Password Manager Getting started

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Introduction

What is Password Manager (PM)?

Soffid Password Manager is a service that helps you to store, organize, and manage passwords securely.

Using Soffid Password Manager can significantly improve security by encouraging the use of complex, unique passwords for each account, reducing the risk of password reuse, and simplifying the process of managing multiple passwords.

Overall, Soffid password manager provides a convenient and secure solution for managing passwords, helping you to protect your accounts from unauthorized access while simplifying the login process.

Password Manager benefits

Soffid Password Managers offers several benefits for both individual users and organizations. Some of those benefits are the following:

- **Enhanced Security**: Soffid Password Manager encourages the use of complex, unique passwords for each account. This reduces the risk of unauthorized access through password guessing or brute-force attacks.
- **Convenience**: Soffid Password Manager simplifies the process of managing multiple passwords. You don't need to memorize numerous passwords or write them down insecurely.
- **Cross-Device Syncing**: Soffid Password Manager allows you to access your passwords from anywhere, on any device. This flexibility is particularly useful in today's multi-device environment where people use computers, smartphones, and tablets interchangeably.
- **Password Generation**: Soffid Password Manager can generate strong, random passwords for you, ensuring that each password is unique and difficult to guess.

How to Install Password Manager?

Step-by-Step

1. The first time you access your Password Vauls, Soffid will ask you to install the **Soffid Password Manager extension**. This extensión is available for Chrome, Firefox, Edge, and Safari.

🗰 soffid	soffid.pat.lab:8080 dice	? &
<u>Main Menu</u> > <u>Administration</u> > <u>Res</u>	A Google chrome extension must be installed to get single sign-on. Please, confirm to install it. After installing the addon, you can come backup to Soffid self service portal	=
 ♦ Name ⊕	Cancelar Aceptar	
		Total rows: 2

2. Then you must add to your browser the extension.



The **Soffid Password Manager extension** will be installed in your browser and you can begin to use it.

How to Configure Password Manager?

Step-by-Step

1. To use the Soffid Password Manager, you have to Add your Vault to the Password Manager:

	soffid	Q Search	\supset	? &
<u>Main</u>	<u>1 Menu</u> > <u>Administration</u> > <u>Resources</u> >	Password vault		 Add new Add vault to password manager
⇒N	ame	✓ Description		
\oplus	首 Personal accounts	Accounts that won't be	shared	
\oplus	🖻 vault	vault		
				Total rows: 2
				•

2. Then Soffid will ask you to confirm this action:

🗰 soffid	soffid.pat.lab:8080 dice	ት ?
<u>Main Menu > Administration > Res</u>	Do you really want to connect your password manager to this server?	=
	Cancelar Aceptar	
[≜] Name		
🕂 텉 Personal accounts	Accounts that won't be shared	
🕀 🛅 vault	vault	
		Total rows: 2

Note, if you are using **Soffid ESSO**, the Password Manager will connect automatically

3. Finally, you could start to use the **Password Manager** by looking for this icon in your navigation bar:

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4. If you click the Password Manager icon, a new pop-up will be displayed indicating if the Password Vault is Online or Offline

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🗰 soffid	Soffid Password Manager				?	្ដី
Main Menu > Administration > Res	Search account:					_
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🕀 📋 Personal accounts	admin - admin https://pat.soffid.lab:8443/soffid/addon/otp/otp-config.zul					
🕀 📋 Shared accounts			1			
🕀 텉 vault		SC	S LIQ			
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If your Password Vault is Offline, you could delete it from the Password Manager.

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🗰 soffid	Soffid Password Manager		?	់
Main Menu > Administration > Res	Search account:			=
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	iam3.soffid.com: Offline C	1		
[≜] Name				
🕀 莒 Personal accounts		soffid		
🕀 首 Shared accounts				
🕀 莒 vault	vault			
			Total ro	ws: 3



How to use Password Manager?

Actions

Add vault to Password Manager

The first thing you have to do is to Add the vault to the Password Manager

Visit the <u>How to Configure the Password Manager page</u> for more information.

Once you have added the vault to the Password Manager, this is ready to use.

The Soffid icon can be displayed in two ways

1.- There are no accounts to connect to the application



Search an account

You can search for an account by typing in the Search Account field. As you type, all the accounts you have stored in your password vault that meet the search criteria are displayed.

