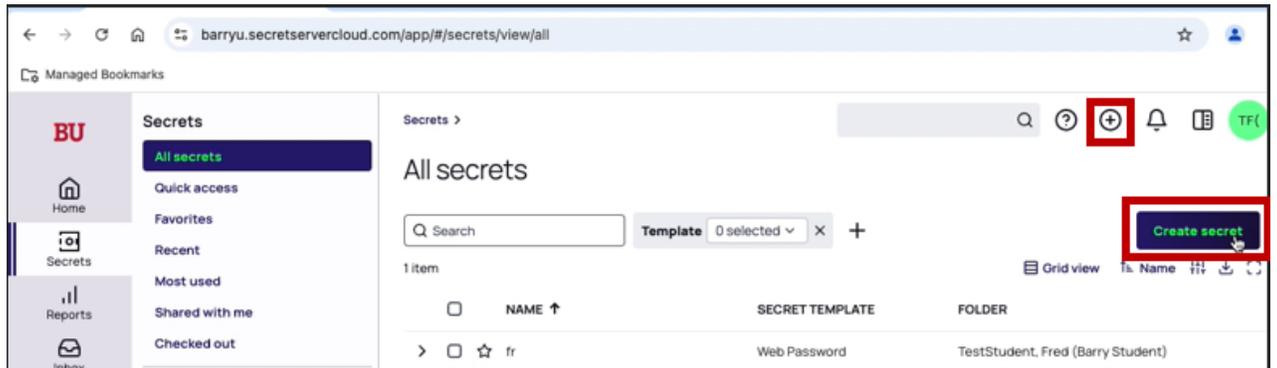


Creating Secrets:

Secret server is only for Barry University secrets. Avoid pulling personal information and personal passwords in this server.

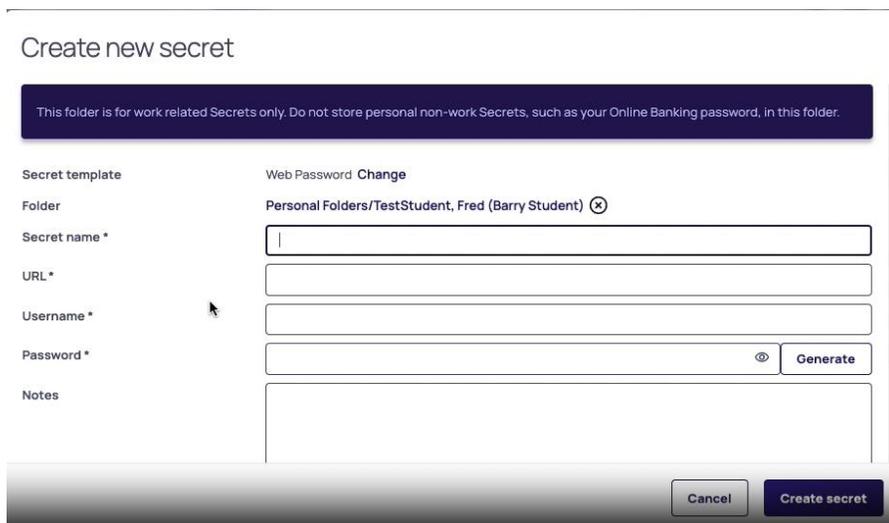
1. Go to the *Secrets tab* and on the right, click on the “**Create secret**” button. You can also click on the “**+**” icon button at the top right then **new secret**.



When you create a secret, you will have a few templates to select from. Today we will be focusing on the **Web Password** template. With this template, you can log into a website with the click of a button.

2. To create a Web Password secret, you will need:
 - Secret name (name your secret)
 - URL or web address of the website you want to log into
 - The username to access the site
 - The password to access the site

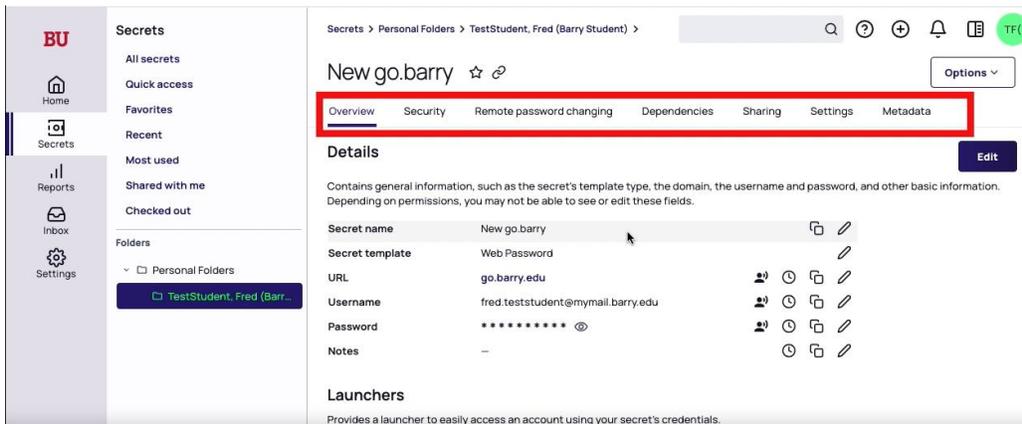
You can write any notes if you wish. Note: if you have different folders, you will be able to choose a folder.

A screenshot of the 'Create new secret' form. At the top, it says 'Create new secret'. Below that, a dark blue banner contains the text: 'This folder is for work related Secrets only. Do not store personal non-work Secrets, such as your Online Banking password, in this folder.' The form has two columns. The left column lists fields: 'Secret template', 'Folder', 'Secret name *', 'URL *', 'Username *', 'Password *', and 'Notes'. The right column shows the selected 'Web Password Change' template, the folder 'Personal Folders/TestStudent, Fred (Barry Student)', and input fields for 'Secret name *', 'URL *', 'Username *', and 'Password *'. A 'Generate' button is next to the password field. At the bottom, there are 'Cancel' and 'Create secret' buttons.

- Click on the Create button and the secret will be saved. DO NOT save any Secrets' password to your browser.



You will now see the secret tab updated with multiple options for to enhance the security settings of your secret. You will also have the ability to share your secret with other team members of your organization.



- In order to activate the secret, click on the Options button at the top right corner, then **Launch**.

