to rule them all!*

What

Why

Where

When

How

## Why should you use one?

1. They are awesome
2. They free your brain for more important things
3. They help you log-in automatically
4. They help keep you safe
5. They notify you of a security breach



FREE  
YOUR  
MIND

What

Why

Where

When

How

# Where do I find these magical Password Managers?

---



What

Why

Where

When

How

# NOW!

What

Why

Where

When

How

## How do I get started?

### LastPass...

- In the cloud
- Accessible anywhere
- Security Checks
- Sharing



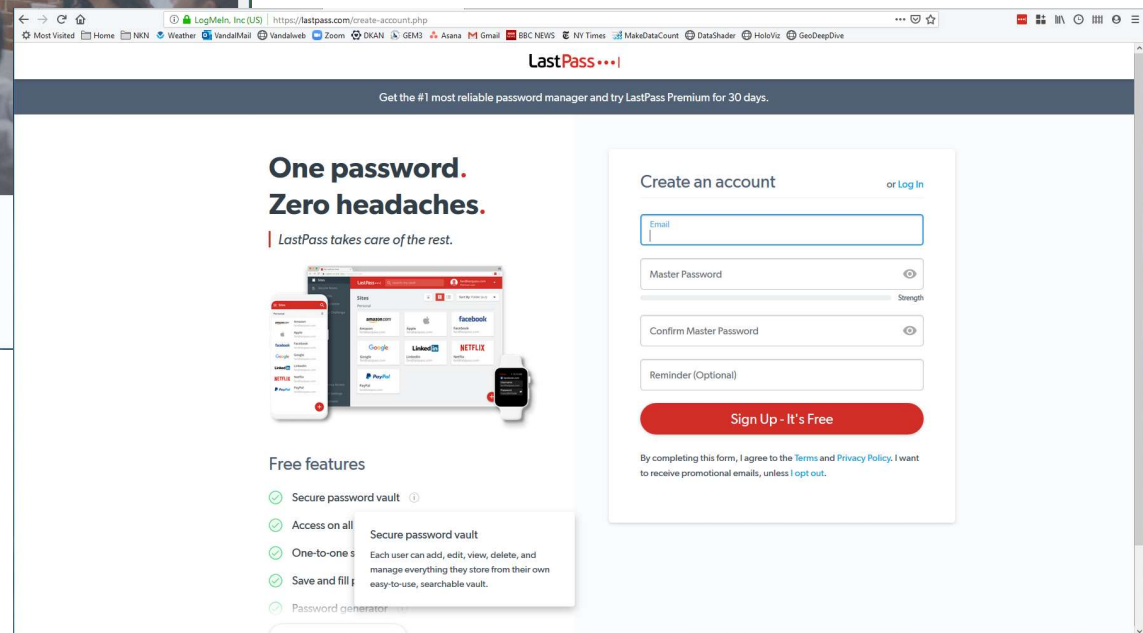
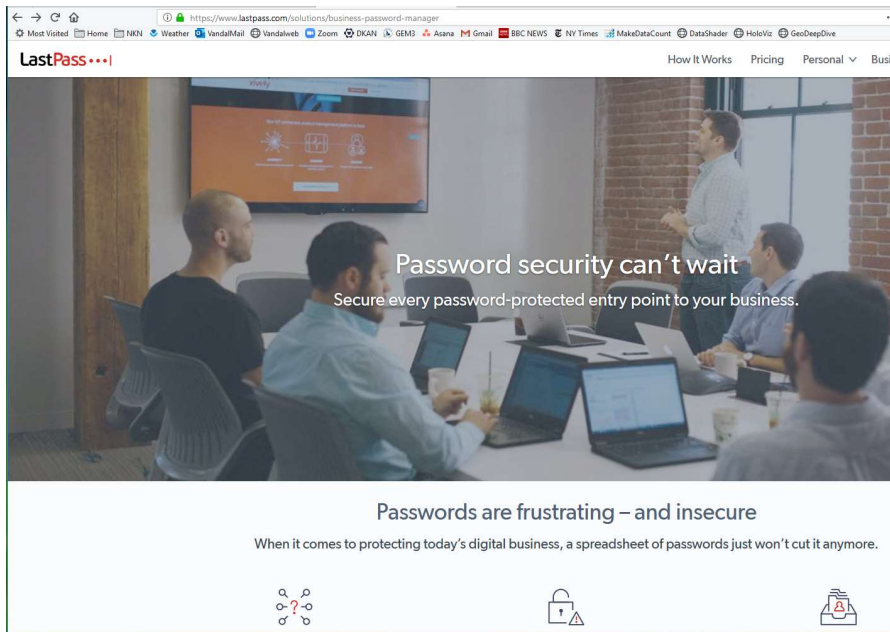
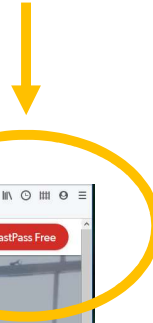
KeePass

- Software installed on a drive
- Only accessible from that drive
- Your eyes only
- Your eyes ONLY

Guide to

**LastPass**...

# 1. Create an Account



www.lastpass.com

# Choosing a Master Password

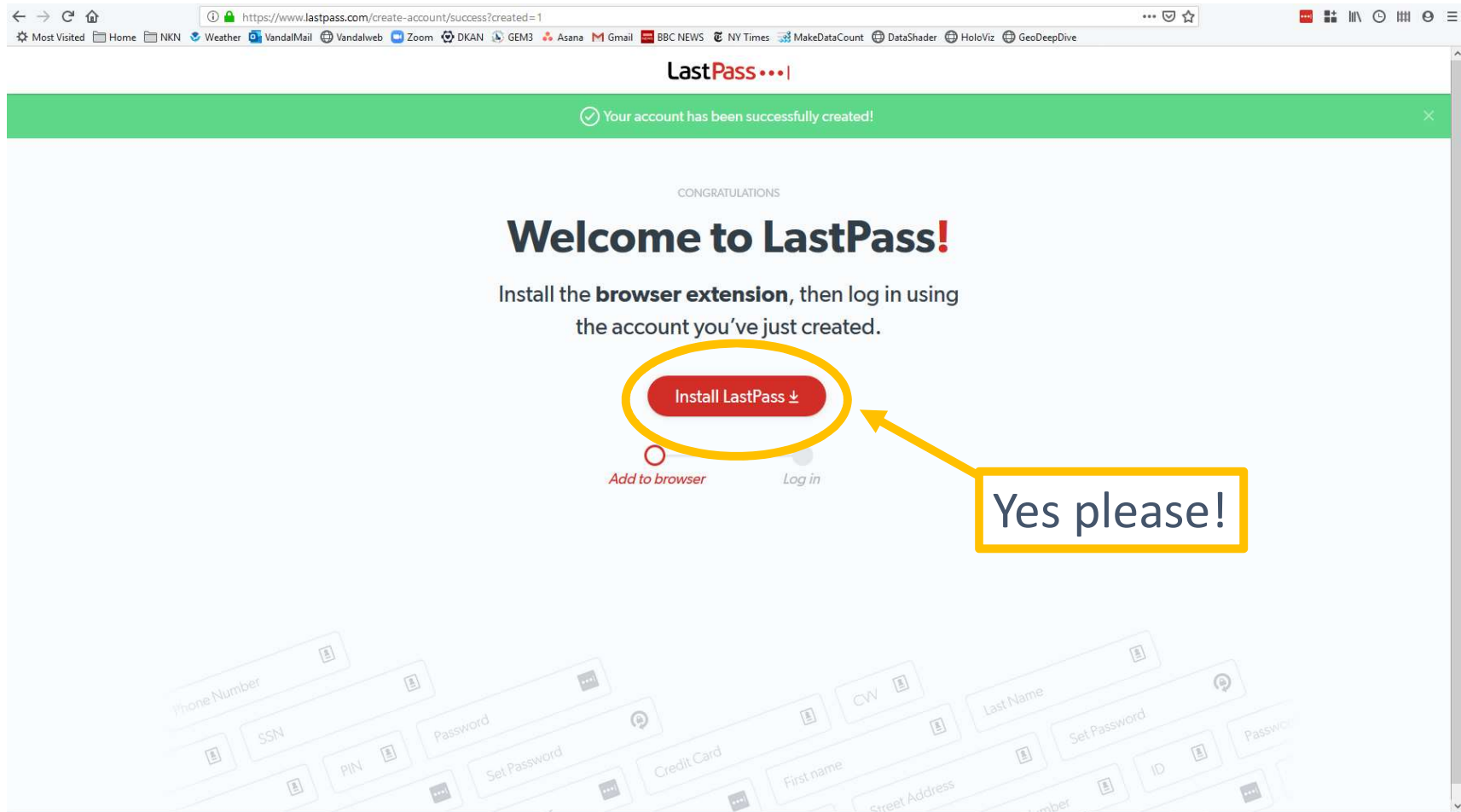
## Dos

- Long (16-character minimum)
- Use numbers
- Use special characters
- Upper and lower case
- Use a pass phrase
  - *“Pine Sh0wer Pap3rcl!p\_praNce”*
- Use dual-factor authentication

