



Training Doc

[Welcome](#)

[Getting Started](#)

[What is LastPass?](#)

[Installation](#)

[Using LastPass](#)

[Logging In](#)

[Your LastPass Vault](#)

[Saving a Login](#)

[Editing a Login](#)

[Generating a Secure Password](#)

[Creating a Form Fill Profile](#)

[Using A Form Fill Profile](#)

[Creating a Secure Note](#)

[Sharing a Password/Secure Note](#)

[Need Help?](#)

Welcome

If you're reading this, it means that you've decided to utilize LastPass at the recommendation of Santa Fe Computer Tech. Congratulations!

Getting Started

What is LastPass?

So, what IS LastPass, anyway?

LastPass is a browser plugin that provides easy, secure password and data management.

Not only is the LastPass Password Manager free, it saves you time while keeping you safe. While our minds struggle to keep track of an increasingly complex variety of online accounts, LastPass allows you to effortlessly save, organize, and access your login data.

At LastPass, they believe that your online experience should be easier, faster and safer. They believe the Internet should be a place where we connect, explore, shop and learn without the hassle of passwords, usernames, web forms and security threats. That's why they created a

simple and secure way to manage the data that gives you access to your digital life – for free.

Installation

No need to worry about this part! LastPass has already been installed on your device(s) and browser(s) of choice by Santa Fe Computer Tech. If applicable, we've imported all of your existing saved passwords as well.

Using LastPass

Logging In

Once the LastPass plugin is installed in a browser such as Firefox or Chrome, you should see a gray asterisk icon in the top right corner. Click on this to log in using the email address and Master Password that you provided during the setup of your LastPass account.



When you have successfully logged in, your LastPass icon will turn **red**, meaning that the plugin is now active.

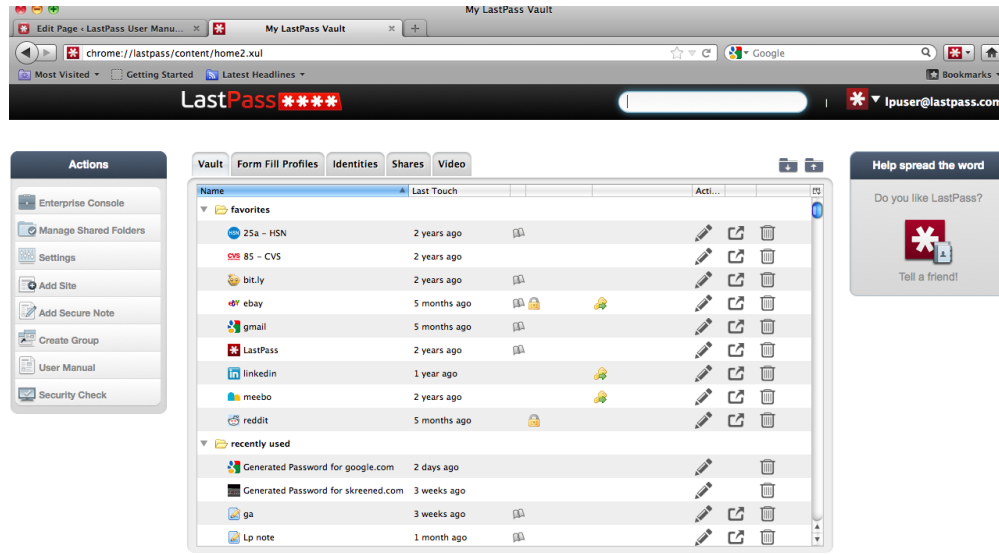
Your LastPass Vault

Your LastPass Password Vault is where LastPass stores all of your password information.

Once you log in, your Password Vault may open in a new tab. Click on any website inside your vault to be automatically logged in (assuming that you have the correct login information saved).

You can also access your Password Vault by logging into LastPass, clicking the LastPass icon and then choosing 'My LastPass Vault'.

