



How to Create and Manage Passwords with Think Vault

Overview

This page will guide you through the process of creating and managing passwords in Think Vault.

Explanation

The management of and creation of passwords is a relatively straight forward task but you must understand the following concepts:

- **Password Folders** are used to separate and organize passwords as well as secure them to access to a limited number of employees
- If a password is created without being assigned to a folder, then all users have access to the password
- If a password folder does not have any **Security Groups** assigned to it, then ALL users have access to the password
- As a **Site Deluxe Administrator**, you can create folders to secure passwords to limited numbers of employees
- A **Password Folder** is secured by created a **Security Group** and then assigning that to a **Password Folder**

Prerequisites

- You must be a **Site Deluxe Administrator** to perform the following actions

How To

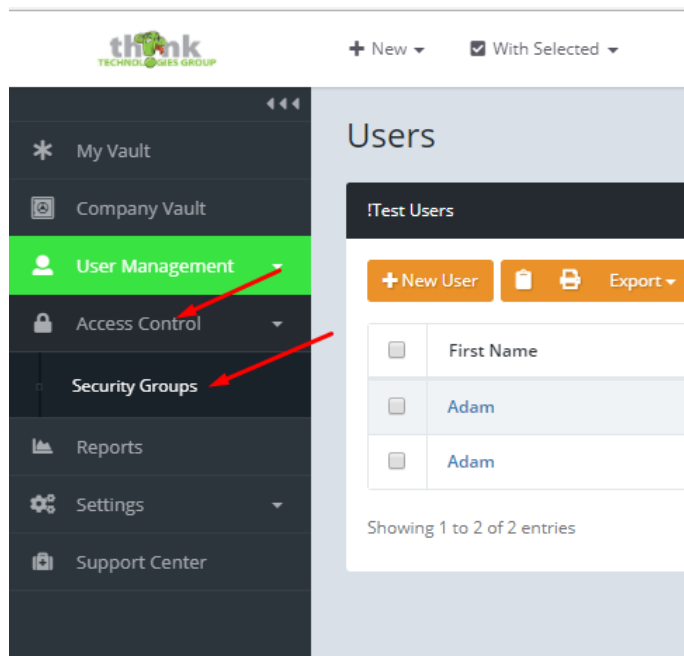
Work Flow

The process of creating a new secured folder and security group will go as follows (see the next section for How Tos on each of these processes)

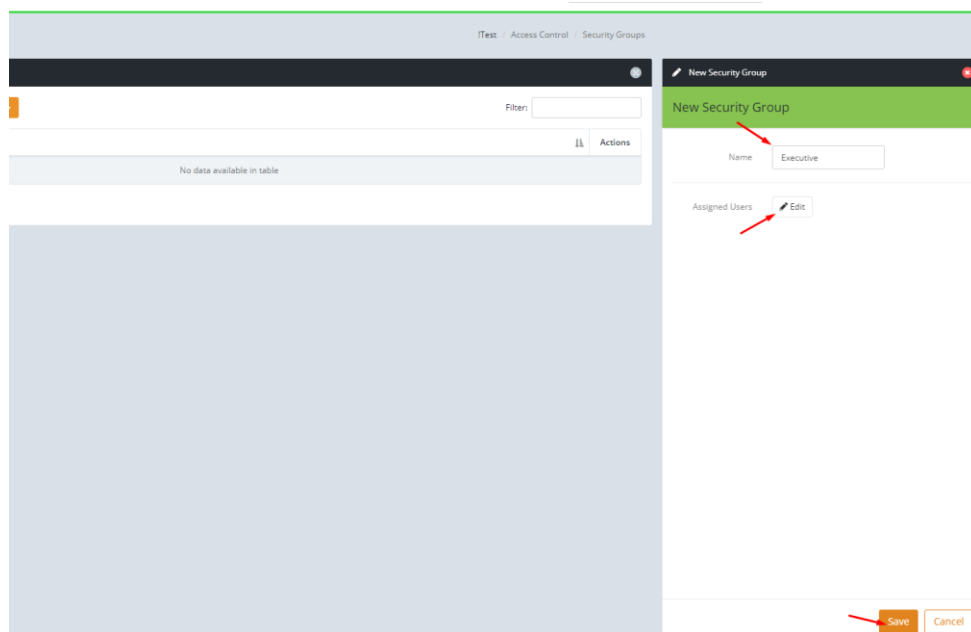
1. Create a **Security Group** and add users to it. Usually the **Security Group** is named after a department or may be a direct match to the name of the **Password Folder** it will secure
2. Create a new **Password Folder** and assign the Security Group to it to prevent unwanted access
3. Create passwords and put them in the new **Password Folder**