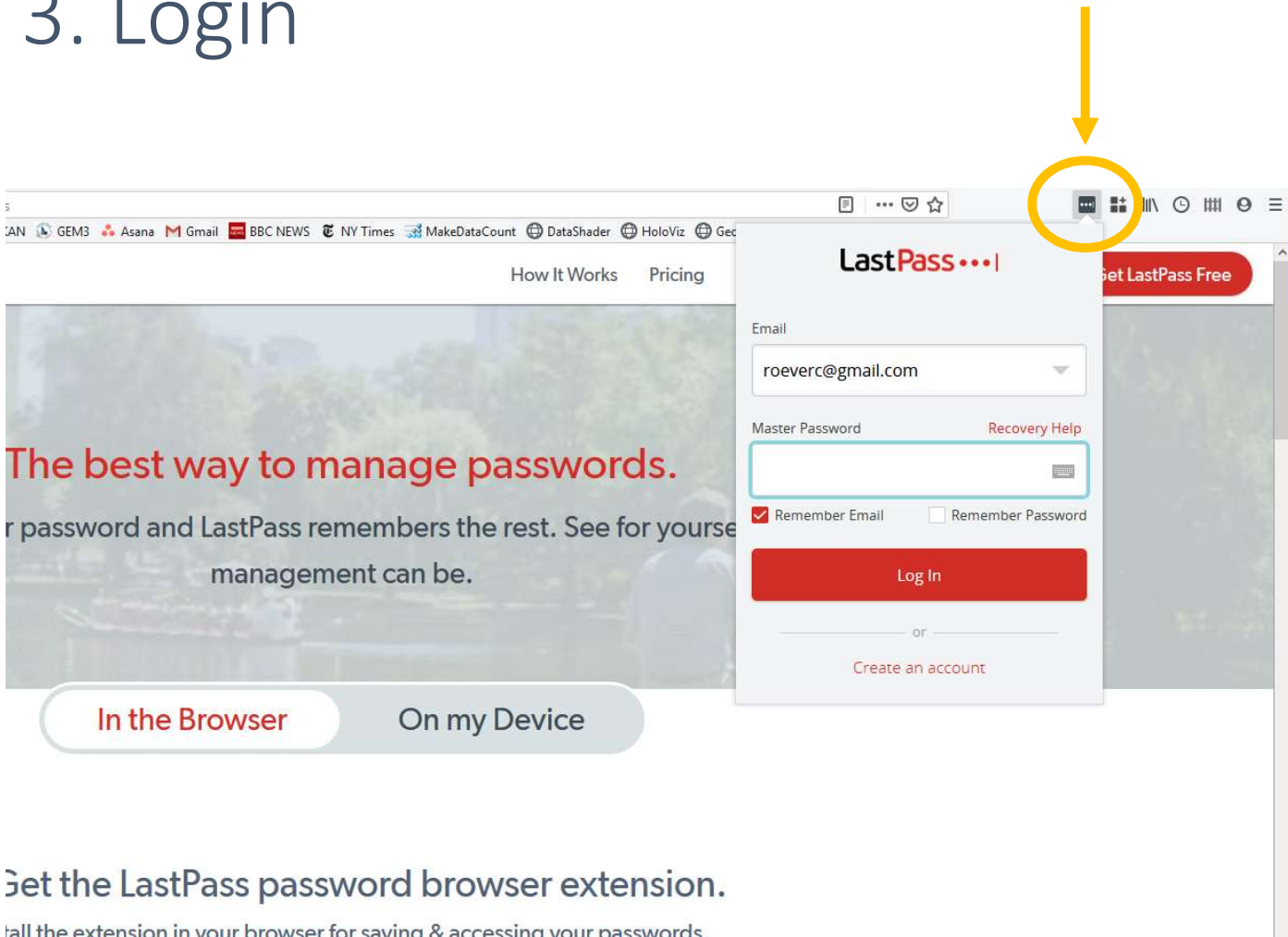
## Don'ts

- Use your (kids/dogs) name
- Use a dictionary word (tulip16)
- Don't use birthdays or SSN
- Re-use on multiple sites
- Avoid common phrases
  - *“LukelamYourFAther”*
- Save passwords in your browser

## 2. Install the Browser Plugin



### 3. Login



The screenshot shows the LastPass login page in a web browser. A yellow arrow points to the LastPass extension icon in the browser's toolbar. The login form includes fields for Email (roeverc@gmail.com) and Master Password, with a 'Log In' button. Below the form are links for 'Recovery Help', 'Remember Email', 'Remember Password', and 'Create an account'. The page also features a banner with the text 'The best way to manage passwords.' and buttons for 'In the Browser' and 'On my Device'.

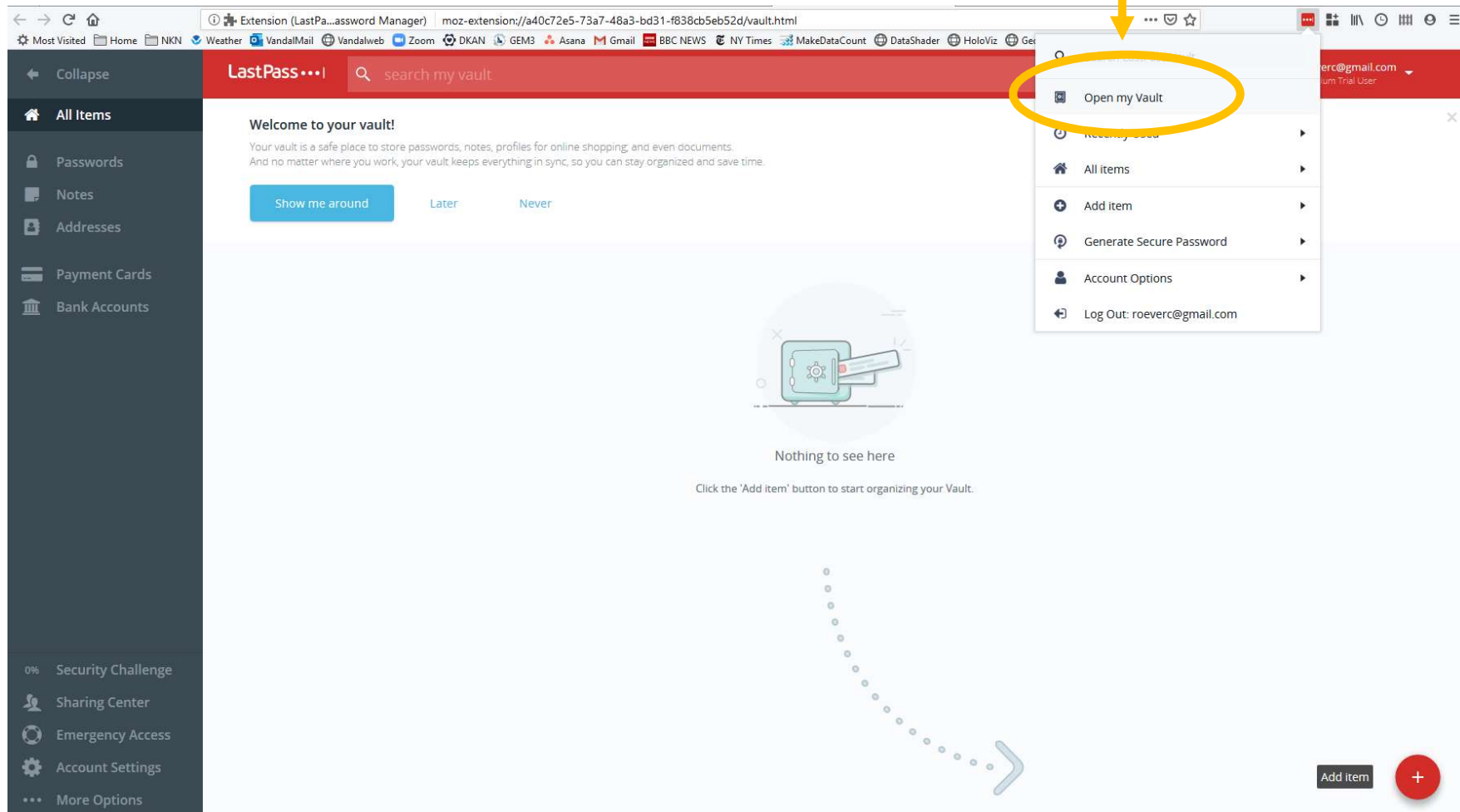
Get the LastPass password browser extension.  
Install the extension in your browser for saving & accessing your passwords.

... | Logged Out

... | Logged In

## 4. Open your Vault

Open my Vault



## 5. Add a Password

Extension (LastPass Password Manager) | moz-extension://a40c72e5-73a7-48a3-bd31-f838cb5eb52d/vault.html

Most Visited Home NKN Weather VandalMail Vandalweb Zoom DKAN GEM3 Asana Gmail BBC NEWS NY Times MakeDataCount DataShader HoloViz GeoDeepDive

LastPass | search my vault | Upgrade | roeverc@gmail.com Premium Trial User

Welcome to your vault!

Your vault is a safe place to store passwords, notes, profiles for online shopping, and even documents. And no matter where you work, your vault keeps everything in sync, so you can stay organized and save time.

Show me around

**ALL ITEMS** Add password

URL:

Name: Folder:

Username: Password:

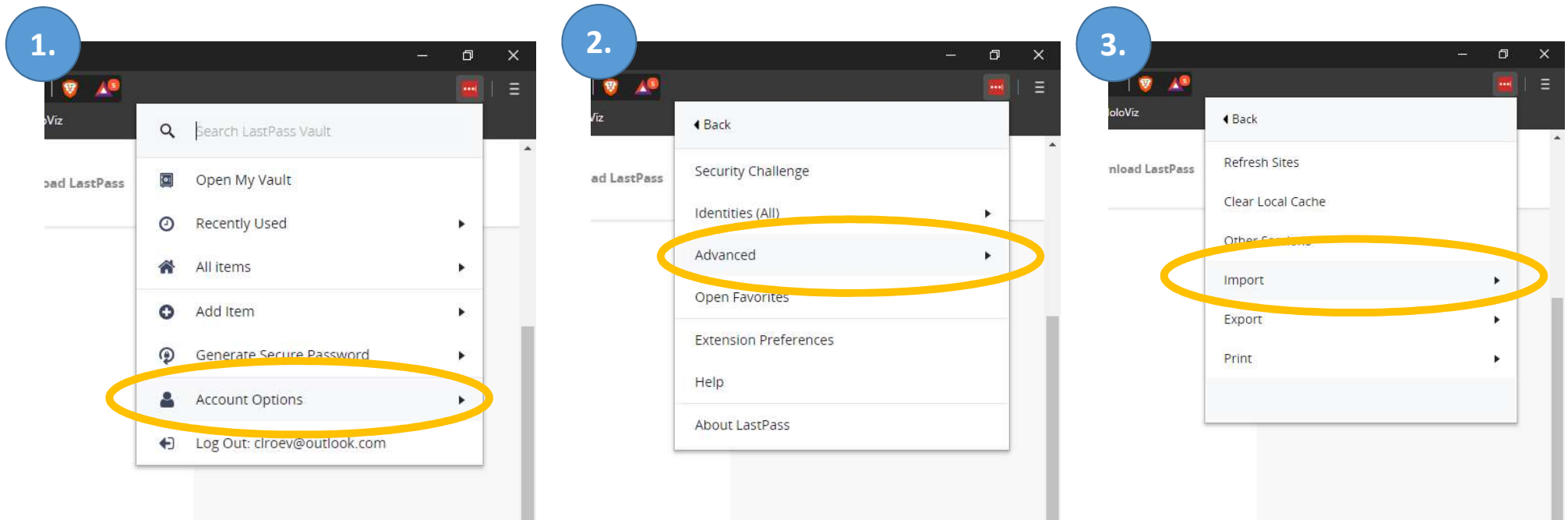
Notes:

Advanced Settings:

Cancel Save

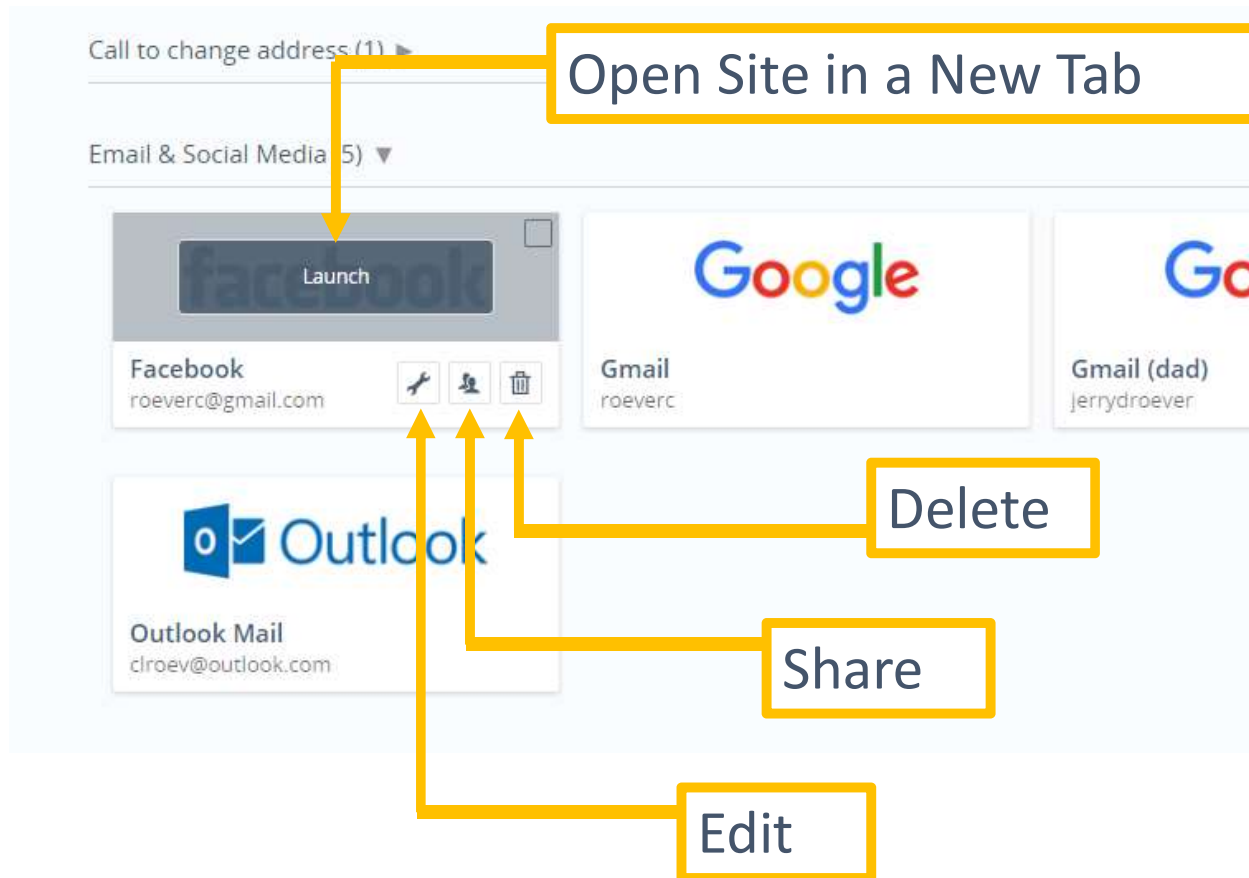
Add item

## 6. Import passwords saved in Chrome Browser



Account Options / Advanced / Import / Google Chrome Password Manager

## 7. Manage a Password



## 8. Generate a Random password

Generate Secure Password

The image shows the LastPass browser extension interface. On the left is a sidebar with navigation options: Collapse, All Items, Passwords, Notes, Addresses, Payment Cards, Bank Accounts, Security Challenge, Sharing Center, Emergency Access, Account Settings, and More Options. The main area displays a 'Welcome to your vault!' message and a 'Nothing to see here' message with an 'Add item' button. A context menu is open, showing options like 'Open my Vault', 'Recently Used', 'All items', 'Add item', 'Generate Secure Password', 'Options', and 'Log Out: roeverc@gmail.com'. The 'Generate Secure Password' option is highlighted with a yellow circle. To the right, a detailed password generation panel is shown, featuring a generated password 'P7wO\*p47Eu@t', a 'SHOW HISTORY' link, and settings for password length (12), ease of use (Easy to say, Easy to read, All characters), and character types (Uppercase, Lowercase, Numbers, Symbols). A red 'FILL PASSWORD' button is at the bottom.

Extension (LastPass Password Manager) moz-extension://a40c72e5-73a7-48a3-bd31-f838cb5eb52d/vault.html

LastPass... search my vault

Welcome to your vault!

Your vault is a safe place to store passwords, notes, profiles for online shopping, and even documents. And no matter where you work, your vault keeps everything in sync, so you can stay organized and save time.

Show me around Later Never

Nothing to see here

Click the 'Add item' button to start organizing your Vault.

Add item

Back

P7wO\*p47Eu@t

SHOW HISTORY

Password length 12

Easy to say Easy to read All characters

Uppercase Lowercase Numbers Symbols

FILL PASSWORD

## 9. Organize Passwords into Folders

The screenshot displays the LastPass web interface. On the left is a dark sidebar with navigation options: Collapse, All Items, Passwords, Notes, Addresses, Payment Cards, Bank Accounts, Security Challenge, Sharing Center, Emergency Access, Account Settings, and More Options. The main content area has a red header with the LastPass logo and a search bar. Below the header, a welcome message is followed by three tabs: 'Show me around' (active), 'Later', and 'Never'. A large 'Add Folder' dialog box is centered on the screen. It features a red top bar with the LastPass logo, a 'Folder Name:' label, a text input field, a checkbox for 'Add as a subfolder under:', a dropdown menu, and 'Cancel' and 'Save' buttons at the bottom. In the bottom right corner of the interface, there are two buttons: 'Add New Folder' and 'Add item'. The 'Add New Folder' button is circled in yellow, and a yellow arrow points from a yellow box labeled 'Add New Folder' to this button.

Extension (LastPass Password Manager) | moz-extension://a40c72e5-73a7-48a3-bd31-f838cb5eb52d/vault.html

Most Visited Home NKN Weather VandalMail Vandalweb Zoom DKAN GEM3 Asana Gmail BBC NEWS NY Times MakeDataCount DataShader HoloViz GeoDeepDive

LastPass... | search my vault | Upgrade | roever@gmail.com Premium Trial User

Welcome to your vault!

Your vault is a safe place to store passwords, notes, profiles for online shopping, and even documents. And no matter where you work, your vault keeps everything in sync, so you can stay organized and save time.

Show me around Later Never

**Add Folder** LastPass...

Folder Name:

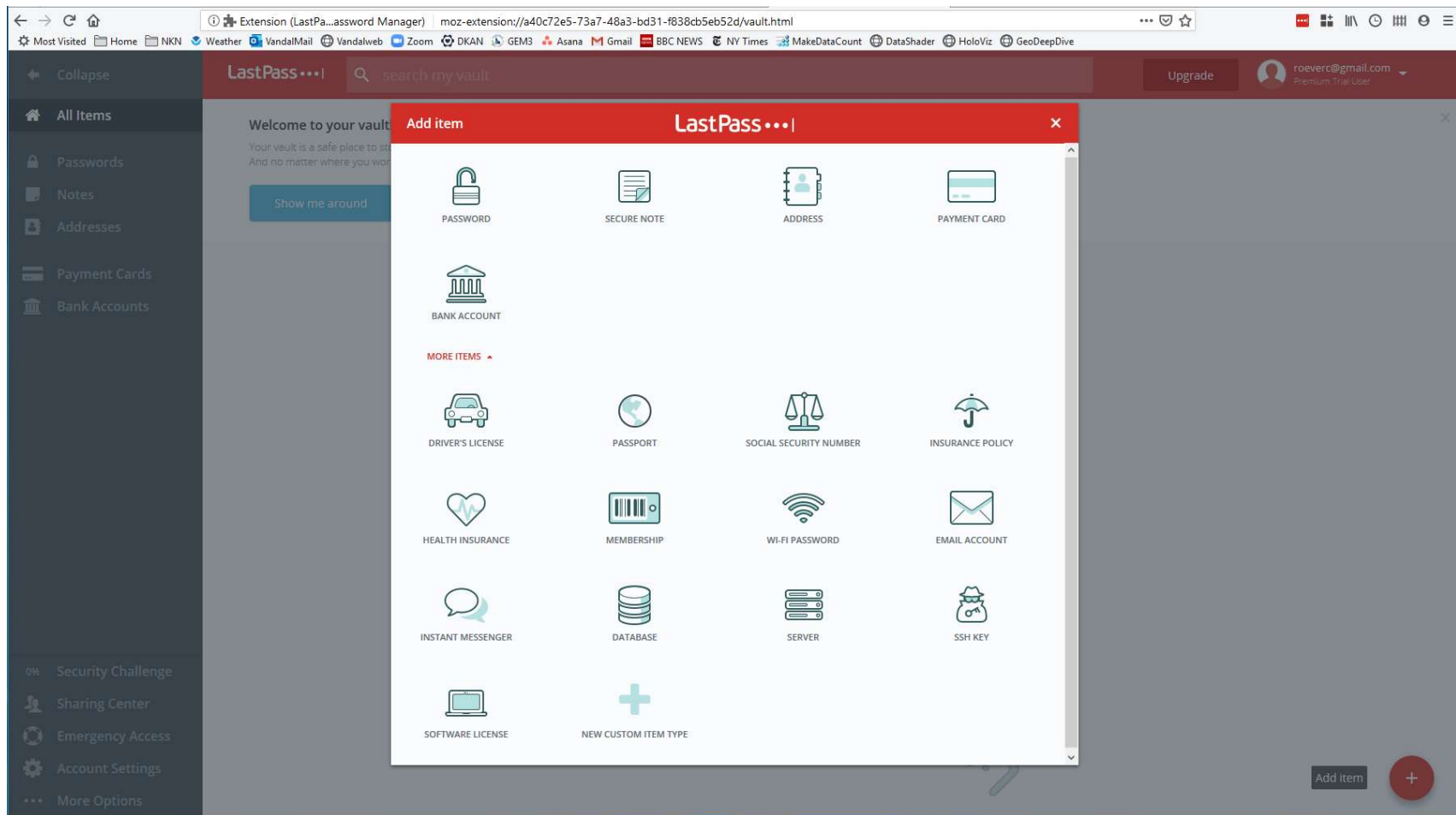
☐ Add as a subfolder under:

