

Password Management

Using Bitwarden



EMMA ECCLES JONES
COLLEGE of EDUCATION
and HUMAN SERVICES
UtahStateUniversity



**Sorenson Center for
Clinical Excellence**

MyCatFr3d

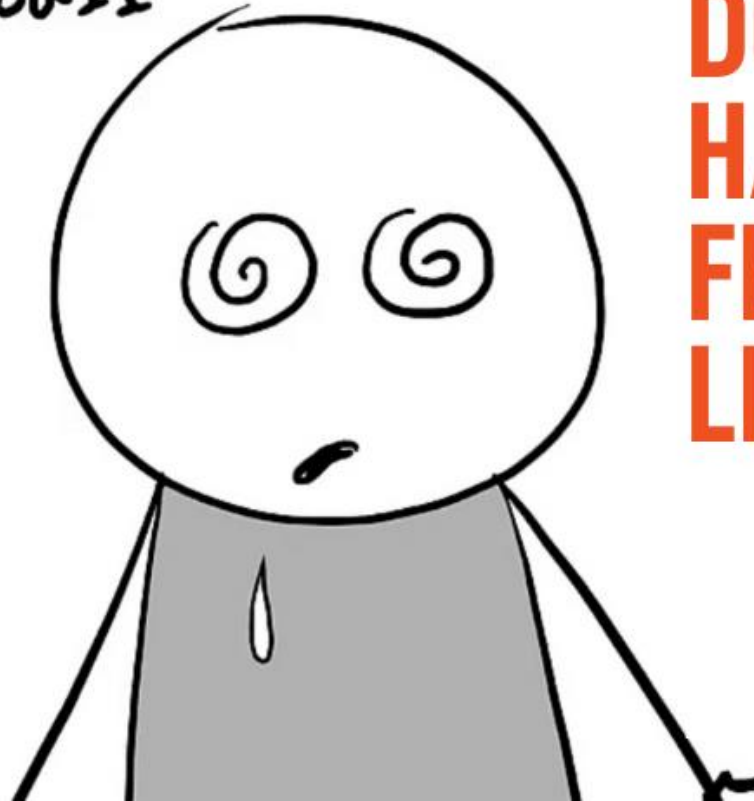
Soccer42

Baseba11

Querty

letmein

Gardener15



**DO PASSWORDS
HAVE YOU
FEELING
LIKE THIS?**

OWN
SECURE
PROTECT
IT.

Password Managers Advantages

1. Free or Low Cost
2. Secure
3. Easy to Use
4. Multiple Devices
5. Multi-Platform (Windows, MacOS, Android)
6. Remember **ONE MASTER PASSWORD** for all accounts



The Sorenson Center and USU Central IT support Bitwarden



However, there are many password managers on the market.



Secure Password Protocol

Passwords

1. Are **Unique** for Each Account
2. Contain **Random** Characters
3. Are at Least **12 Characters** in Length

12-Character Minimum is the USU Standard for Passwords that protect sensitive data.



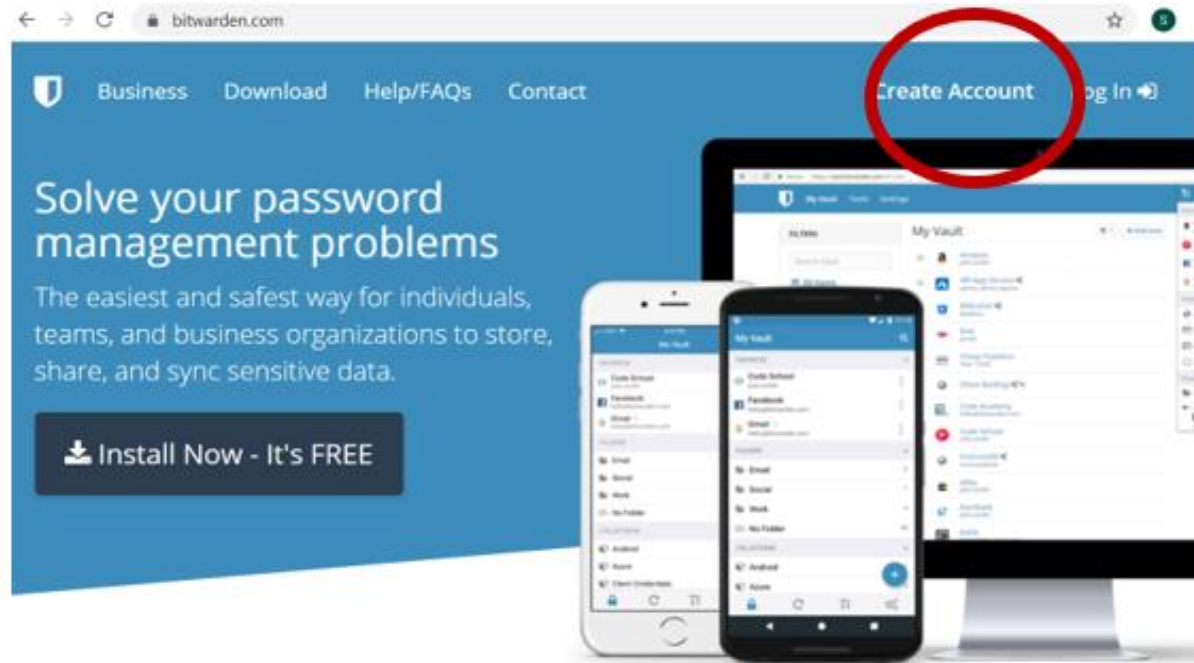
Tutorial Coverage

- Create a Bitwarden Account and Master Password
- Install Bitwarden on Multiple Devices
- Use the Bitwarden Vault
- Remove Browser Password Storage



Creating a Bitwarden Account and Master Password

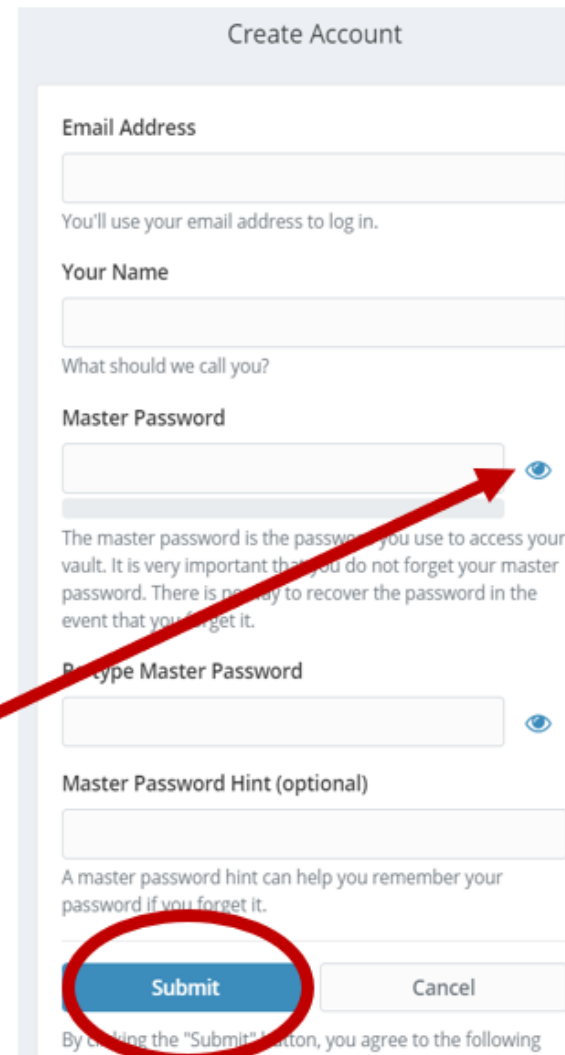
- 1) Open a web browser and go to **bitwarden.com**. Click the **Create Account** link in the top right corner of the webpage.



- 2) Complete the *Create Account* screen by entering your USU Email Address, Your Name, and a Bitwarden Master Password.

Please review the following about the Master Password.

- a) The Master Password must be unique (a password you have not previously used) and strong (at least 12 characters). For more information about strong password selection, review [Passwords: How to Stay Secure Online](#).
- b) The advantage of using a password manager is that you remember only one password, the Master Password.
- c) You can always change your Master Password; however, for security reasons, Bitwarden cannot recover (reset) a forgotten Master Password.
- d) The eye symbol next to the *Master Password* text box is used to reveal or conceal the Master Password.
- e) (Optional) Use the *Master Password Hint* effectively to help you remember your password if you happen to forget it.