Creating a Security Group and adding Users to It

1. Login to your Think Vault web portal: <https://thinkvault.mypasswordapp.com>
2. On the left, click Access Control → **Security Groups**



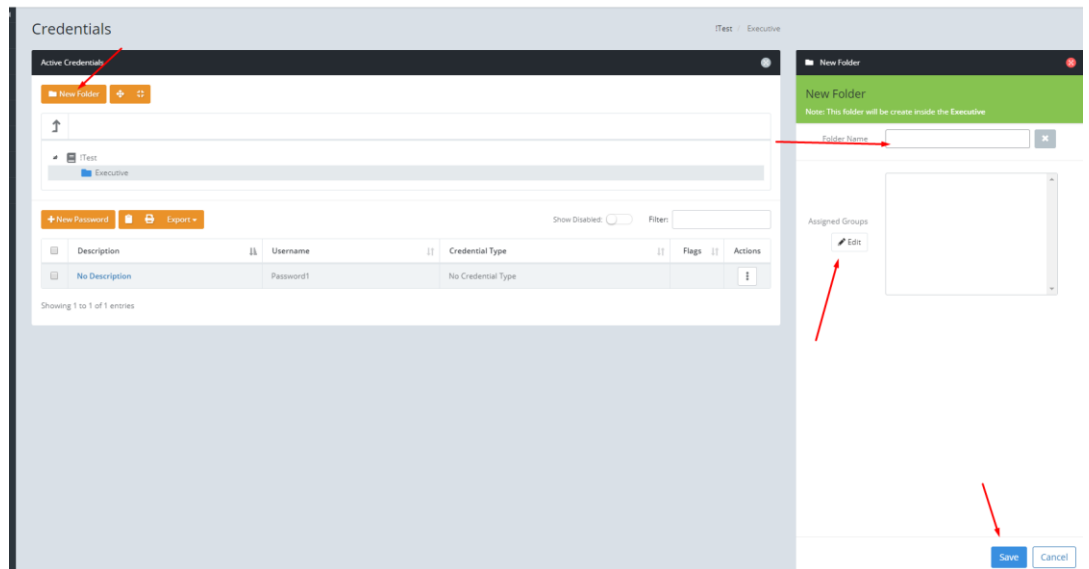
3. On the right, click new **Security Group**, enter the group name, click Edit to assign existing users to it, then click Save



Now you have a **Security Group** created, you can use it to secure a **Password Folder**.


Creating a New Password Folder

1. Login to your Think Vault web portal: <https://thinkvault.mypasswordapp.com>
2. On the left, click Company Vault
3. On the right, click New Folder
4. Enter a name for the folder
5. Click Edit under Assigned Groups and assign your recently created **Security Group** as access
6. Click Save



Creating a New Password in a Secured Folder

1. Login to your Think Vault web portal: <https://thinkvault.mypasswordapp.com>
2. On the left, click Company Vault
3. On the right, click the folder you want to add the new password to
4. Now click on the New Password button
5. On the New Password popup page do the following:
 - a. Verify the Folder selected is where you want to save the password
 - b. Enter the Username, Password, and a good Description of what the password is for
 - c. Choose a credential Type
 - d. If this password is for a website, in the URL field, enter the web address to the actual login page. It helps if you go to the login page and copy+paste the URL from your browser's address bar
 - e. For Notes, enter whatever notes you like if any and then click Create



You have successfully created a new password in a secured Password Folder. If this is your first time doing so, ask a colleague who has access to this folder to see if they can see it!