Cancel Save

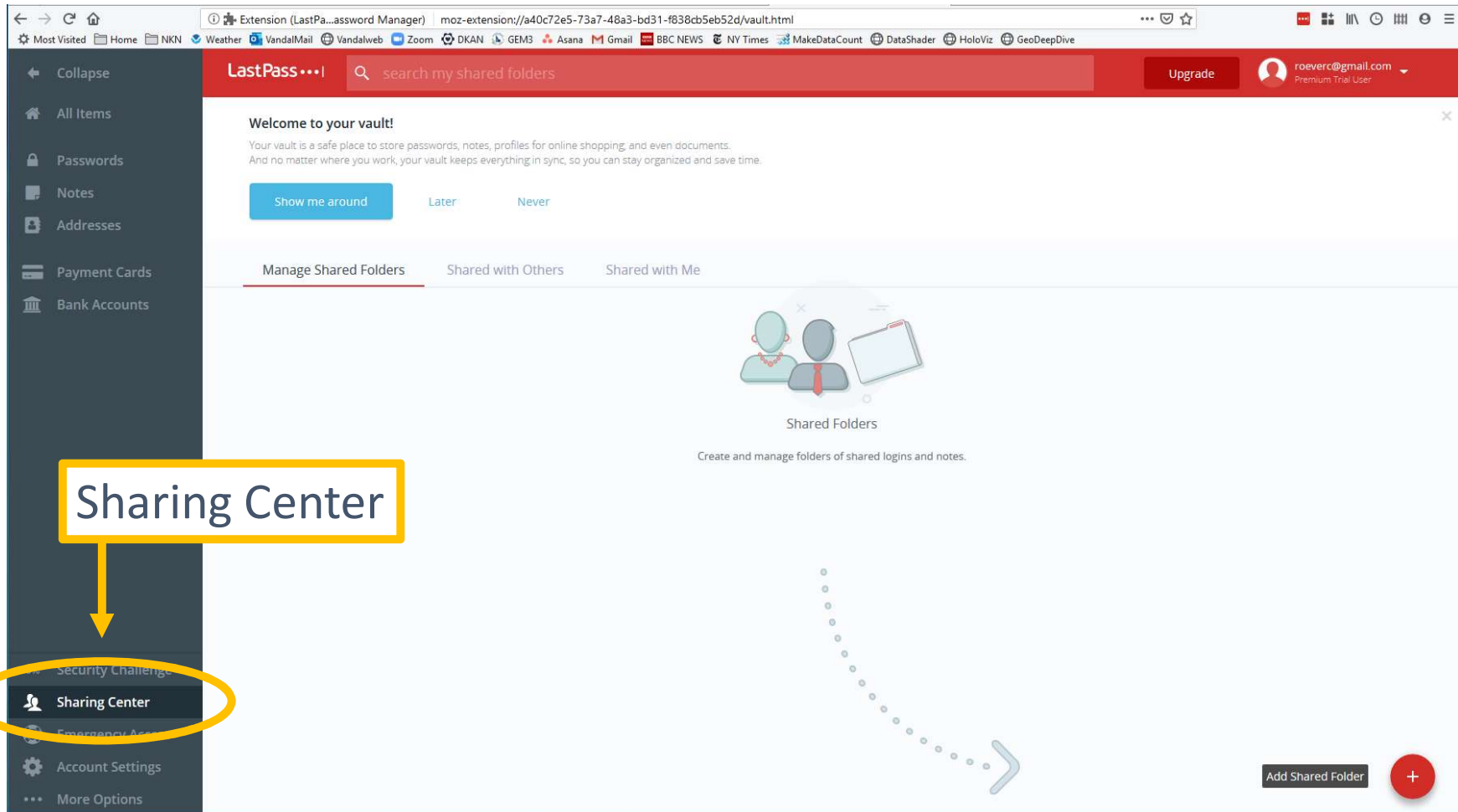
Add New Folder

Add item

# 10. Add other types of content



# 11. Share a Password



# 12. Run a Security Check

0% Security Challenge

Security Challenge

LastPass... | search my vault Upgrade roeverc@gmail.com Premium Trial User

LastPass... | Security Challenge

94% Your Security Score

Top 1% Your LastPass Standing

100% Master Password Score

Challenge your friends

Improve Your Score

- Step 1 - Change Compromised Passwords
- Step 2 - Change Weak Passwords
- Step 3 - Change Reused Passwords
- Step 4 - Change Old Passwords

Detailed Stats

Click each below to see a full report of all the logins and passwords stored in your LastPass vault. On supported websites you can change the password in one click, and you can check more than one to change multiple passwords at once. For other website, use the 'launch' option to go to the website, login, and use the LastPass Password Generator to replace the account's password.

English

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# 13. Set up Dual-Factor Authentication

The image consists of two screenshots of the LastPass browser extension interface. The left screenshot shows the 'All Items' view with a sidebar on the left. The 'Account Settings' option in the sidebar is circled in yellow, with an arrow pointing to the right screenshot. The right screenshot shows the 'Account Settings' window with the 'Multifactor Options' tab selected. A yellow box highlights the '2. Multifactor Options' title, and a yellow circle highlights the 'Multifactor Options' tab in the sub-header.