Create Account

Email Address

You'll use your email address to log in.

Your Name

What should we call you?

Master Password
 
The master password is the password you use to access your vault. It is very important that you do not forget your master password. There is no way to recover the password in the event that you forget it.

Re-type Master Password
 

Master Password Hint (optional)

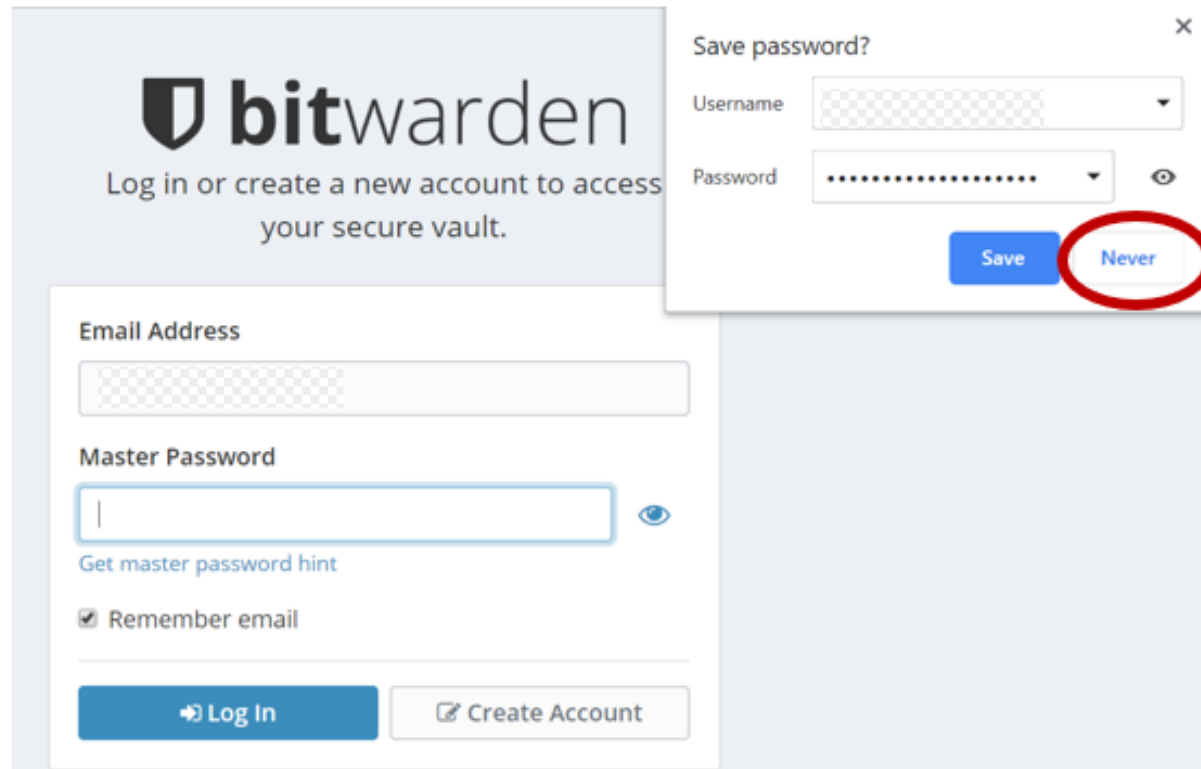
A master password hint can help you remember your password if you forget it.

Submit Cancel

By clicking the "Submit" button, you agree to the following

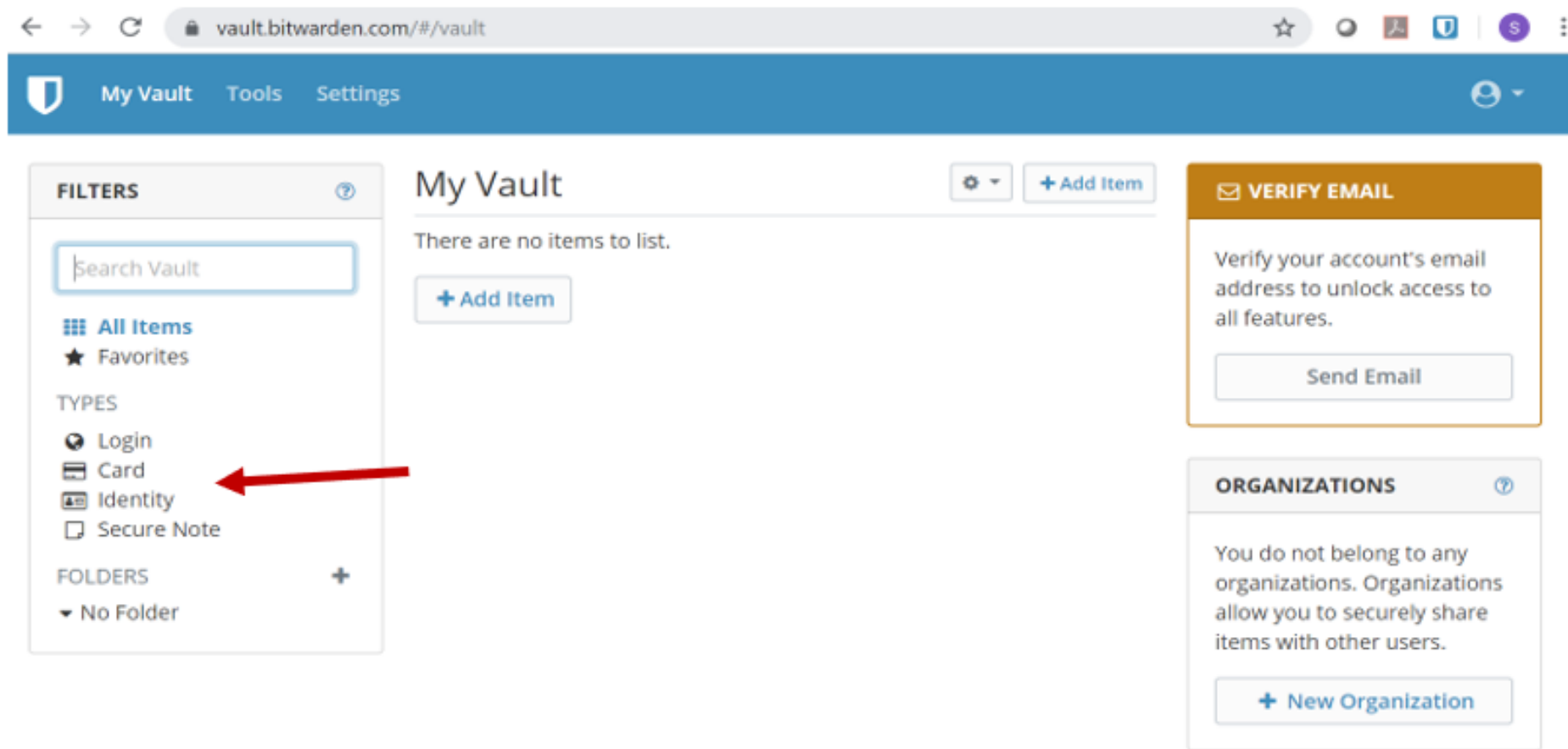
- 3) After completing the required items for an account, please read the *Terms of Service* and *Bitwarden Privacy Policy*. Click the **Submit** button.

- 4) An account login appears. Type the Email Address and Master Password you previously created, then click **Log In**.
- a) If your browser prompts you to *Save password*, click **Never**. The purpose of a password manager is to eliminate the need to save passwords in web browsers. Although it is convenient, saving passwords in browsers is not a secure practice, as it allows full account access if your credentials are compromised.

