

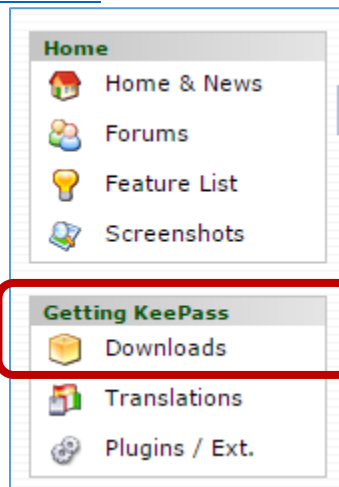
How to Install and Use KeePass

If you're having a hard time remembering your login information, a password manager can help. A password manager is an application/software program that stores all your passwords in one place. All you need to do is remember one master password to open your password manager.

If you're interested in downloading a password manager for your CTC desktop or laptop, a password manager that the IT Division recommends is KeePass. KeePass is an easy-to-use, open source manager that is updated regularly.

Download/Installation

1. To install KeePass, go to <http://keepass.info/> and select "Downloads" from the left column.



2. Download the current "Professional Edition" installer. (Both versions are currently free.)

SUBJECT: IT Security**DATE:** May 17, 2018

NAME: How to Install and Use KeePass**PAGE:** 2 of 10

Download

Professional Edition
KeePass 2.34

Installer:

[KeePass 2.34 \(Installer EXE for Windows\)](#)

This package contains everything you need to use KeePass. Simply download the EXE file above, run it and follow the steps of the installation program. You need local installation rights (use the Portable version below, if you don't have these rights).

Portable:

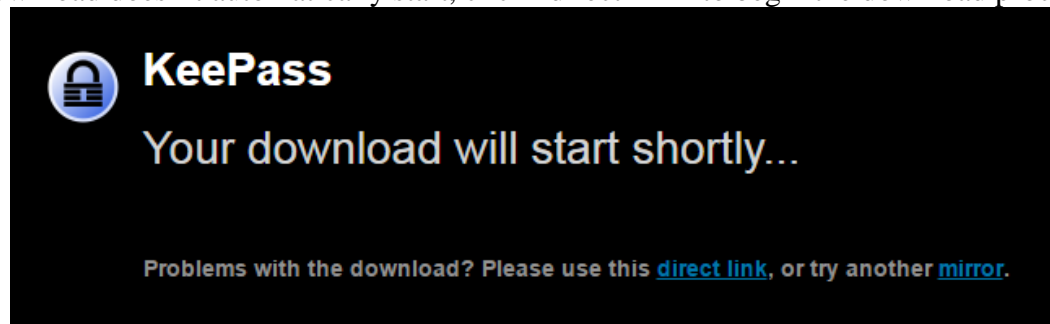
[Portable KeePass 2.34 \(ZIP Package\)](#)

Download this ZIP package and unpack it to your favorite location (USB stick, ...). KeePass runs without any additional installation and won't store any settings outside the application directory.

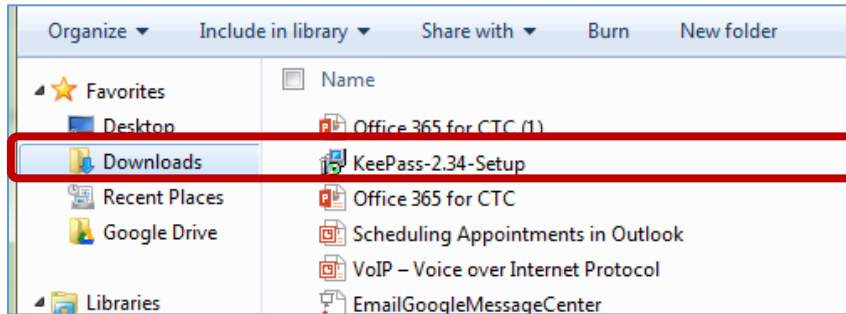
Supported operating systems:
Windows 98 / 98SE / ME / 2000 / XP / 2003 / Vista / 7 / 8 / 10, each 32-bit and 64-bit, [Mono](#) (Linux, Mac OS X, BSD, ...).

Prerequisites:
[Microsoft .NET Framework ≥ 2.0](#) (already included in Windows Vista and higher) or [Mono ≥ 2.6](#).