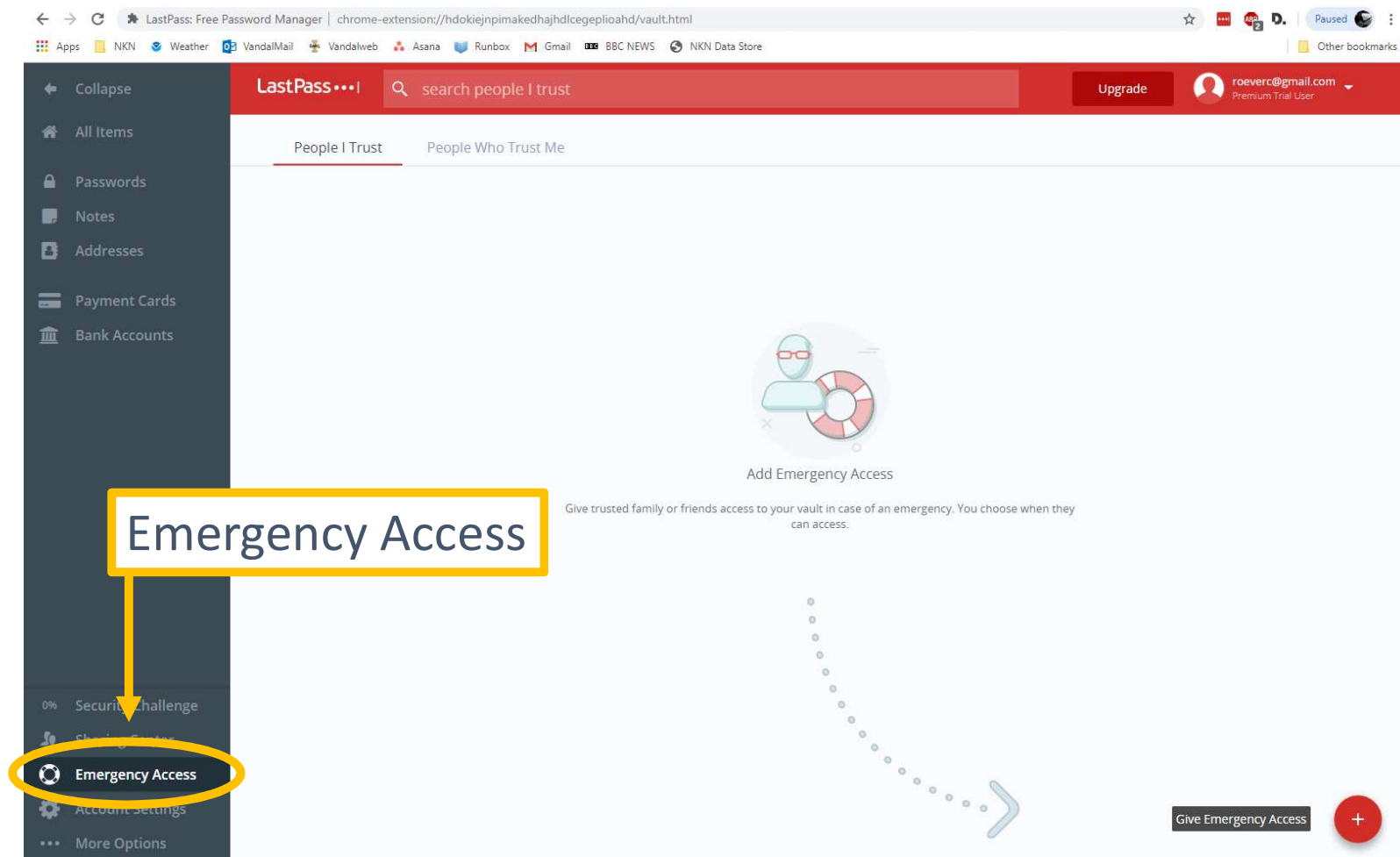
## 2. Multifactor Options

### 1. Account Settings

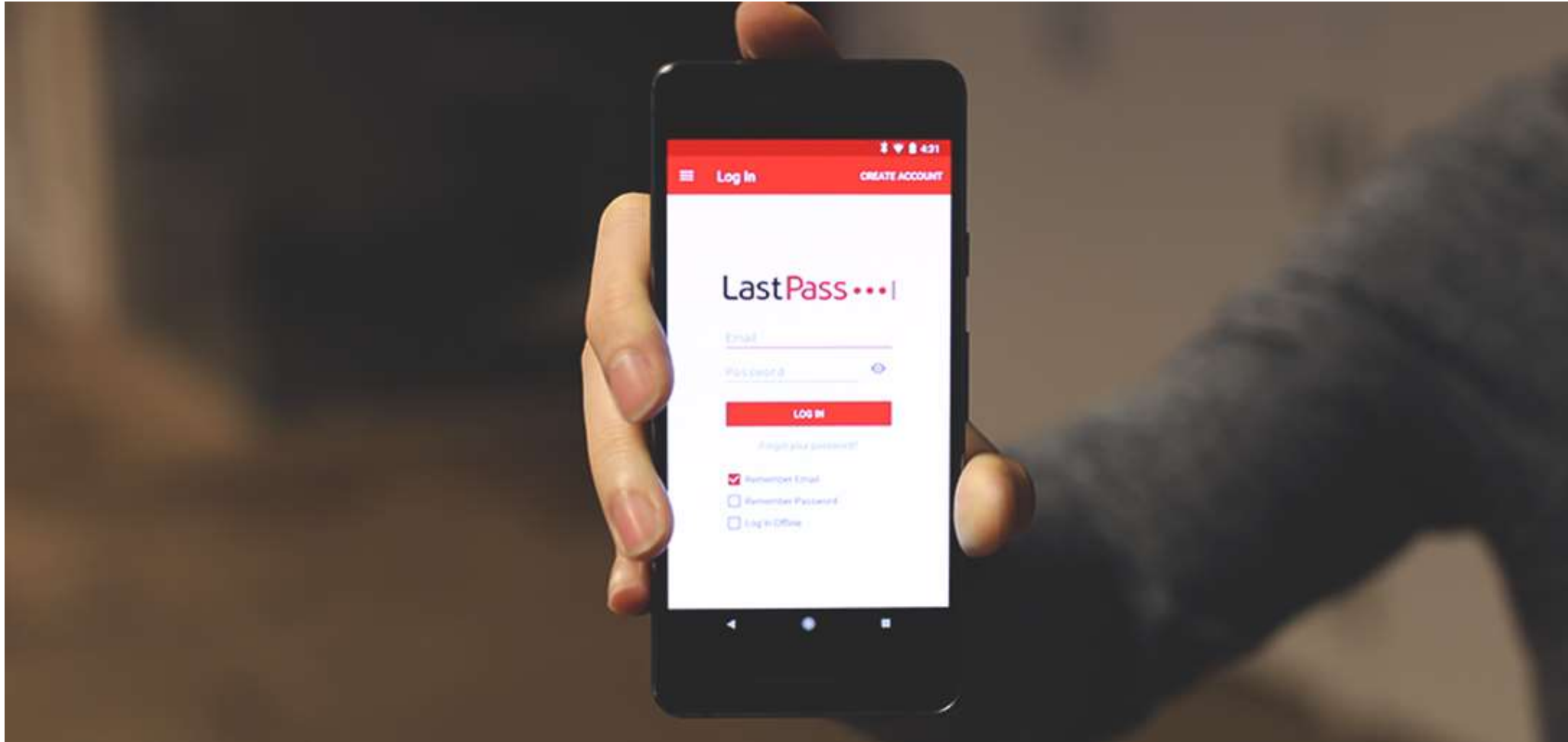
Multifactor Option	Name	Description	State	Action
LastPass Authenticator	LastPass Authenticator	Generates one time verification codes or sends push notifications to your smart phone.	Enabled	
Google Authenticator	Google Authenticator	Generates one time verification codes on your smart phone. Can also be used with Okta Verify.	Disabled	
Microsoft Authenticator	Microsoft Authenticator	Generates one time verification codes on your smart phone.	Disabled	
Toopher	Toopher	Sends push notifications to your smart phone to verify your login.	Disabled	
Duo Security	Duo Security	Generates one time verification codes or sends push notifications to your smart phone.	Disabled	
Transakt	Transakt	Sends an Accept/Reject notification to your smart phone.	Disabled	
#	Grid	Printable spreadsheet of numbers and letters used to enter different values when logging in.	Disabled	