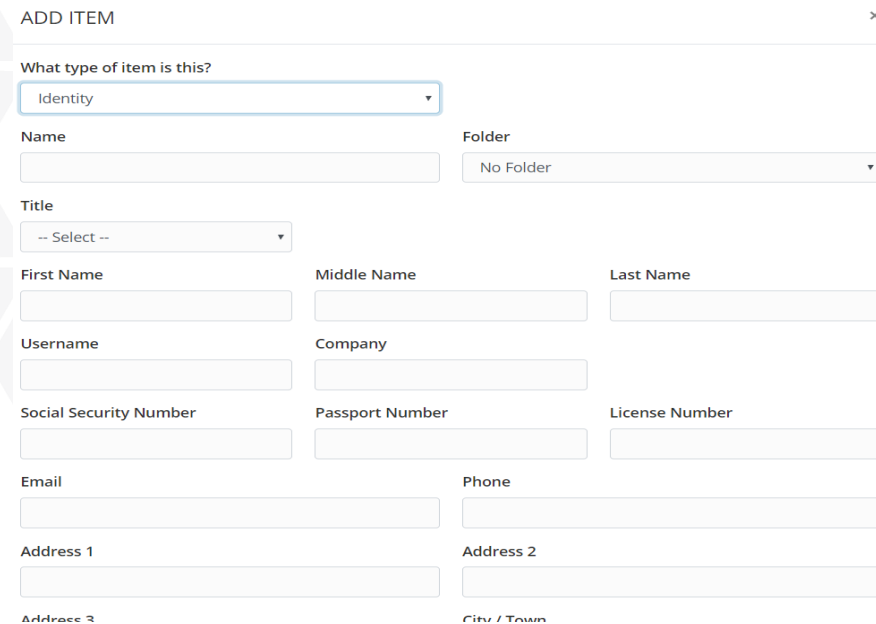


The screenshot shows the Bitwarden login interface. The main panel has the Bitwarden logo and the text "Log in or create a new account to access your secure vault." Below this are input fields for "Email Address" and "Master Password", a "Get master password hint" link, a "Remember email" checkbox, and "Log In" and "Create Account" buttons. A browser prompt titled "Save password?" is overlaid on the right. It contains fields for "Username" and "Password", both filled with masked text. At the bottom of the prompt are "Save" and "Never" buttons. The "Never" button is circled in red.

- 5) Your empty Bitwarden Vault will appear. Note the various information Types (left column) that may be stored in Bitwarden—Login Credentials, Credit Card Numbers, Identity Numbers, and Notes.



- a) From the *My Vault* screen, you are able to start entering information with the **+Add Item** button. A different input screen will appear for each of the four information Types. An example of the *Identity* input screen is displayed below. You may enter information and click the **Save** button at the bottom of the window. [The **+Add Item** features are not demonstrated in this portion of the tutorial.]



The screenshot shows a mobile application window titled "ADD ITEM" with a close button (X) in the top right corner. The form is for adding an "Identity" item. It features a dropdown menu at the top labeled "What type of item is this?" with "Identity" selected. Below this are several input fields: "Name" (a text box), "Folder" (a dropdown menu showing "No Folder"), "Title" (a dropdown menu showing "-- Select --"), "First Name", "Middle Name", and "Last Name" (three text boxes), "Username" (a text box), "Company" (a text box), "Social Security Number", "Passport Number", and "License Number" (three text boxes), "Email" (a text box), "Phone" (a text box), "Address 1", "Address 2", "Address 3", and "City / Town" (text boxes).

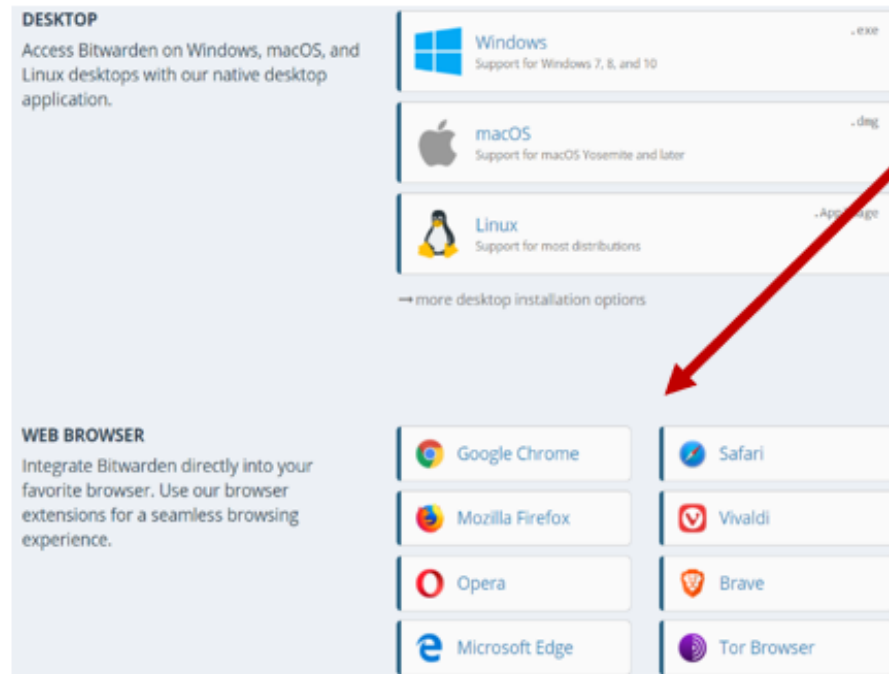
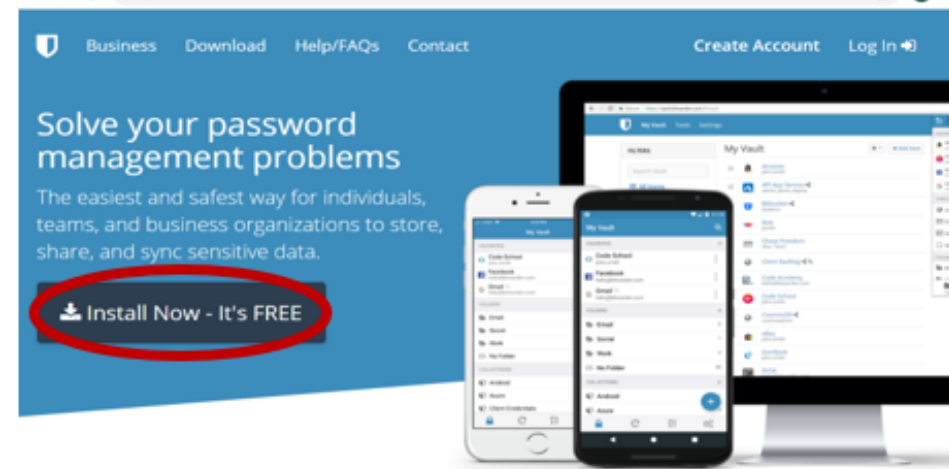
- b) Other options on the *My Vault* screen:
- i) **Tools** (top of screen) allows (1) setting the password generator default, (2) importing data from other password managers, or (3) exporting your vault.
 - ii) **Settings** (top of screen) allows the adding and editing of account information.



Installing Bitwarden on Browser

6) A simple way of entering login credentials into the Bitwarden Vault is through the web browser plug-ins or through the apps on your MacOS devices.

a) Open a new browser tab and return to **bitwarden.com**. Click the **Install Now** button.

