## **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**.

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Home	Favorites	Q Search	Template 0 selected ~ X +	Create secret
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Reports	Shared with me		SECRET TEMPLATE	FOLDER
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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.

Create new sec	ret		
This folder is for work relate	d Secret:	s only. Do not store personal non-work Secrets, such as your Online Banking password, in t	his folder.
Secret template		Web Password Change	
Folder		Personal Folders/TestStudent, Fred (Barry Student) 🛇	
Secret name *			
URL*			
Username *	¥		
Password *			Generate
Notes			
		Cancel	Create secret

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

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e password?
fred.teststudent@mymail.ba 🔹
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Never Save

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.

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â	All secrets Quick access	New go.barry	☆ ∂				Options ~
Home	Favorites	Overview Security	Remote password changir	ng Dependencies S	haring	Settings	Metadata
Secrets	Secrets Most used	Details					Edit
Reports	Shared with me Checked out	Contains general information, such as the secret's template type, the domain, the username and password, and other basic information. Depending on permissions, you may not be able to see or edit these fields.					
Inbox	Folders	Secret name	New go.barry	<b>h</b>		60	
<b>کې</b> Settings	Personal Folders	Secret template	Web Password go.barry.edu		<b>.</b>	С Сп //	
🗅 TestStuder	TestStudent, Fred (Barr	Username	fred.teststudent@myma	il.barry.edu	<b>2</b> ()	60	
		Password	********* ©		<b>2</b> ) 🕓	60	
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		Launchers					
		Provides a launcher to easi	ly access an account using ye	our secret's credentials.			

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

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