App Store:  
Get Lastpass Authenticator

# 14. Grant Emergency Access



## 15. Get the phone app

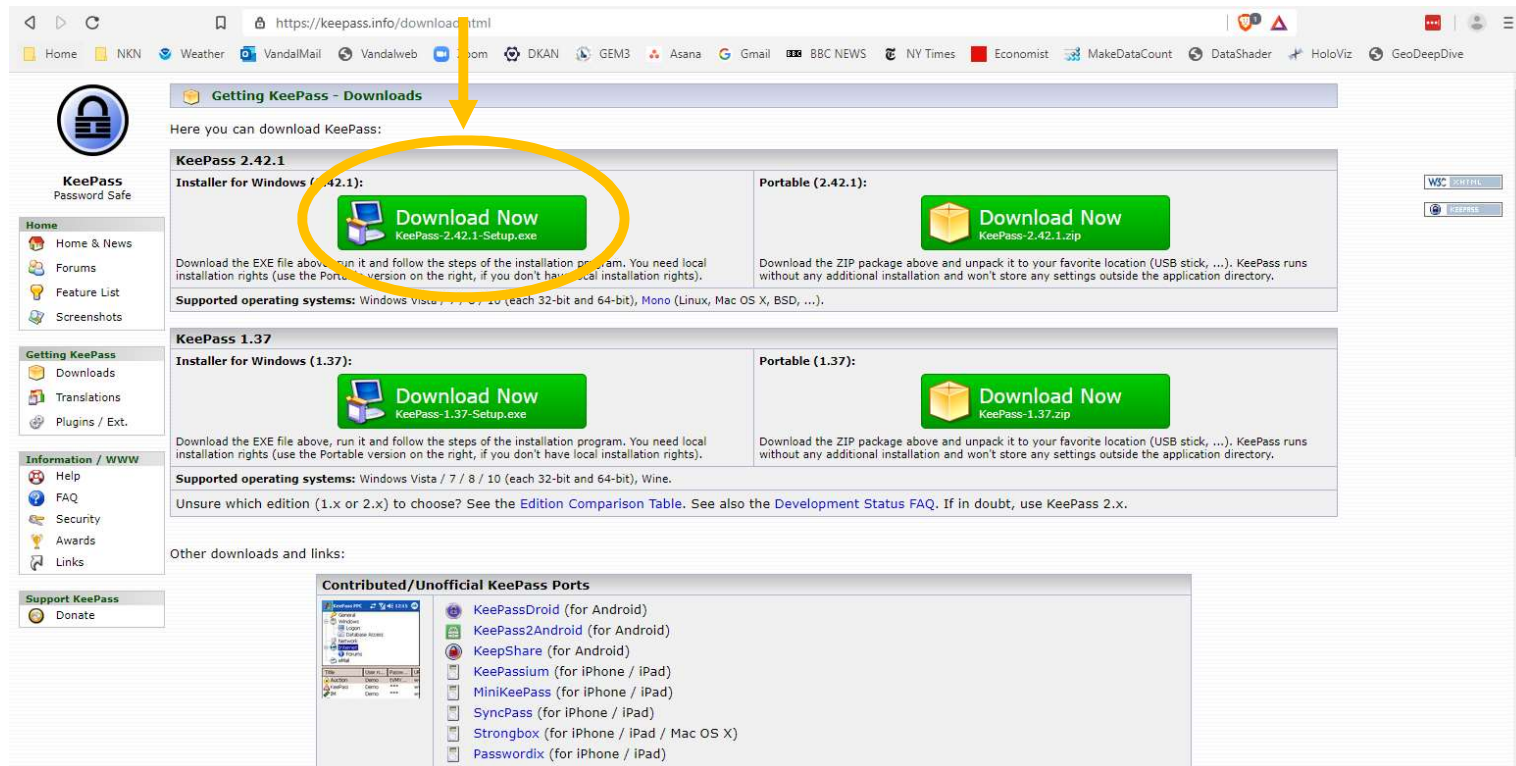


Guide to



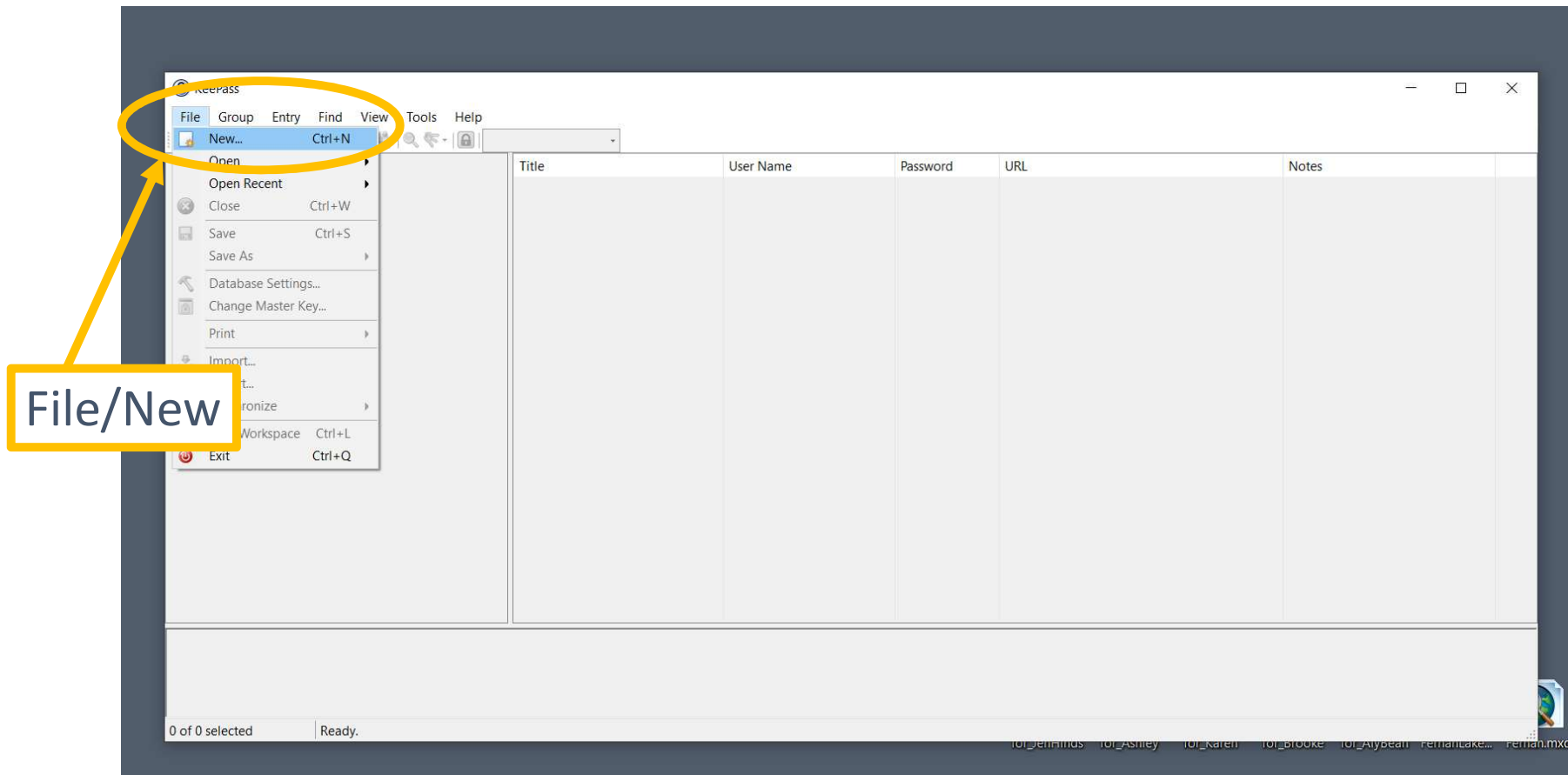
**KeePass**

# 1. Download and Install KeePass

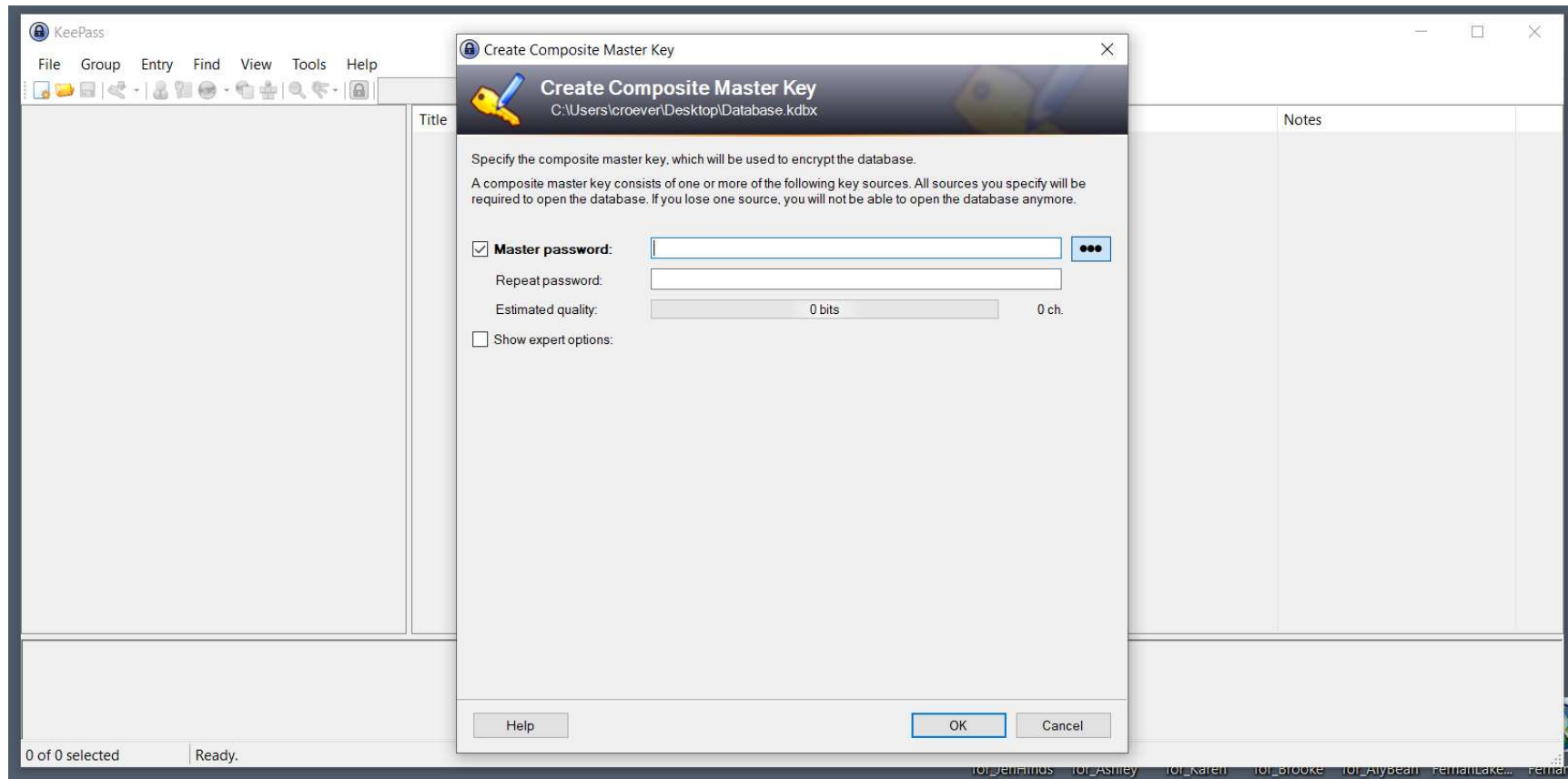


<https://keepass.info/download.html>