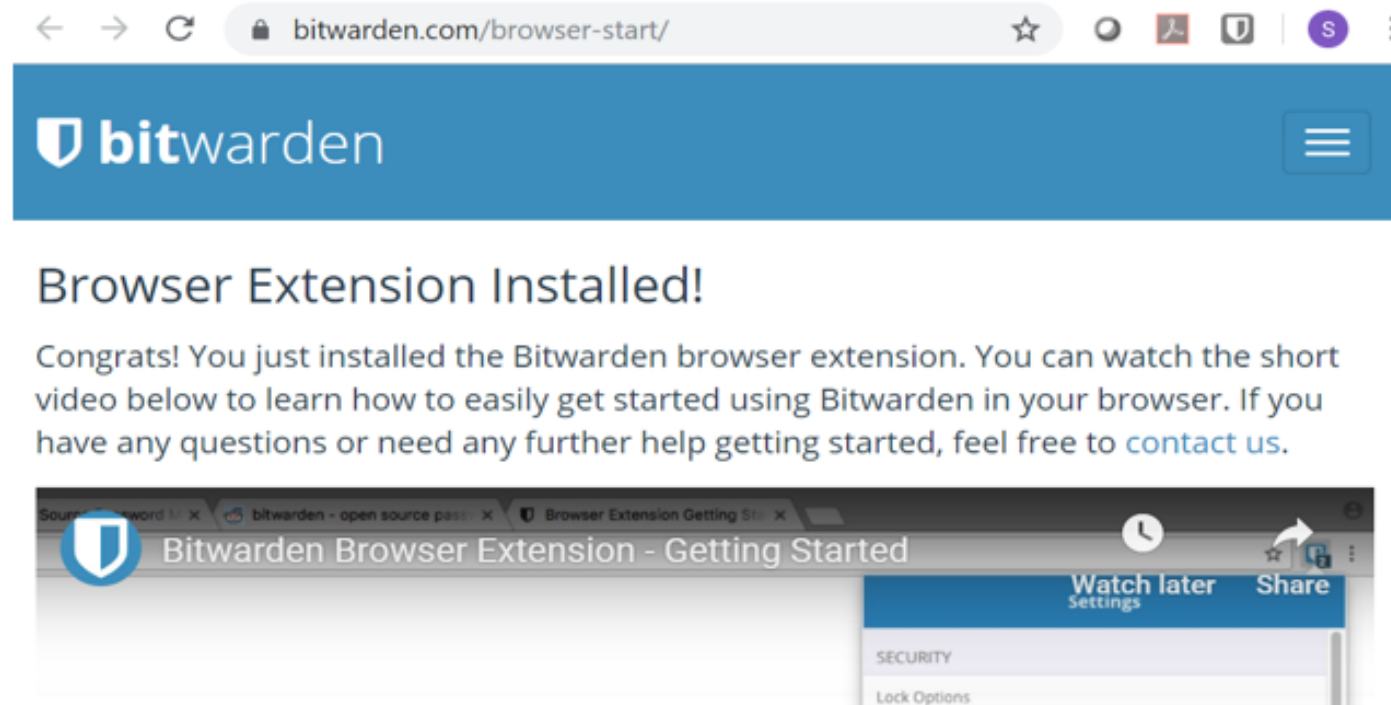


7) The installation screen (left) will appear. Scroll to the *Web Browser* Section, and click on the web browser you use.

Chrome will be demonstrated in this example. The installation processes are similar for the other browsers.

Safari, however, requires the installation of the Bitwarden app from the App Store.

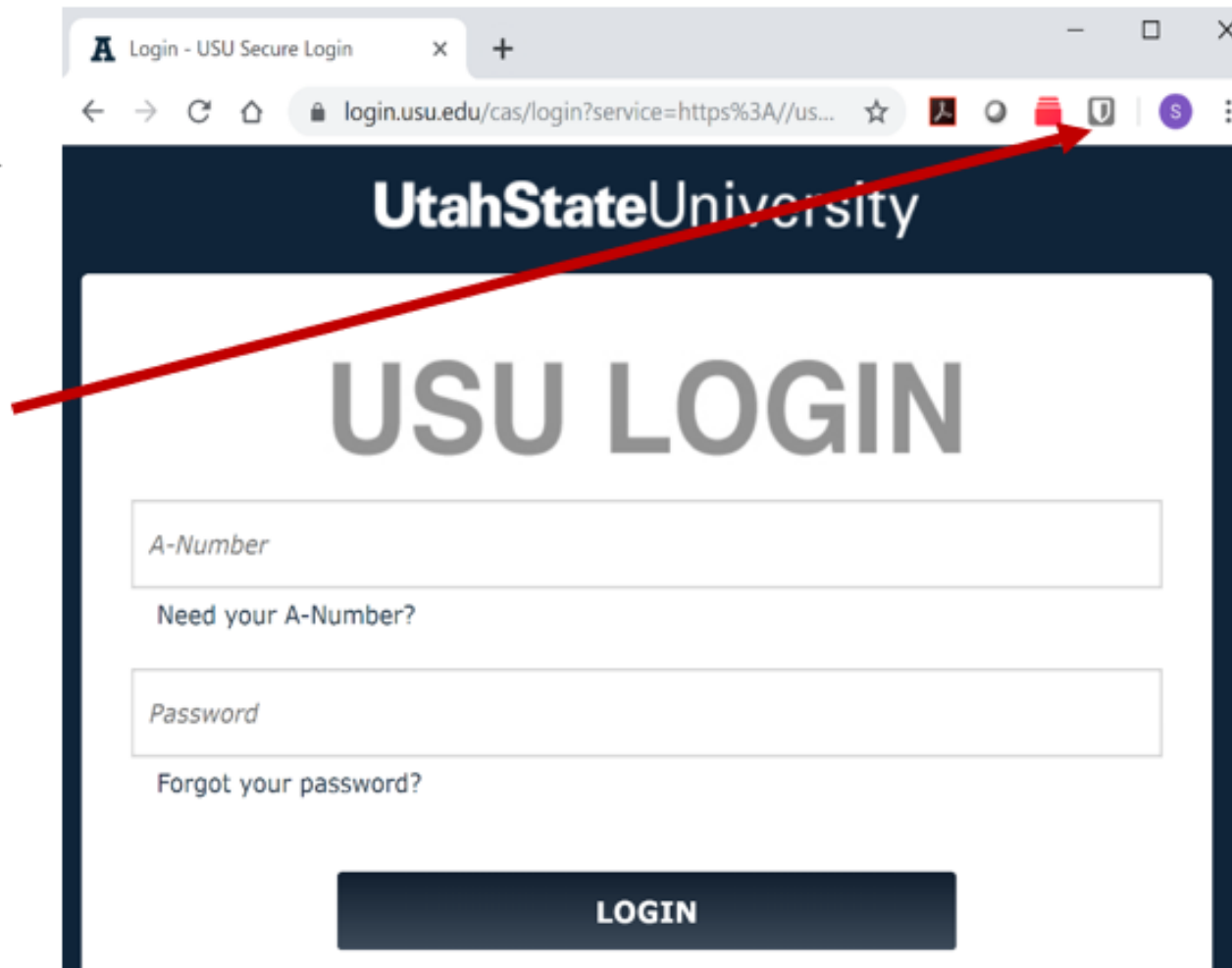
- 8) After your web browser is selected, an installation page appears. Click the **Add to Chrome** button, and if prompted, click the **Add extension** button to confirm.
- a) The browser extension will install. A short video is available on this page, describing the use of Bitwarden in your browser.



Using the Bitwarden Vault

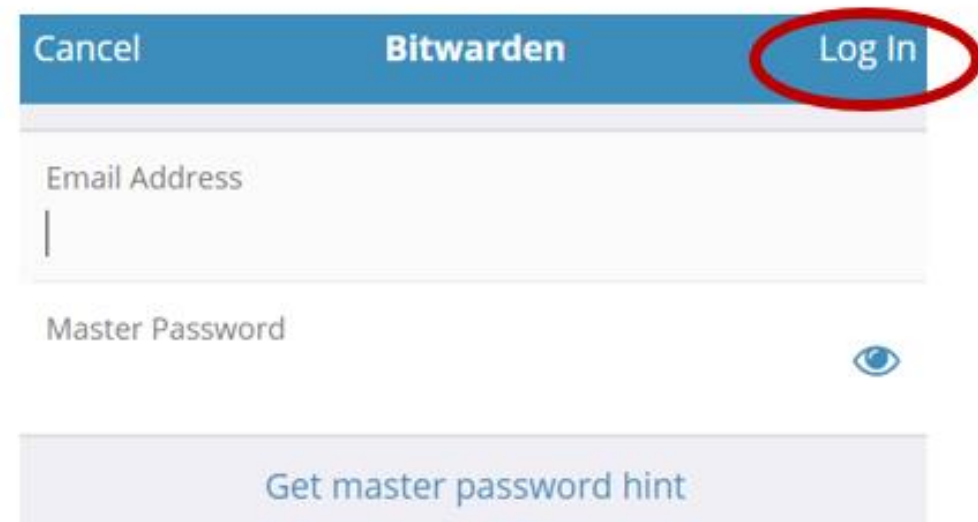
For instructional purposes, the following example will use a common USU login page, MyTime, to demonstrate the ease of adding login credentials.

- 9) Open a new browser screen and enter **mytime.usu.edu**. A USU Login page will appear.
- 10) To start using Bitwarden, click the Bitwarden Shield in the top right corner of your browser.