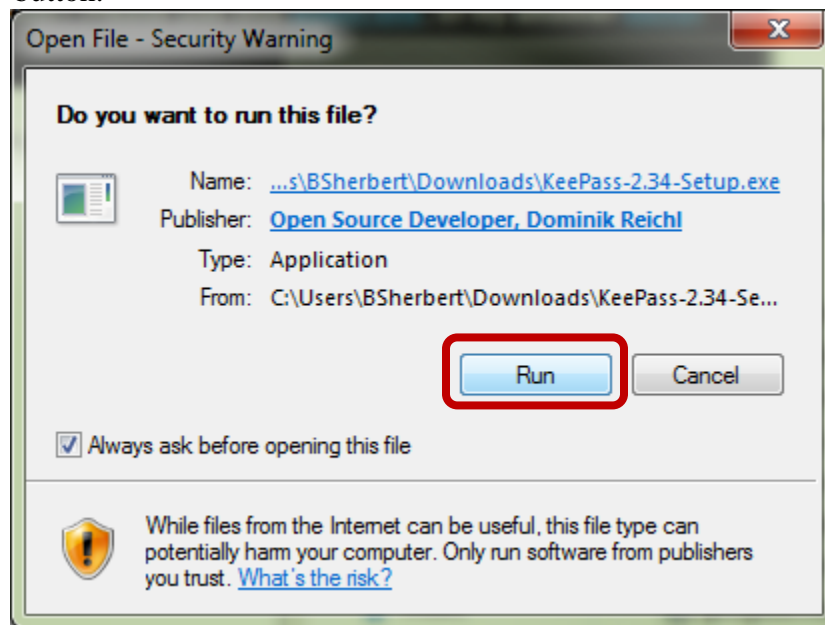
(If the download doesn't automatically start, click "direct link" to begin the download process.)



3. Open the installation program by double-clicking the "KeePass ... Setup" icon. (The install package will be located in your "Downloads" folder or where your browser has been told to place downloads.)