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Soffid Password Manager			
Search account: pat.so			
Password vaults:			
✓iam3.soffid.com C			
admin admin https://pat.soffid.lab:8443/soffid/addon/otp/otp-config.zul			
		SI	offid
		5	

Refresh

To refresh the connection of the Password Manager.

Soffid Password Manager	
Search account:	
Password vaults:	
✓iam3.soffid.com: Online C	G
	soffid

Close session

To close your Password Manager session, you will need to click the exit button.

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Then Soffid will ask you to confirm.

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Remove vault

Once you have closed your sessión, this will be offline and you can remove your vault from the Password Manager. You will only need to click the trash icon.

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Search account: Password vaults:	
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	soffid

Save a new account

To save a new account, you need to type the user and the password, and then click the Store button.

Soffic and access management
Please, identify yourself to proceed
pgarcia
Soffid Password Manager
Save as new account in password vault:
Store in iam3.soffid.com
Never propose credentials for this site soffid

Update an account

To update an account, you need to update the user or the password, and then click the Update button.

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identity and access management	
Please, identify yourself to proceed	
pgarcia 🔒	
Soffid Password Manager	
Select account:	
admin - admin https://pat.soffid.lab:8443/soffid	
pgarcia - pgarcia https://pat.soffid.lab:8443	
Update in password vault	
Update in iam3.soffid.com	
Save as new account in password vault:	
Store in iam3.soffid.com	
Never propose credentials for this site Soffid	

Log in to an application

First of all, you need to type the URL into the browser. Then when the login page is displayed, you have to click into the User field, and the Password Manager will display a list of accounts to connect to this place, if any.

You can choose an account from the displayed list to log in to an application. These accounts have been previously saved in the password vault.

Soffic and access management	
Please, identify yourself to proceed	
Soffid Password Manager	
Select account:	
pgarcia - pgarcia https://pat.soffid.lab:8443/soi	
Never propose credentials for this site soffid	
<u>Recover password</u>	

Display the Soffid Password Manager window

User field

To display all the available accounts for a specific URL, you need to browse the URL and then click on the user field icon. Then the Soffid Password Manager will display a window with the available accounts.

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identity and access management Please, identify pourself to proceed User Soffd Password Manage Select account: Admin - admin https://pat.soffid.lab:8443/soffid garcia - pgarcia https://pat.soffid.lab:8443/soffid Mever propose credentials for this sit	identity and access management Deser Construction Constru	soffid	
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User Soffid Password Manager Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/sof Mever propose credentials for this site	User Soffd Password Manager Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/sof Mever propose credentials for this site	Please, identify yourself to proceed	
 Soffid Password Manage. Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/sof Never propose credentials for this site Soffid 	 Soffid Password Manage. Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/soi Never propose credentials for this site Soffid. 	User 🚨	
Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/sof	Select account: admin - admin https://pat.soffid.lab:8443/soffid pgarcia - pgarcia https://pat.soffid.lab:8443/sof Never propose credentials for this site	Soffid Password Manago	
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		Recover password	1

Password field

To display the Soffid Password Manager window to generate a new password, you need to click on the Password field icon, then the Soffid Password Manager window will be displayed and you can generate new passwords. You can type your password or generate a new one. Also, you can choose the complexity.

Soffo identity and access management
Please, identify yourself to proceed
User 🔒
Password 🛌
Soloot ecount:
Select account:
admin - admin https://pat.sofid.lab.8443/sofid
- pguloid "pguloid https://pat.oonid.ido.0440/301
Generate new password:
Complexity: Low Medium High
Never propose credentials for this site soffid

Never propose credential for this site

To avoid the Password Manager displays the propose credentials window.

soffid
identity and access management
Please, identify yourself to proceed
User 🚨
Soffid Password Manager
Select account:
admin - admin https://pat.soffid.lab:8443/soffid
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Never propose credentials for this site Soffid
Recover password

Enable Password Manager for this site

To enable Password Manager to display the prompt window to propose credentials.

https://pat.soffid.lab:8443/soffid/	ବ୍	*	f	ffi
Soffid Password Manager				
Search account:				
Password vaults:				
✓iam3.soffid.com: Online				G→
admin - admin https://pat.soffid.lab:8443/soffid/				
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This site is disabled Enable for this site			SO	ffid