Example:



Saving a Login

To save a login for the first time:

1. Navigate to the website and enter your username and password.
2. Find your browser below and follow the directions:

Chrome:

A box will appear that says 'Save Password to Vault'. Click on the plus sign to the left to open the 'Save Site' box. You can add the login to a group if you'd like. Then, click 'Save Site' and the login will be saved in your LastPass Vault.

Firefox:

Log in to the site. LastPass will ask you via a bar on the top of your screen whether or not you'd like to save the information to your vault. Click 'yes' to save the information to your LastPass Vault.

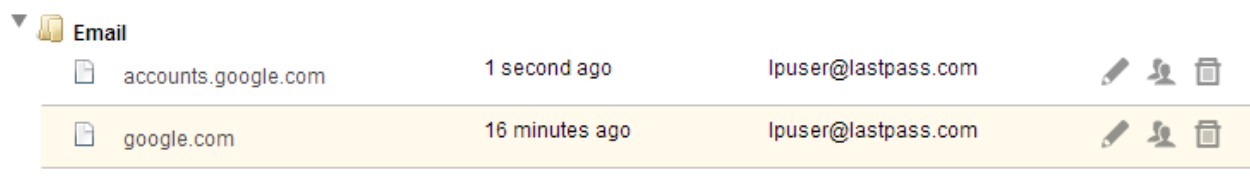
Editing a Login

To edit an existing login, simply:

1. Ensure you're logged in to LastPass and click the LastPass icon.
2. Select 'My LastPass Vault'.
3. Your Vault will open in a new window. Navigate to the login you'd like to edit and click the pencil icon on the right.

4. Edit the details as necessary and click 'OK' or 'Save' (varies by browser).

Example:



Generating a Secure Password

LastPass allows you to generate random, unique passwords for each of your sites to minimize security risks.

To generate a secure password:

1. Ensure that you're logged into LastPass.
2. Click your LastPass icon (it should be red).
3. Click 'Generate Secure Password'.
4. Select your options and then click 'Generate'. We recommend a password that is no less than 14 characters long and includes letters, numbers and symbols.

Note:

Some websites won't accept our recommended settings above. You may have to generate a password of lesser strength that does not utilize symbols, is not as long, etc.

5. If you like the password that has been generated, click 'copy'. You can now paste this password anywhere you'd like.

Creating a Form Fill Profile

LastPass allows you to create profiles storing your address, phone number, email, and other details so that you can fill registration forms and shopping details in a single click. They recommend that you create different profiles for each Name, Location, and Credit Card.

To create a Form Fill Profile:

1. Ensure that you're logged in to LastPass and click on the LastPass icon.
2. Choose 'Form Fills', then...

3. Click 'Add Profile' or 'Add Credit Card'.
4. LastPass will then launch a Form Fill edit dialog box where you can fill in all relevant fields.
5. Click 'Add Form Fill Profile'.

Example:


The screenshot shows the 'Add Form Fill profile' dialog box in LastPass. At the top left is the LastPass logo with four asterisks. At the top right is the title 'Add Form Fill profile'. Below the logo is a 'Name:' text box and a 'Language:' dropdown menu set to 'English'. A checkbox labeled 'Require Password Reprompt' is located below these fields. A horizontal menu below the checkbox has tabs for 'Personal', 'Address', 'Contact', 'Credit card', 'Bank account', 'Custom fields', and 'Notes'. The 'Personal' tab is selected. The main area contains several form fields: 'Title' (dropdown menu), 'First name', 'Middle name', 'Last name', 'User name', 'Gender' (dropdown menu), 'Birthday' (dropdown menu for month and year), and 'Social security number'. At the bottom right are two buttons: 'Cancel' and 'Add Form Fill profile'.

Using A Form Fill Profile

1. When you're in a form, look for the Form Fill icon:


Sign Up

It's free and always will be.

First Name  Last Name

Your Email

Re-enter Email

New Password 

Birthday

Month Day Year Why do I need to provide my birthday?

Female Male

By clicking Sign Up, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.