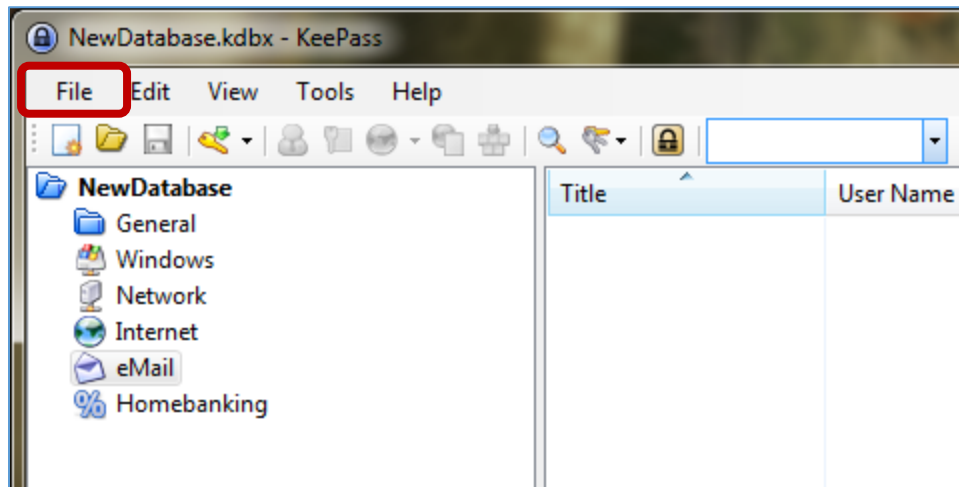


4. Click the “Run” button.

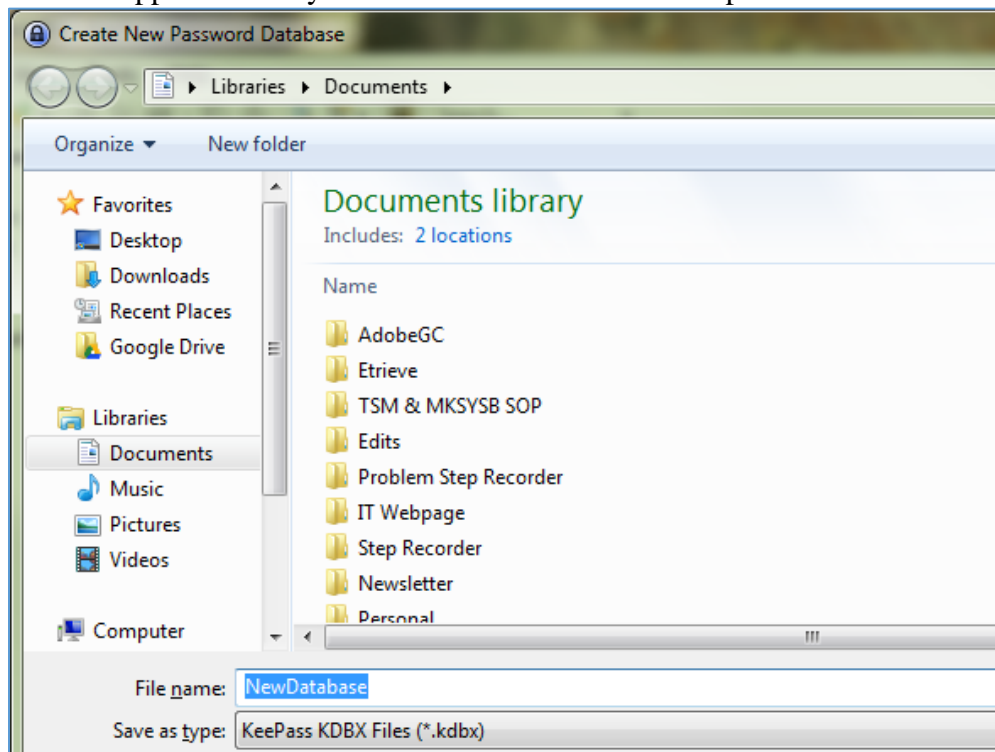


Setup/Use

1. Open KeePass and select “File” from the top menu bar. Select “New...” from the drop-down list that appears. This will begin the process of creating a database to store and organize your login/password information.



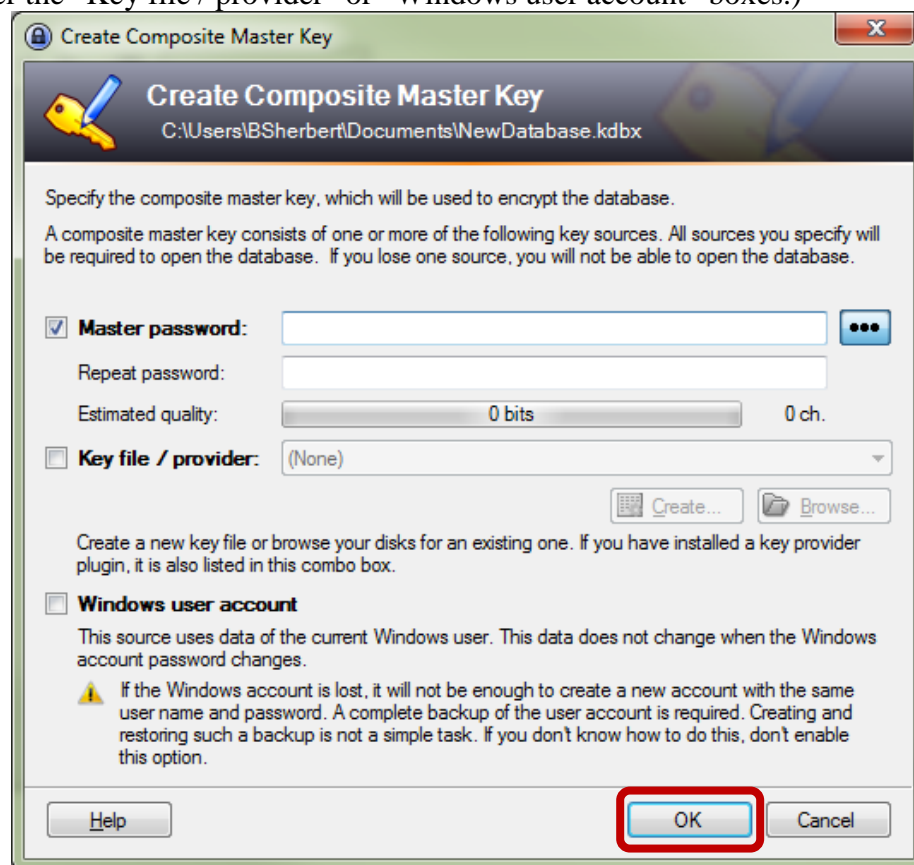
2. A new window will appear. Name your new database and choose a place to save it.