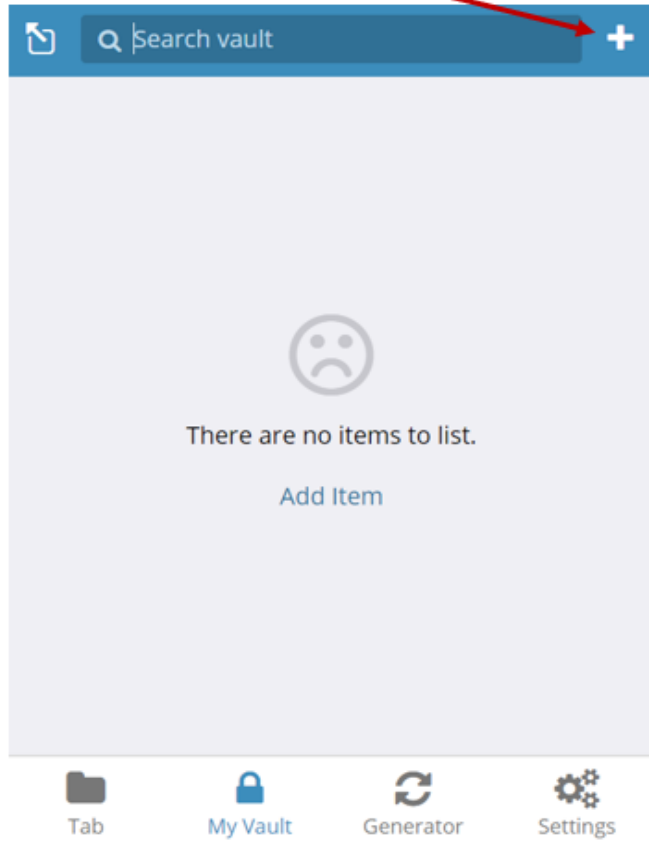


11) Next, click the Bitwarden **Log In** button. A Bitwarden login screen will appear.

a) Enter your Email Address and Master Password then select **Log In**.



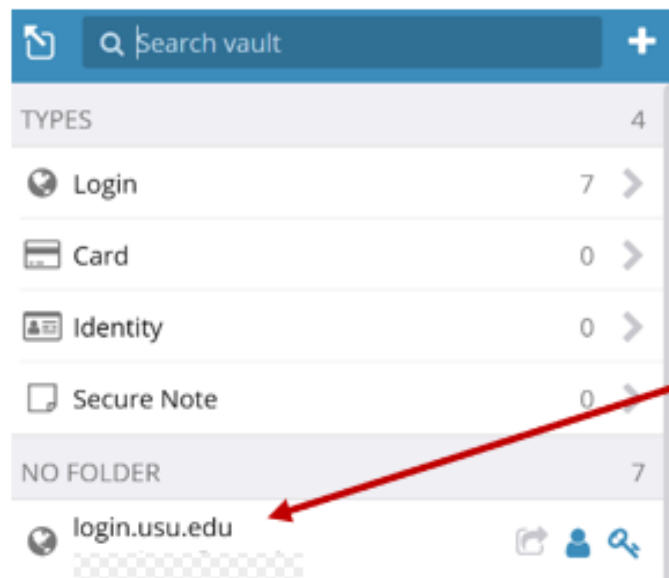
- 12) Your vault will be empty or will display any information you added earlier. Click the plus (+) symbol in the top right corner of the dialog box. An *Add Item* box will appear.



The screenshot shows the 'Add Item' dialog box. The dialog has a blue header with 'Cancel', 'Add Item', and 'Save' buttons. The main section is titled 'ITEM INFORMATION' and contains fields for 'Type' (set to 'Login'), 'Name' (set to 'login.usu.edu'), 'Username', 'Password' (with a checkmark, eye, and refresh icon), and 'Authenticator Key (TOTP)'.

- 13) The Bitwarden *Type* and *Name* (or URL) are automatically filled. Enter your A Number in the *Username* field and your USU password in the *Password* field. Click **Save** in the top right corner of the box.





14) Once the *Username* and *Password* are saved, the Vault screen (left) will appear.

15) Click the new entry, **login.usu.edu**. Your A Number and Password will fill the login boxes on the USU Login Page, allowing you to log into the MyTime application.

a) Now, each time you encounter a USU Login Page, you do not need to type in an A Number or Password. Open the Bitwarden Vault and select **login.usu.edu**.



10004

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You Have Chosen:
ALL ACCESS DIGITAL (new)

\$12/mo (new)

- ✓ Unlimited WSJ.com access
- ✓ WSJ Mobile and Tablet apps
- ✓ WSJ+ Membership

\$12.00 + tax per month thereafter
You can cancel any time.

Create Account

Step 1 of 4

First Name
New

Last Name
Subscriber

Email (Username)
This field is required

Password
This field is required

CONTINUE

THE WALL STREET JOURNAL

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Create Account

Step 1 of 4

First Name
New

Last Name
Subscriber

Email (Username)
This field is required

Password
This field is required

CONTINUE

Cancel Add Item Save

ITEM INFORMATION

Type
Login

Name
store.wsj.com

Username
sorenson@usu.edu

Password
[Checkmark] [Eye] [Refresh]

Authenticator Key (TOTP)

URI 1
https://store.wsj.com/v2/US/US/110710000

+ New URI

Let's practice with new WSJ account. You desire to create a new Wall Street Journal subscription account. Visiting store.wsj.com, you are asked to enter the following information to create a new account: First Name, Last Name, Email, and Password.

- 16) Since this is a new account, you will be asked to generate a new Username or Password. Bitwarden can help generate new passwords.
 - a) Click the Bitwarden Shield.
 - b) Select **Add a Login**.
 - c) The *Add Item* screen appears with the Bitwarden *Type* and *Name* (or URL) automatically filled.
 - d) Enter your email address in the *Email (Username)* field.
 - e) Click the *Password* field. You may enter your own, individually crafted password, or you may allow Bitwarden to assist. There are three options:
 - i) Check. If you enter your own password, Bitwarden checks the password to determine if the password has been in any known breaches.
 - ii) Eye. The Master Password is revealed or concealed.
 - iii) Double arrow. A *Password Generator* box (below) appears, and a random-generated password will display at the top of the box. You may accept the password or adjust the password generator options--length, uppercase, lowercase, numbers, and special characters--then regenerate the password. When you are happy with the password, click **Select** in the upper-right corner.
 - f) Click **Save** in the *Add Item* screen.

Cancel Password Generator Select

fodVuVxcWP4j2Q

Regenerate Password

Copy Password

Password History >

OPTIONS

Password ▾

Length 14 

A-Z ☒

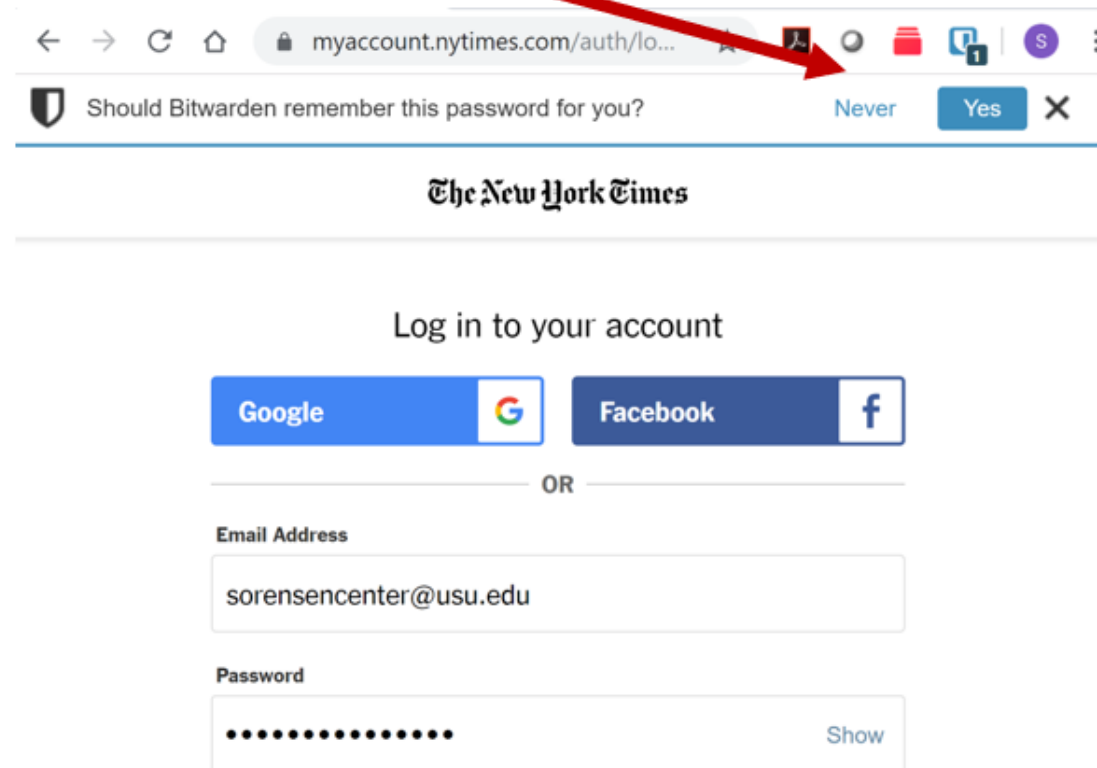
a-z ☒

0-9 ☒

!@#\$\$%^&* ☐

Minimum Numbers 1

17) In future use, if you forget to click the Bitwarden Shield after entering credentials into a new account, Bitwarden will prompt you. A reminder (as shown below) will ask if Bitwarden should remember the new password credentials for the website. Click **Yes** or **Never**, depending on your preference.