Sign Up


[Create a Page for a celebrity, band or business.](#)




2. You can then click the icon to bring up your various profiles and select one:

Sign Up

It's free and always will be.

First Name Last Name

Form Fills 

-  Default
-  LP Fan Profile
-  Test Profile

Add Profile

Birthday

Month Day Year Why do I need to provide my birthday?

Female Male

By clicking Sign Up, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.

Sign Up

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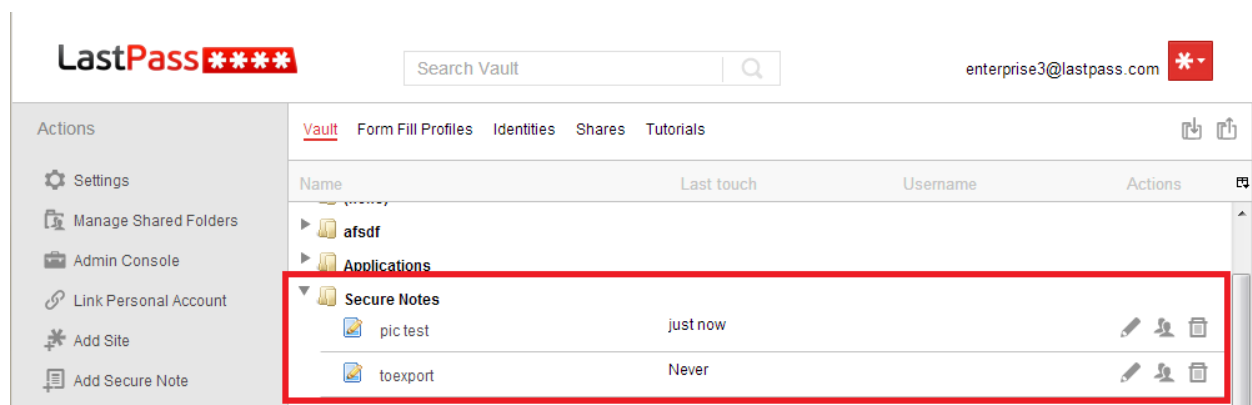
3. Selecting the profile will autofill the fields on the page matching with what is stored in your profile. This reduces shopping checkouts, vacation reservations, shipping, and site registrations to just a few easy clicks.

Creating a Secure Note

Secure Notes allow you to store private information safely and securely. Think of it as a password-protected, digital notepad that you can access from anywhere, at anytime. Some examples of data that you might save in a Secure Note include bank account numbers, Social Security numbers, passport numbers, combinations to safes, etc.

Since all sensitive data is encrypted locally on your computer with the key that only you know before it is sent to LastPass, you can store your most sensitive data with the knowledge that it is completely safe.

Just like all of your LastPass data, your Secure Notes will be available from any location with an Internet connection via your LastPass Vault. They are grouped together in a Secure Notes folder:



To create a Secure Note:

1. Ensure that you're logged in to LastPass and click on the LastPass icon.
2. Click 'Add Secure Note' (you can also add a Secure Note via your LastPass Vault by clicking on the 'Add Secure Note' button in the 'Actions' sidebar).
3. Fill out the information as desired and save it.

Note:

Be aware that once you create a Note in a certain format, you are unable to change the Secure Note into another type, so choose wisely!

Sharing a Password/Secure Note

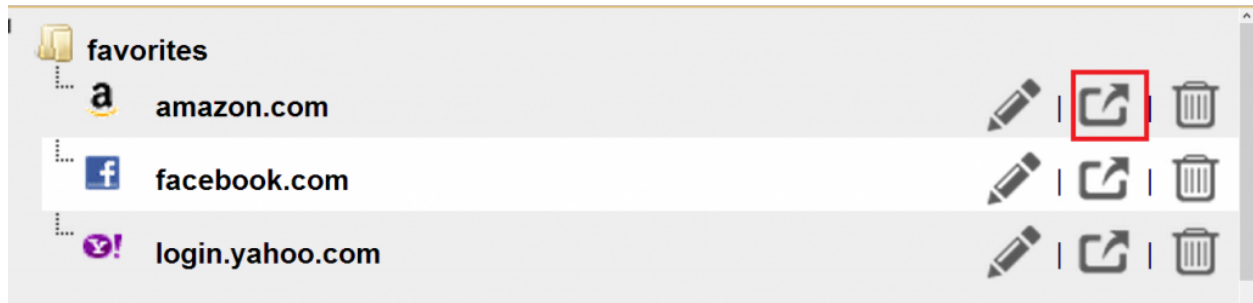
LastPass allows you to securely share login details or a secure note with another LastPass user.