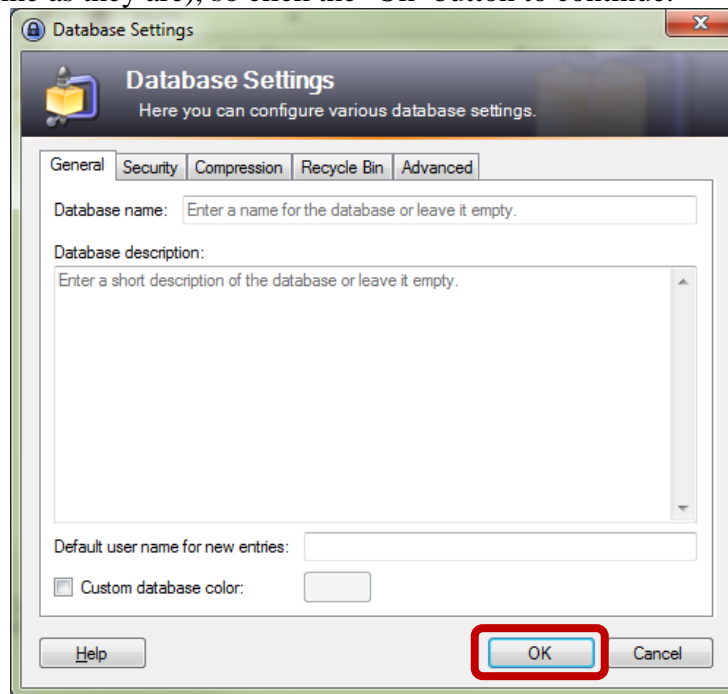
SUBJECT: IT Security**DATE:** May 17, 2018**NAME:** How to Install and Use KeePass**PAGE:** 5 of 10

3. You will be prompted to create your database's master password. This is the only password you will need to remember after setting up your database. [You will want to make this password as secure as possible!](#)

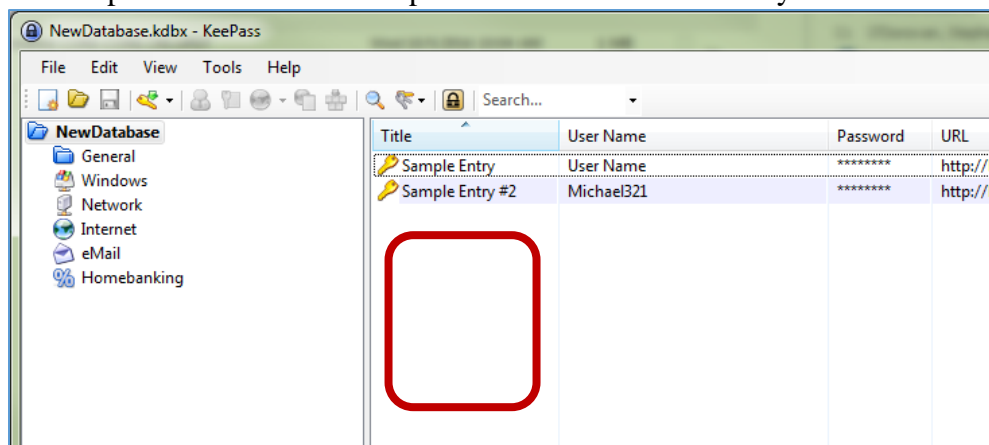
Create a master password and click "Ok" when you are ready to continue. (For now, don't bother checking either the "Key file / provider" or "Windows user account" boxes.)