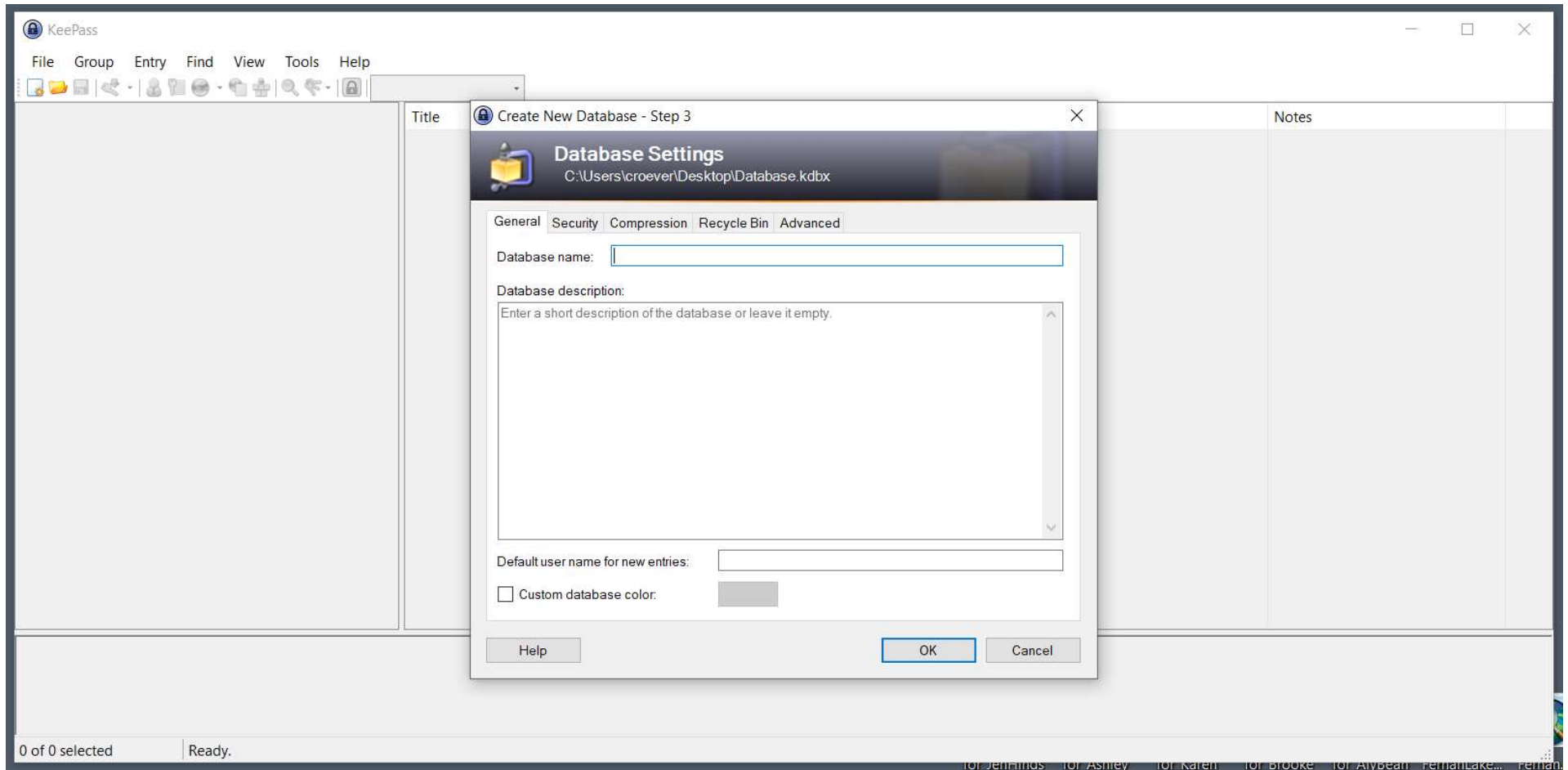
## 2. Create a New Database



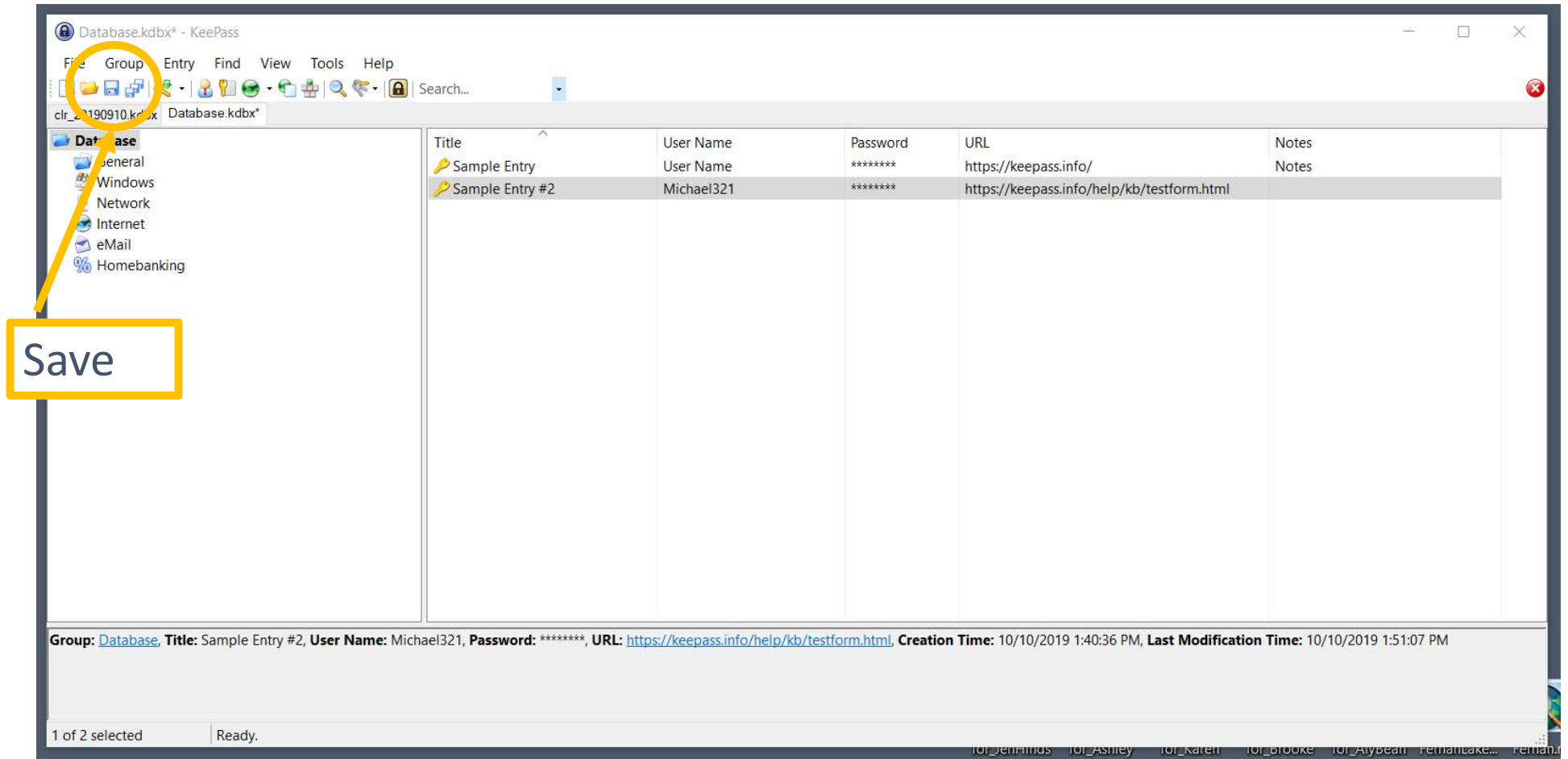
### 3. Create a Password



## 4. Name the File

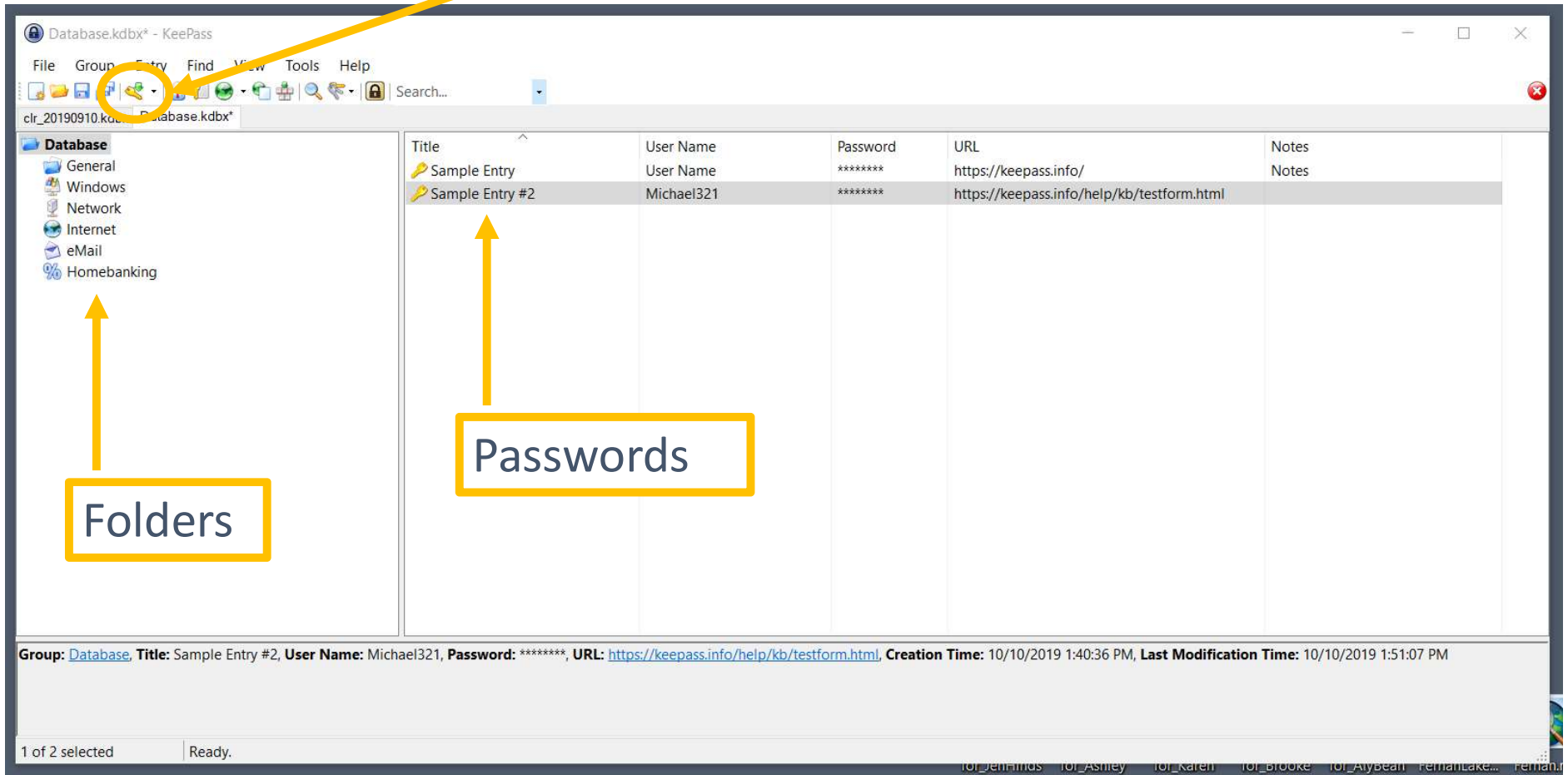


## 5. Hit Save!

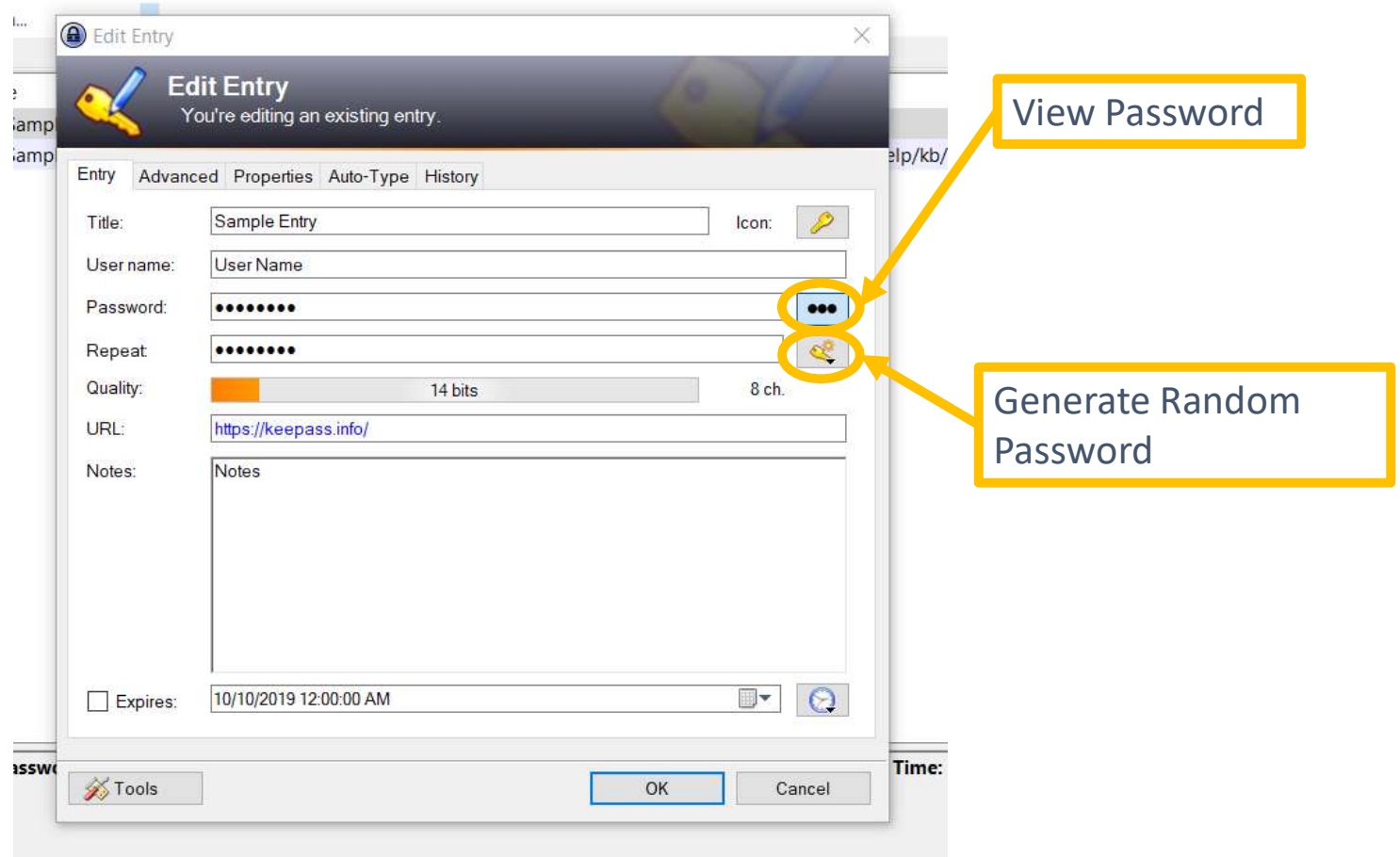


## 6. Navigating

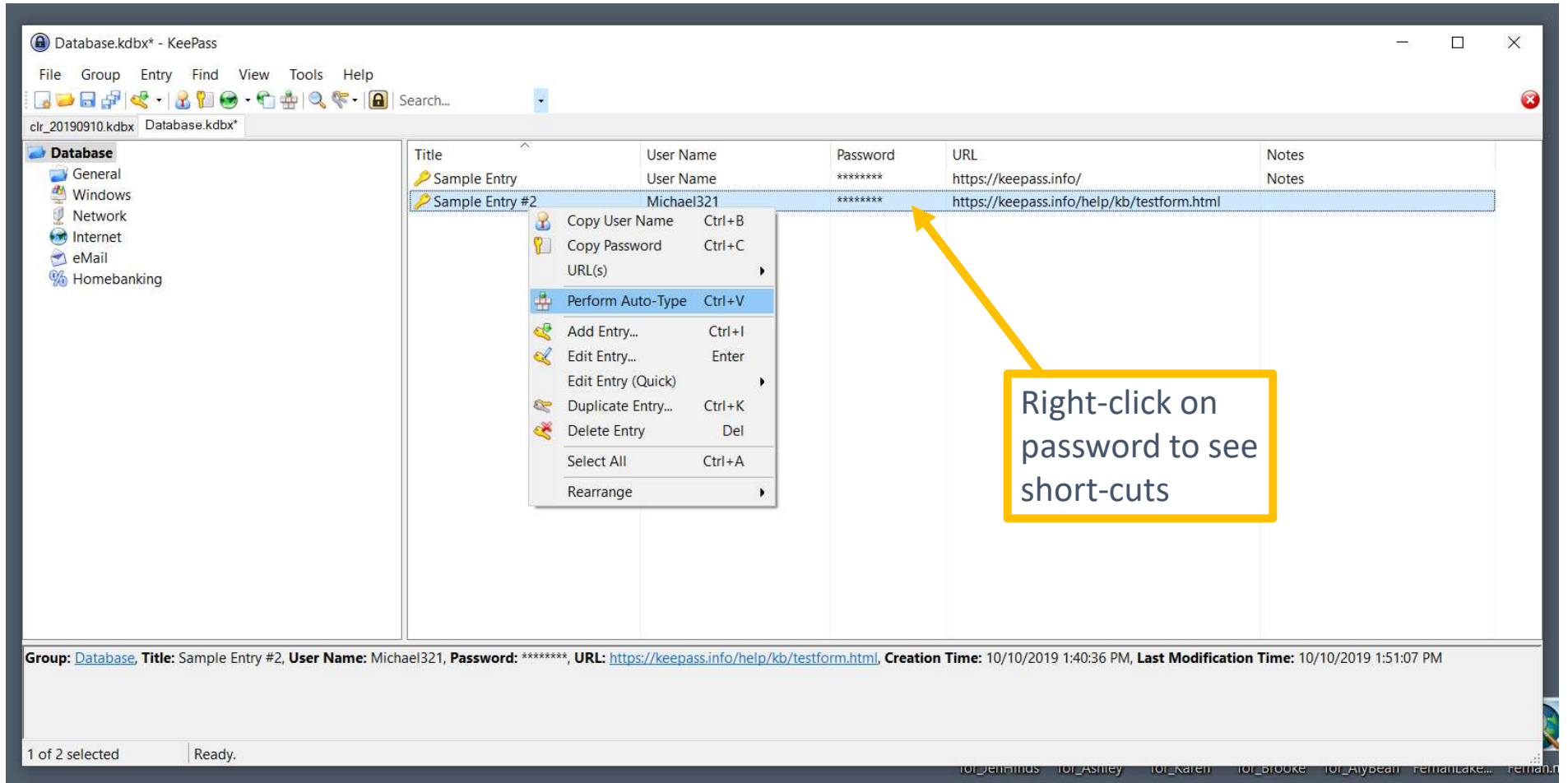
New Password