← → ↻ 🏠 🔒 myaccount.nytimes.com/auth/lo... ⌵ 🔍 📁 📧 1 📱

Should Bitwarden remember this password for you? Never Yes X

The New York Times

Log in to your account

Google  Facebook 

OR

Email Address

sorensencenter@usu.edu

Password

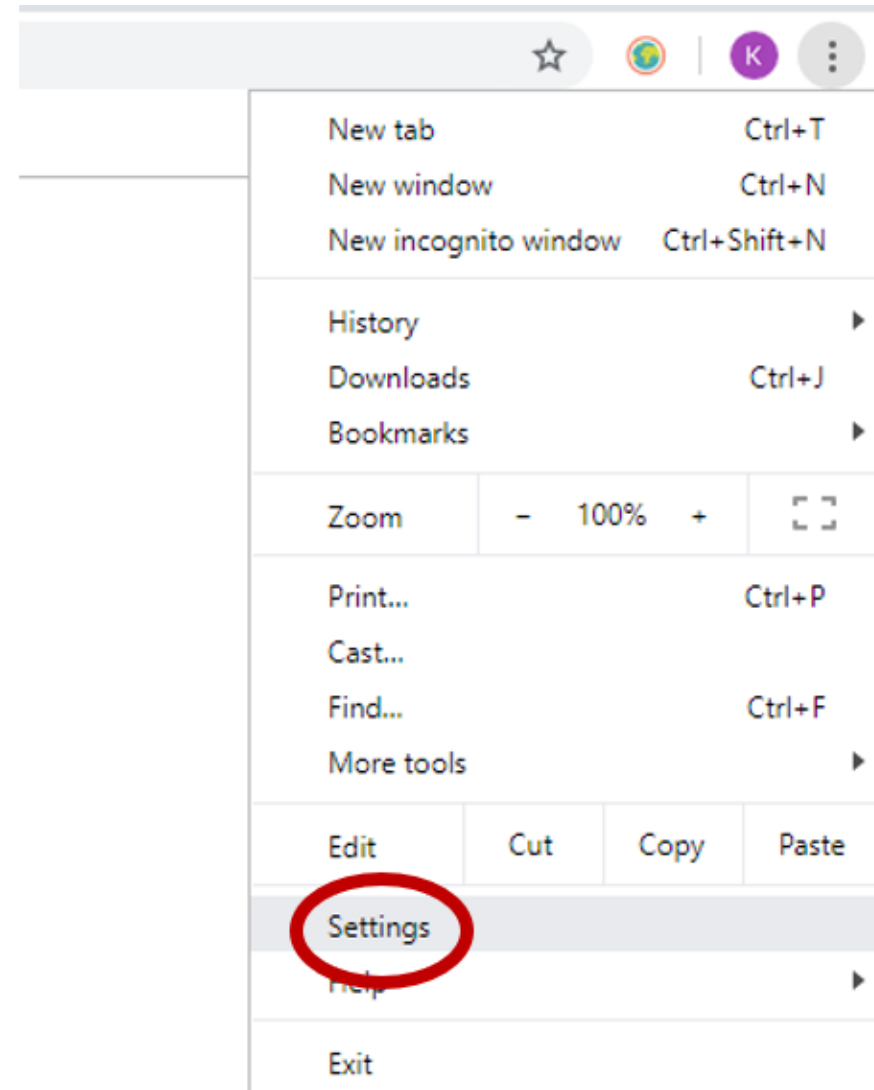
..... Show

OWN
SECURE
PROTECT
IT.

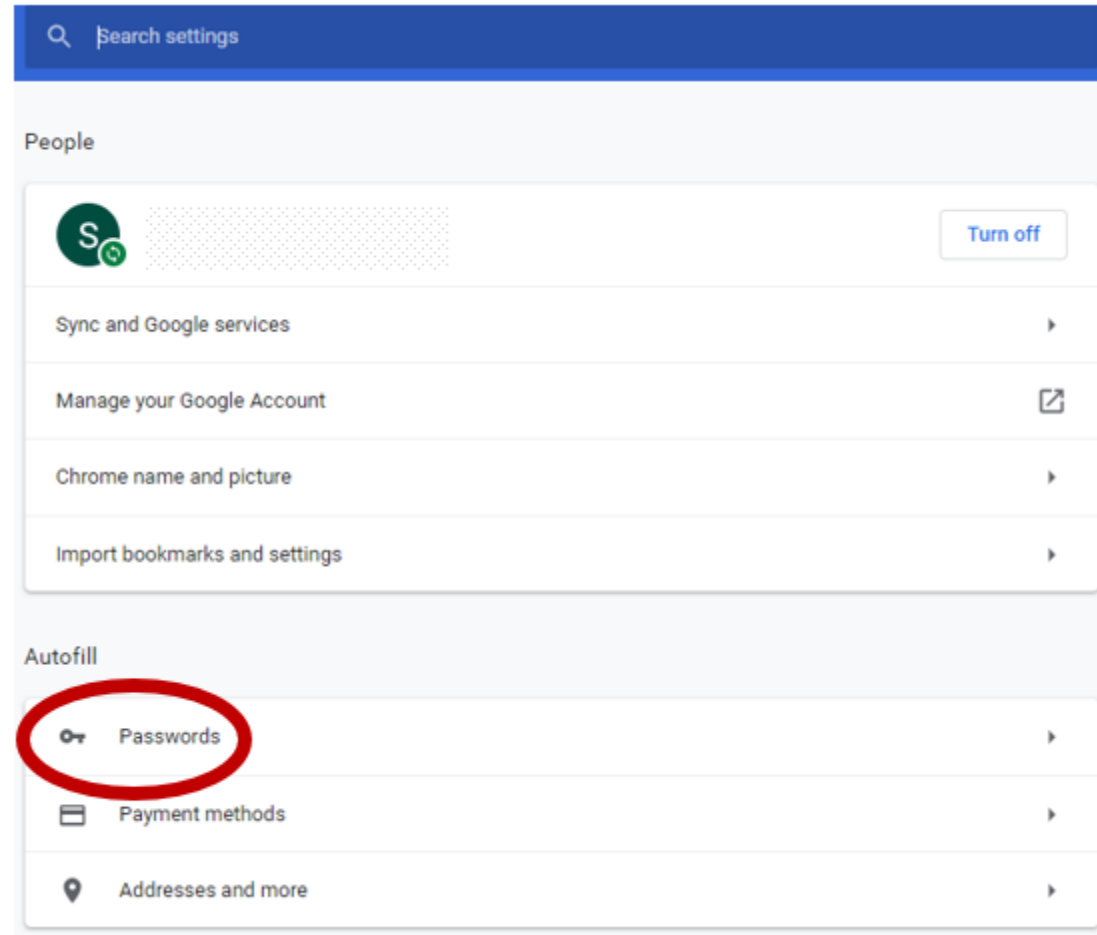
Removing Browser Password Storage and Auto Prompt

Chrome, Firefox, and Safari

- 1) From the top right Chrome menu button (3-dot symbol), select **Settings**.



2) In Settings, select **Passwords**.