Sharing allows you to share login data for a particular site with another person without exposing the password. The two most common uses for Sharing include:

- Allowing a family member or friend access to a website
- A work situation where the company has a login to a 3rd party site

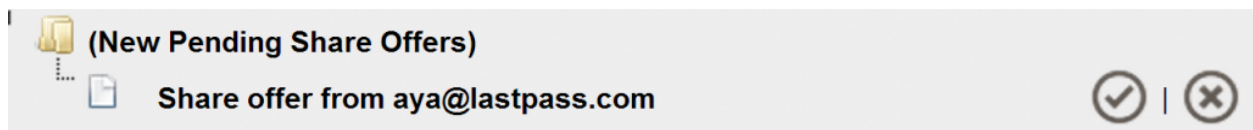
To share your login details or secure note:

1. Ensure that you're logged in to LastPass and click the LastPass icon.
2. Select 'My LastPass Vault'.
3. Click the share icon on the login that you'd like to share.



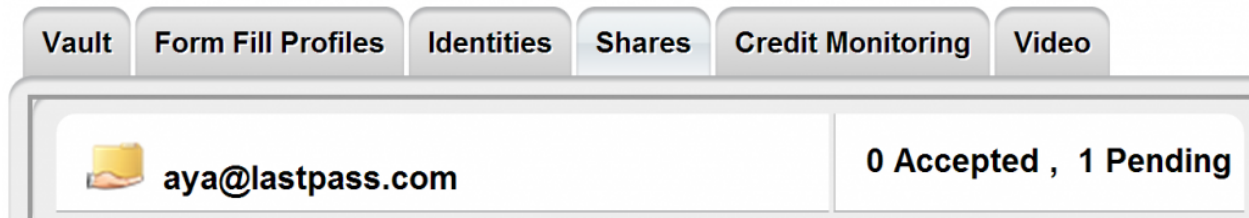
4. In the "Share Items" dialog box that pops up, enter the email of the person with whom you would like to share this site.
5. Click 'Share' when you are ready to send the shared site.

If the recipient already has a LastPass account, they will receive an email indicating they have received a Share. The next time they log in to their Local Vault, they will see the shared site listed under the (New Pending Share Offers) Group:



Clicking 'Accept' will launch the Accept Shares dialog, where you can send a response message and accept the Share. Clicking 'Reject' will cancel the Share, in which case LastPass will notify the sender that the recipient did not accept the Share.

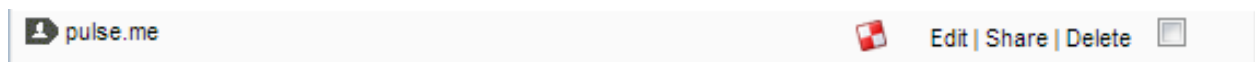
You can also manage your Shares from your Online Vault under the 'Shares' tab:



If the user does not have a LastPass account, they will be given an opportunity to create an account so they can receive the shared site login data.

After accepting the Share, you can log into that site the same way you log into all of your other LastPass sites, but you will not be able to view the password (please see note at the bottom of this page).

Any pending changes that need to be accepted to the entry will produce a 'flag' icon next to the entry.



Clicking on this flag will allow you to view to accept/deny these changes.

Need Help?

Experiencing difficulties with LastPass? We're here for you! Send a help request to Santa Fe Computer Tech by [clicking here](#).

Thank you! We hope you enjoy the safety and security of LastPass Password Management!