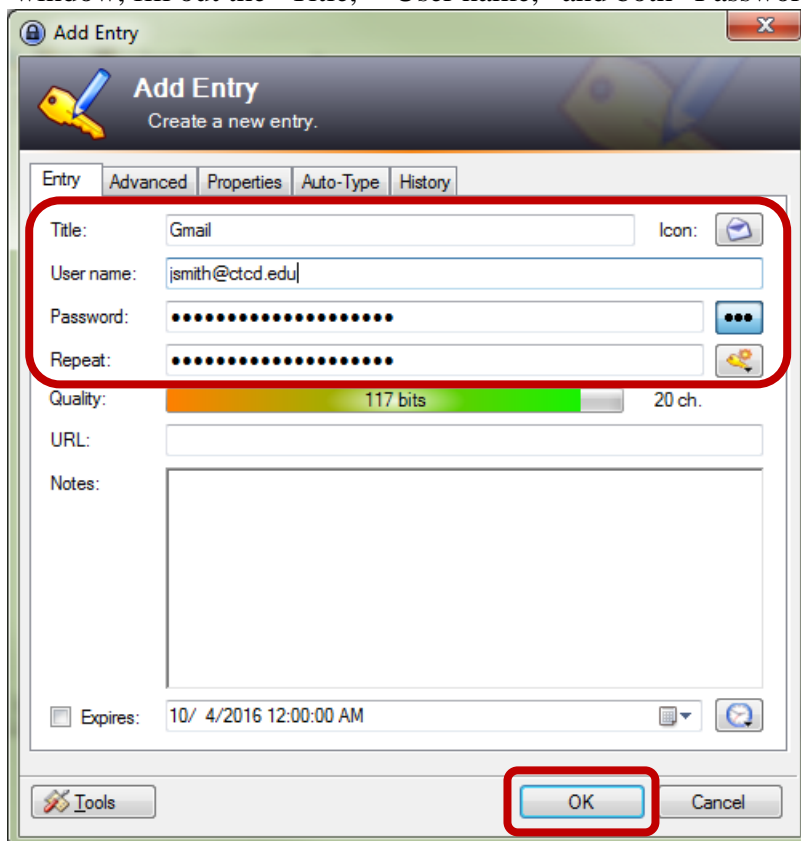
4. The “Database Settings” window will appear. These settings can be changed at any time (and most of these settings are fine as they are), so click the ‘Ok’ button to continue.



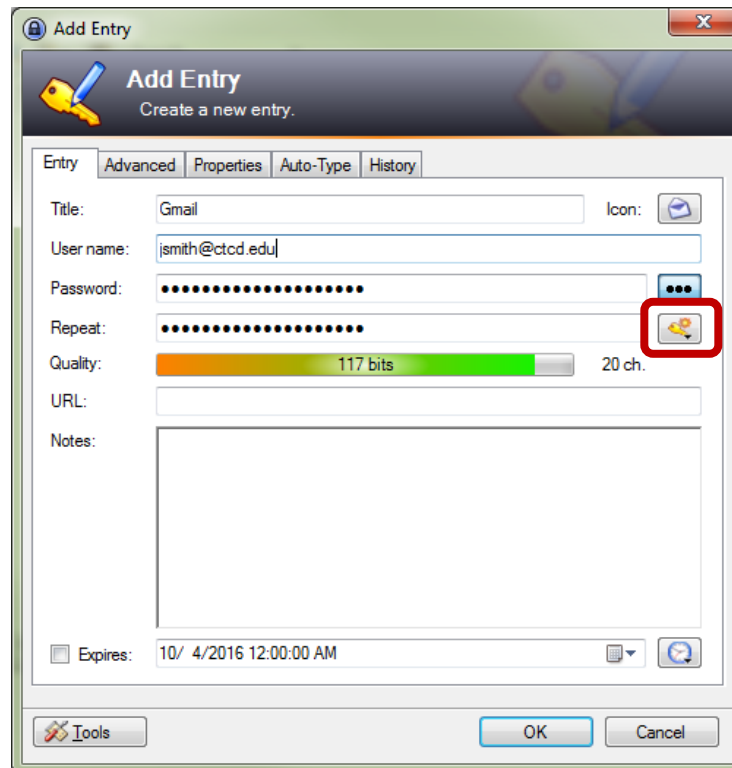
5. Your empty database will appear with two example entries. You can add a new entry by **right-clicking** the white space under the two sample entries. Select “Add Entry” from the list that appears.