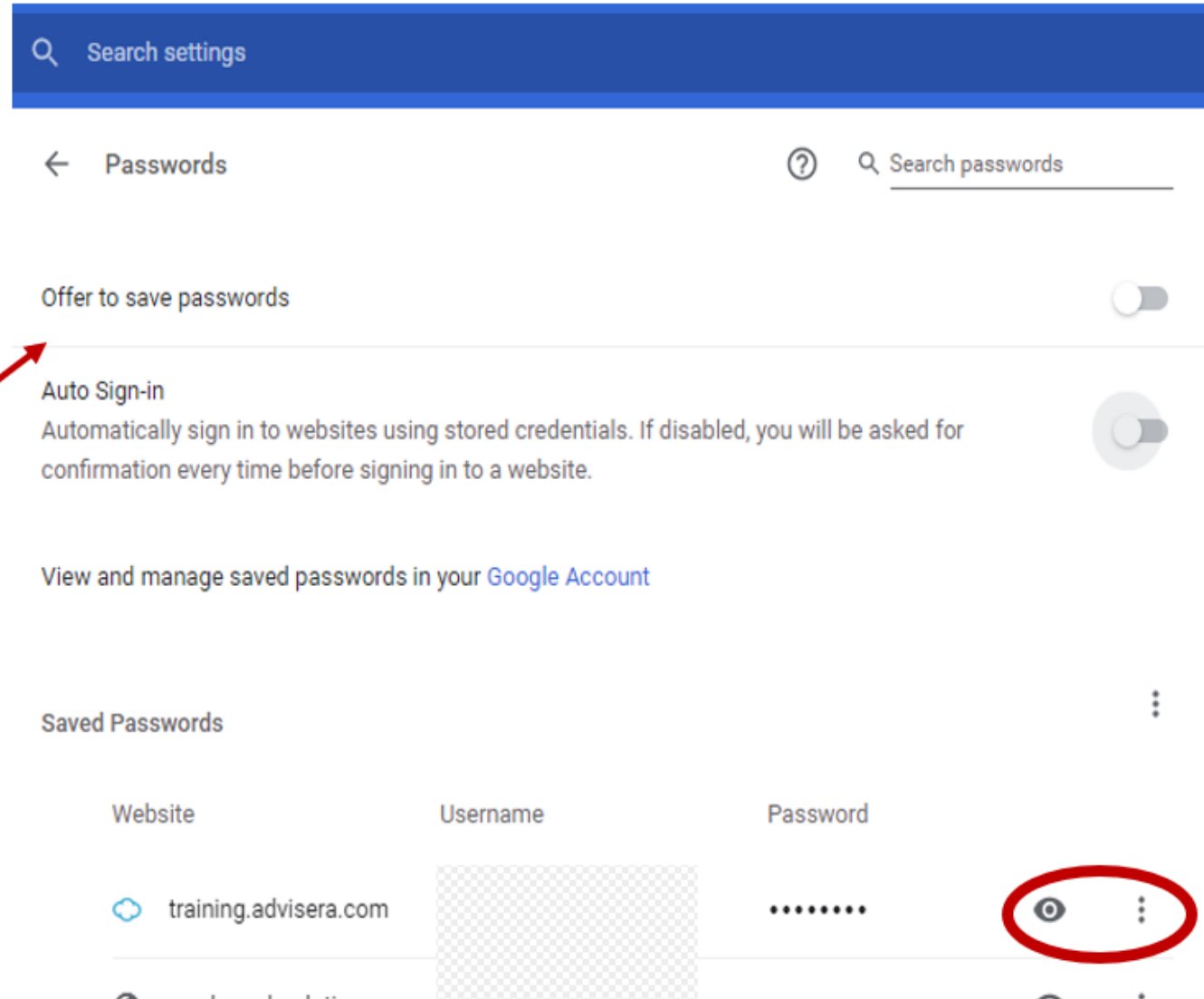
3) The *Passwords* screen displays all saved browser passwords.

a) To view a password, click on the eyeball image. You may need to enter your login password.

b) To remove a saved password, click on the 3-dot symbol and select **Remove**.

4) The Passwords screen also provides two important options: (1) Offer to Save Passwords and (2) Auto Sign-in. **Ensure both options are turned off.**

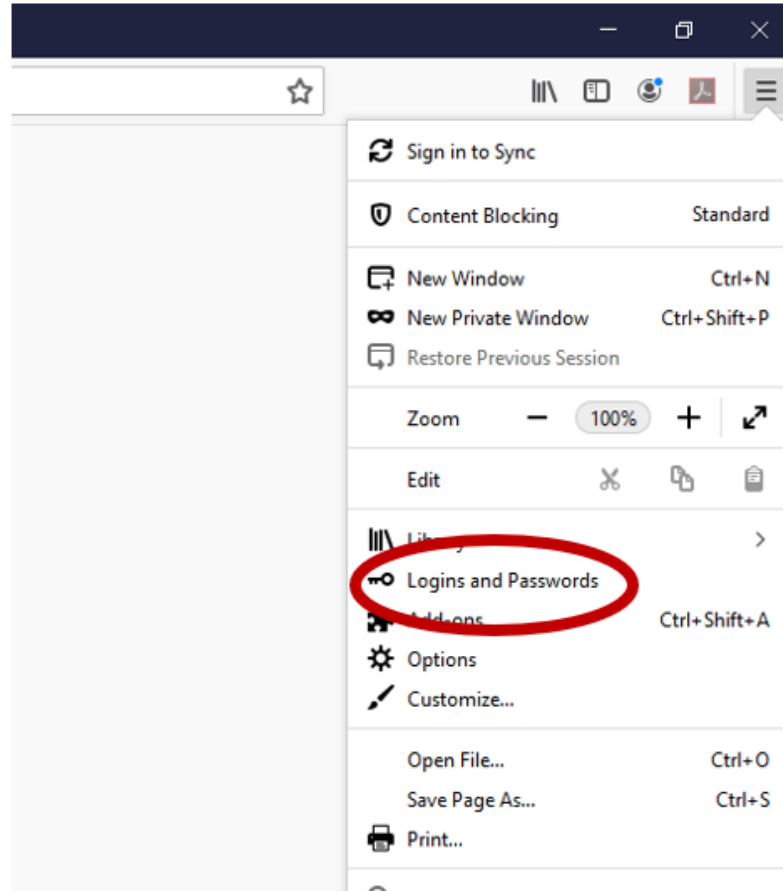
Note: In Windows 10 or MacOS platforms, the user should be prompted to enter a password in order to view saved passwords in Chrome. Firefox grants access to saved browser passwords without authentication, regardless of platform.



OWN
SECURE
PROTECT
IT.

Firefox

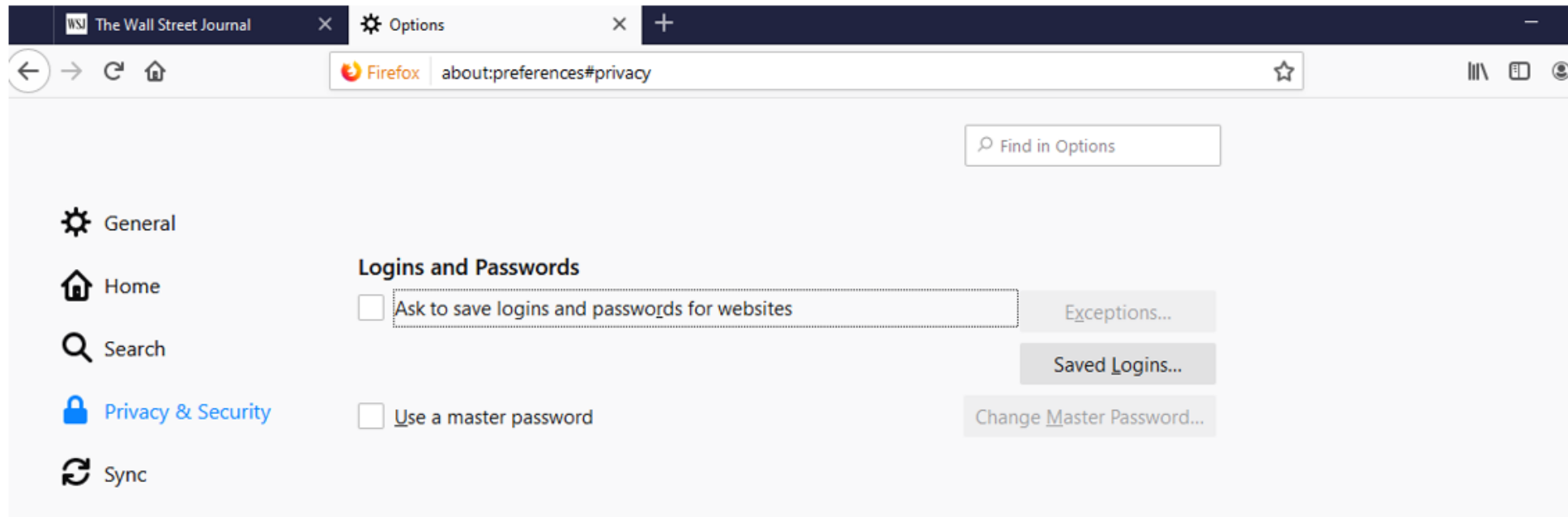
- 1) Click the menu button .



