Enrolling in LastPass and Configuring

Enroll in LastPass

1. Check your Emich email account for the **Welcome to LastPass!** email. Locate the link within the email that asks you to **click here** with will take you to the LastPass website.

2. On the **Congratulations** page you will be asked to create a master password. This password is used to access your entire LastPass password vault. Please choose a long, memorable password that you do not use on any other websites currently.

   a) Enter this password into the **New Master Password** field and again into the **Re-Enter Master Password**. You can then set a reminder or hint of what the password is in the **Password Reminder** field.

   b) Review the terms of service and LastPass encryption fields. **Check both fields**

   c) Click **Save Master Password**

3. You will be directed to a page to download LastPass for Windows or Mac. Click the **Download** button.

4. Find the downloaded file on your computer and double click to run it. When the LastPass installer window pops up click **Install LastPass**

   a) On the **Create or Log in** page click **Log in to Existing Account**

   b) On the **Log In To LastPass** page enter your e-mail address and master password you set in Step 2 and then click **Log In**

   c) On the **Secure Your Passwords** page click **No Thanks**

5. Your default browser will then open, to enable them do the following:

   - **Internet Explorer:** Click on the **Choose add-ons** button on the bottom of the screen. When the pop-up appears click **Enable** next to **LastPass Toolbar** and then click **Done**

   - **FireFox:** Check the box for **Allow this installation** and click **Continue**

   - **Chrome:** Click the Menu bar on the top, right hand side of the screen. In the dropdown, click **New extension added (LastPass: Free Password Manager)**. A pop up will appear, click **Enable extension**

6. You will then click on the LastPass icon in your toolbar on your browser. You will be prompted to log in. Fill out your e-mail address and master password and then click **Log In**

Adding a Password from a Website

This step will show you how to add an existing website to your password vault. This is an easy way to easily store all the passwords of your existing accounts as you go.

1. In your browser, navigate to a website that you already have an account for such as **my.emich.edu**

2. Enter in your username and password and sign in.

3. A bar will appear above your webpage as you log in **Should LastPass remember this password?** Click **Save Site**

   A new tab in your browser will open asking for you to fill out different information about the website such as

   - **Name:** What you would like the site to be saved as
   - **Folder:** Allows you to organize your saved sites
   - **Username:** It will save the username you entered
   - **Password:** It will save the password you entered
   - **Notes:** Any notes about the website you'd like to document.

   You can then click the **Save** button and the tab will close.

4. Log out of your website and attempt to log back in. You will now see an * with a number 1 next to it. Click the *, your site name will display. Click the site name and it will populate your **username** and **password** for that website into the log in fields. You can now sign in.

Generate Strong Passwords

When creating new accounts, or needing to generate new passwords LastPass can automatically generate a strong password for you.

1. When creating a new account on a website you will be asked for personal information. Fill this out like you normally would. When asked for a password, you should see an icon in the far right of the password field that looks like a **lock with an circular arrow around it**. Click on this icon.

    a) You will be presented with a dropdown menu that displays a randomly generated password. You can change some settings to make the password as complex as you'd like. When satisfied click **Use Password**

    b) The password will then be input into the password field. Click the **Save Site** button.

    c) A drop down will appear where you will be prompted to **Name** the site and place it in a **Folder**. The username and password will be automatically filled out. Click **Save Site**

    d) The site is now saved in your password vault. You can continue with your registration of your new account.

Protect LastPass with Duo Security

Now that you have your LastPass password vault, we want to make sure it is secure as possible. We will walk through how to enable Duo Security two-factor authentication on your LastPass account. If you do not already have a Duo account please read see: **tiny.emich.edu/duodirections**

1. Open up your browser with your LastPass extension. Click on the LastPass * icon. From the drop down click **My LastPass Vault**

2. Once your LastPass Vault tab opens click the **Account Settings** link on the left hand side of the screen

3. A new pop up will appear labeled **Account Settings**. Click on the **Multifactor Options** link.

4. On the **Multifactor Options** page, there will be multiple options to choose from. Locate **Duo** and click the **pencil icon** located on the far right hand side.

5. A new pop up will appear called **Duo Security**. Change the **Enabled** option to **Yes** and click **Update.**

6. You will be prompted to confirm your Duo Security username. Please make sure this username matches your **NetID** username and click **OK.**

7. You will be prompted letting you know that your Duo Security account is already configured. Click **OK**

8. When prompted about settings being updated click **OK**

9. Close the **Account Settings** pop-up by click the **X** icon in the top right-hand side of the screen.

10. **Optional: Test LastPass with Duo:**

    a) Click on your email address in the top right-hand corner of your password vault. Click **Log out**

    b) Log back into your LastPass Vault, once clicking **Log in** you will be prompted for Duo authentication.

    c) Check your mobile device for a push notification from Duo. Upon click **Approve** in Duo Mobile on your mobile device you will be logged into LastPass.