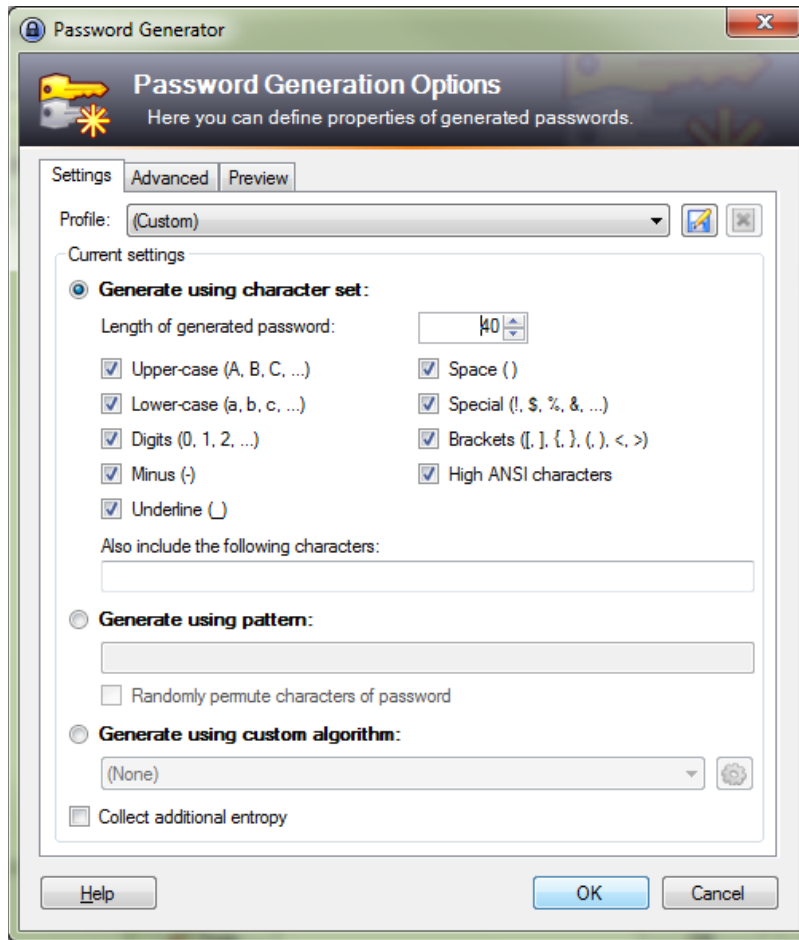
6. In the “Add Entry” window, fill out the “Title,” “User name,” and both “Password” fields.



Optionally, you can create a randomly generated password by clicking the “Open Password Generator...” button and selecting “Open Password Generator...” from the drop-down list that appears.

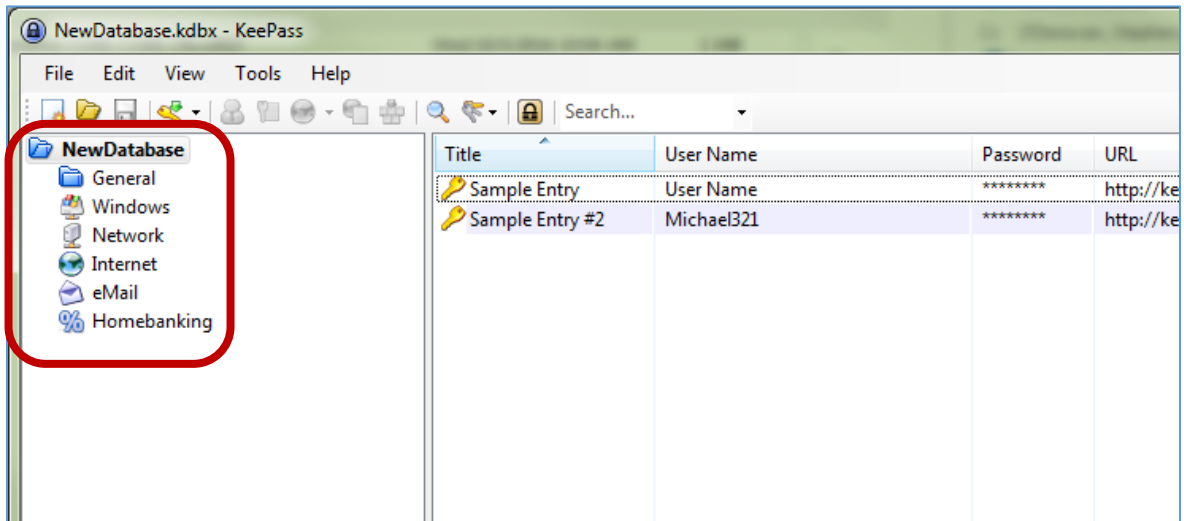


Select all the checkboxes under the “Generate using character set:” section, and set the “Length of generated password:” to at least 30 characters. Click “OK.”



SUBJECT: IT Security**DATE:** May 17, 2018**NAME:** How to Install and Use KeePass**PAGE:** 10 of 10

7. If you'd prefer to keep your login information better organized, you can select one of the different sections listed in the left column (e.g., General, Windows, Internet, etc...) to store your login information under. (**Right-click** the white space under "Title" to add another entry, as shown in step 5.)



8. Remember to save your work! KeePass does not auto-save, so save any changes/additions that are made!