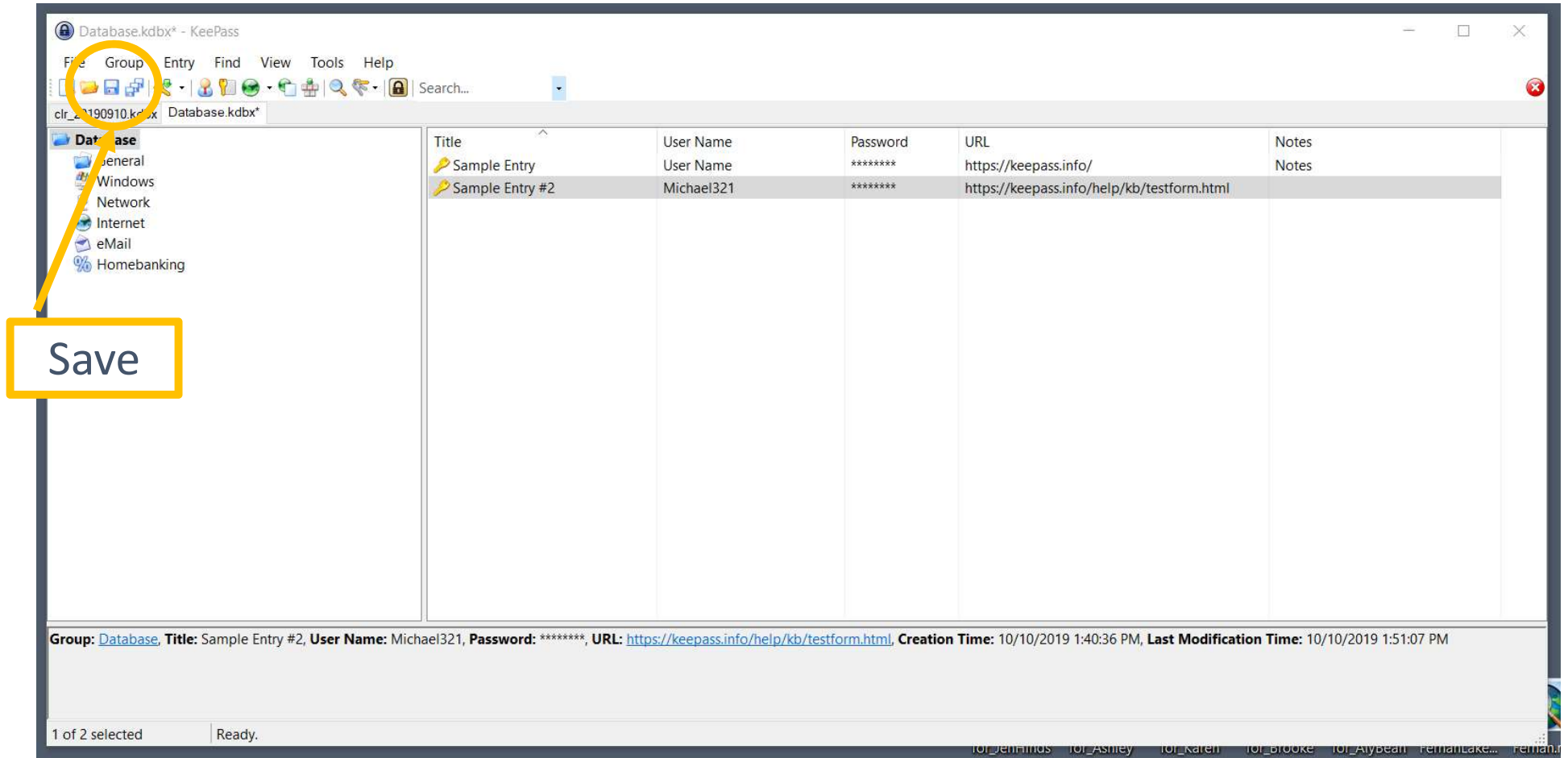
## 7. Add a Password



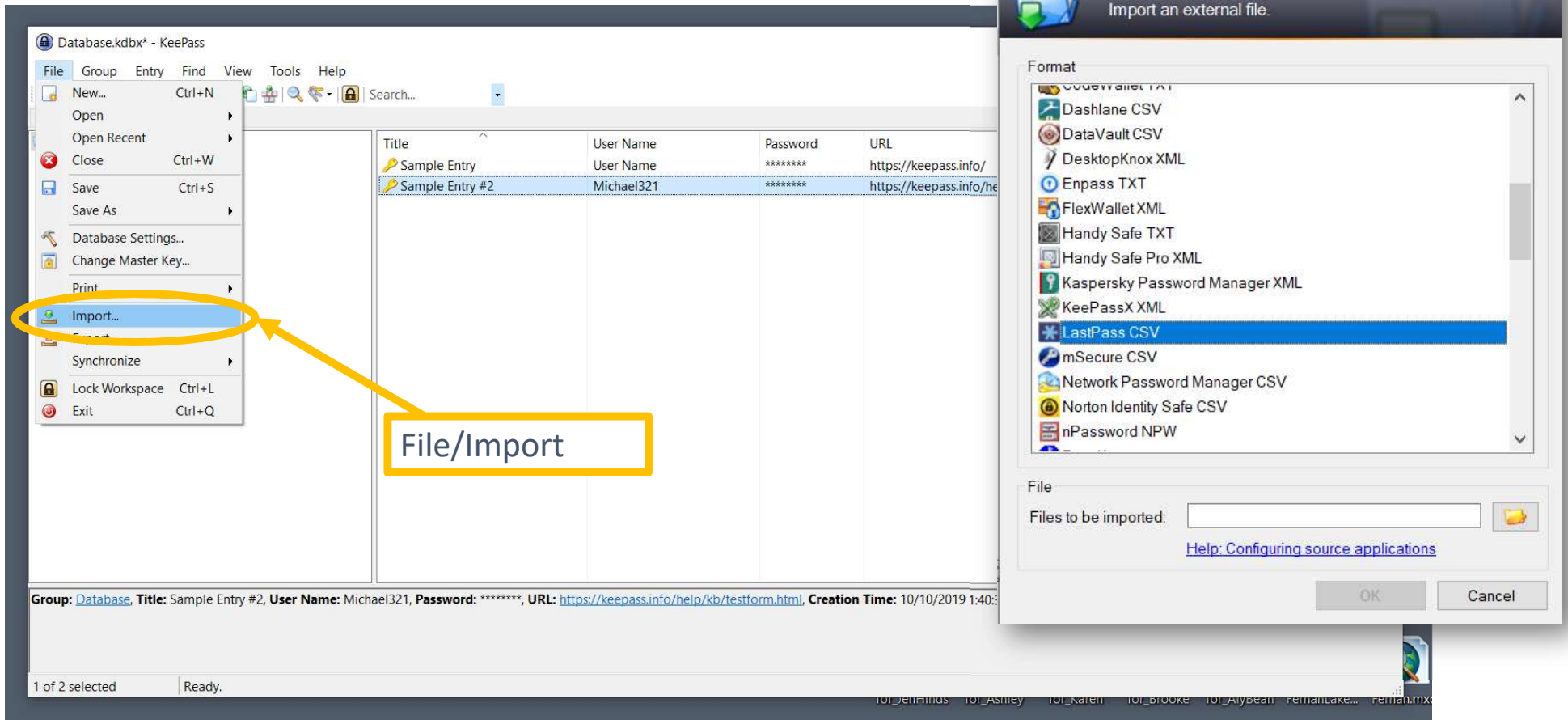
## 8. Shortcut to Autofill in Browser



## 9. Hit Save Again!



# 10. Import Lastpass Passwords





## Closing advice

1. Start slowly
2. Contact NKN if you need any help

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