- 2) Click **Logins and Passwords**. A screen will open with a list of your *Saved Logins*.
- 3) Search or scroll to find the login you wish to see/change.
- a) **Username:** Double-click the username to change it.
 - b) **Password:** Click **Show Passwords**. Double-click the password to change it.
 - c) **Remove:** Highlight the logins you want to remove and click the **Remove** button.
 - d) **Remove All:** Click this button to remove all of your saved logins.

2) Firefox remembers passwords by default. Disable this feature.

- a) Click the menu button  and choose **Options**.
- b) Select the **Privacy & Security** panel (left side of screen) and navigate to the *Logins & Passwords* section.
- c) Ensure the “Ask to save logins and passwords for websites” is not checked.



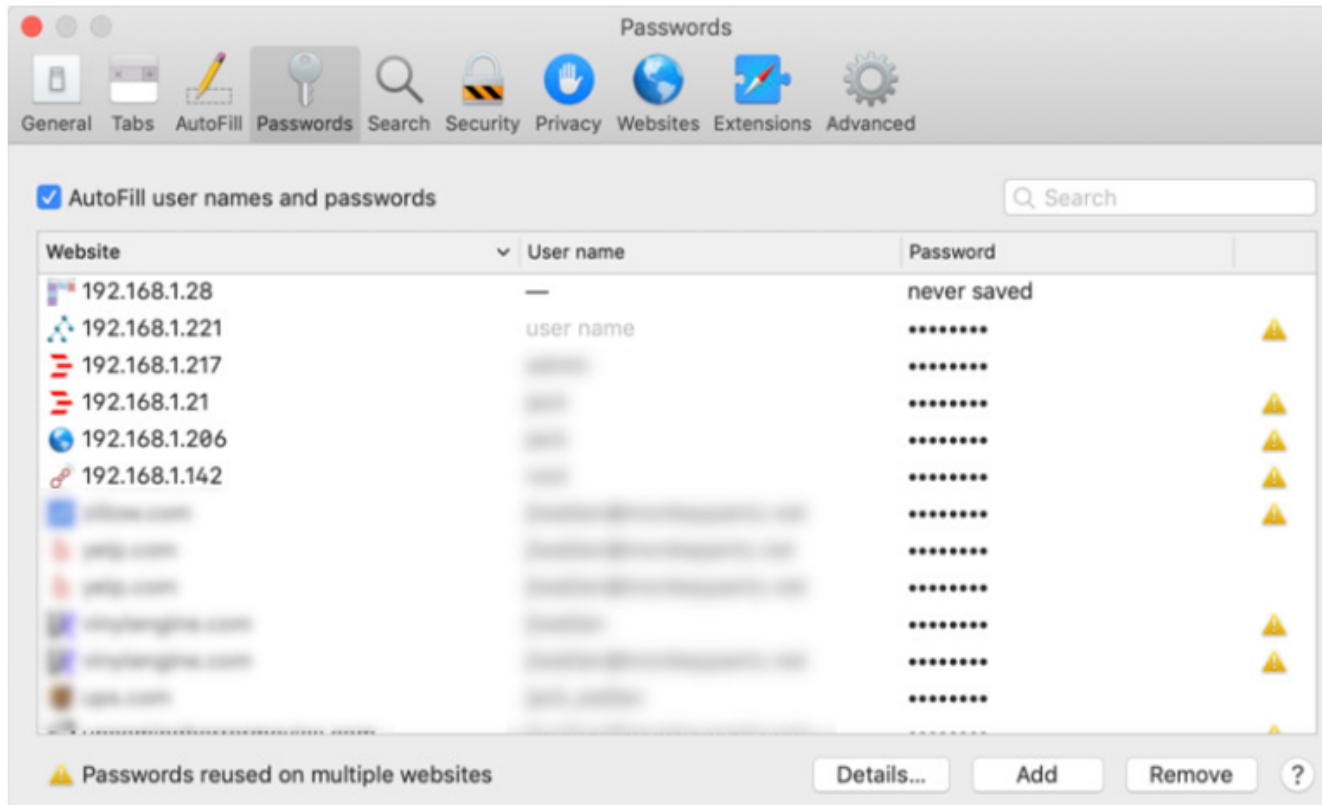
- d) Close the *about:preferences* page. Any changes you've made will automatically be saved.

[Link to Additional Firefox Instructions](#)



Safari

- 1) From the Safari App, click the Safari menu and select **Preferences**.
- 2) Click the **Passwords** tab.



- 3) When prompted, type your password.
- 4) From the list, click the website(s) and click the **Remove** button.
- 5) By default, the “Autofill user names and passwords checkbox” is selected. Deselect the checkbox.

[Link to Additional Safari Instructions](#)



In conclusion, Bitwarden is a secure, easy-to-use password manager that is available across various platforms. It is a simple way for security-conscious individuals—who are tired of remembering multiple passwords—to store, share, and sync sensitive data.

This brief tutorial covered the following topics:

- Creating a Bitwarden Account and Master Password
- Installing Bitwarden on Multiple Devices
- Using the Bitwarden Vault

Continue to explore the other quality features in the free version of Bitwarden; it has many options found in fee-based password managers, even two-factor authentication. Bitwarden also has a premium upgrade if you need encrypted file storage or team/family login capabilities.

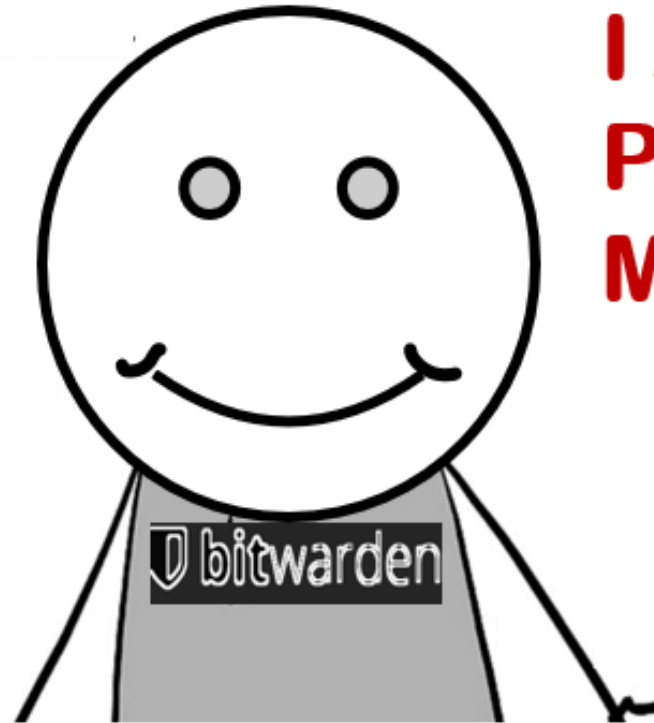


Continue your data protection efforts

- [Clear your browser cache](#)
- Ensure your browser is up-to-date.
- Turn on two-factor authentication in all accounts when available.
- Contact your local IT support, the Sorenson Compliance Office, or the USU [IT Service Desk](#) with data protection questions.

For information about other password managers on the market, view [Password Management Software](#)





**I AM USING A
PASSWORD
MANAGER!**

OWN
SECURE
PROTECT
IT.

USU Knowledge Base Resources (it.usu.edu)

[Password Manger: Getting Started with Bitwarden](#)

[Passwords: How to Stay Secure Online](#)

[Clear your browser cache](#)

[Password Management Software](#)

Bitwarden Resources

<https://help.bitwarden.com/>