

# Does UCD/H have a recommended password manager

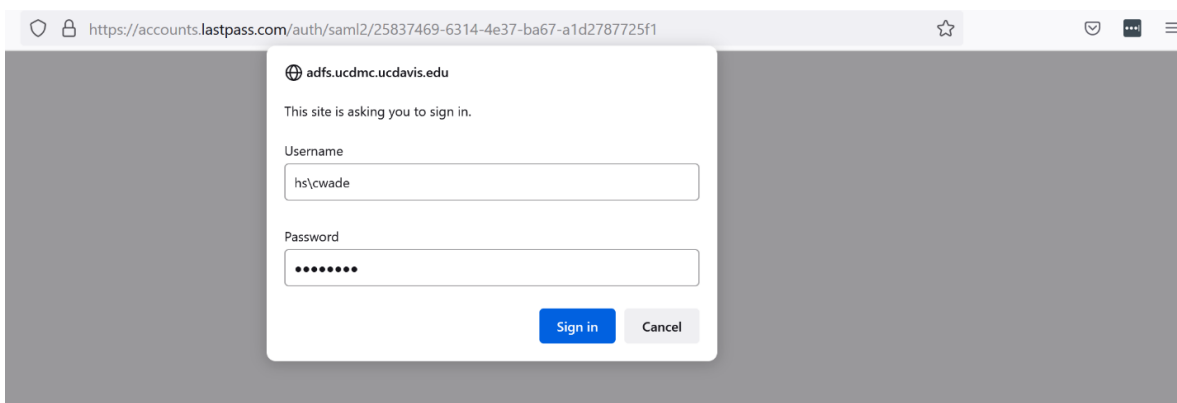
LastPass Enterprise is available to UCDH employees. To use LastPass you will need to:

- Request a LastPass account
- Install LastPass extensions in your web browser
- Sign Into LastPass

## Requesting a LastPass Enterprise Account

1. Go to [https://ucdh.service-now.com/itss?id=sc\\_cat\\_item&sys\\_id=3694f00b1b2a2c900fdbb997cc4bcbe9](https://ucdh.service-now.com/itss?id=sc_cat_item&sys_id=3694f00b1b2a2c900fdbb997cc4bcbe9)
2. log on to with your HS username and password. This is the same username and password that you will use for Ecotime.

If you do not know your HS username or password contact UCDH IT at 916-734-4357 for assistance.



3. In the LastPass Access Request form, do the following:


- Click the **checkbox** labeled:

I acknowledge that the UC Davis Health LastPass is for work-related passwords only. I realize that upon separation from UC Davis Health, I will lose access to all passwords in the UCD Health LastPass.

- Click **Add to Cart**

### LastPass Access Request

Request Installation of LastPass Password Manager



**Access Request**

LastPass is a password manager available to employees and students of UCD Health. It can be used for storing and sharing passwords between UCDH personnel.

\* Indicates required

☐ \* I acknowledge that the UC Davis Health LastPass is for work-related passwords only. I realize that upon separation from UC Davis Health, I will lose access to all passwords in the UCD Health LastPass.

If requesting for a person other than yourself, use the "Requesting for someone else" link after adding this to your cart


Add to Cart


Required information

I acknowledge that the UC Davis Health LastPass is for work-related passwords only. I realize that upon separation from UC Davis Health, I will lose access to all passwords in the UCD Health LastPass.

- Click **View Cart** and then enter the following into the **Your Cart** form:


- **Please select an Approver:** Select any of the PHS Admin Managers
- **Brief Cart Title:** LastPass Enterprise access for [your name]
- **Detailed Description of Cart Request:** LastPass Enterprise access for [your name]



[My Tickets](#) | [Request Service](#) | [Requests 1](#) | [Contact Us](#) | [Cart 1](#) |  Cornel Wade

You are ordering items for yourself. [Change This](#)

### Your Cart

Product	Quantity
<div>  <div> <b>LastPass Access Request</b>            Request Installation of LastPass Password Manager         </div> </div>	<div> <input type="text"/> </div>

\* Please select an Approver

\* Brief Cart Title (ex. Access for John Doe)

\* Detailed Description of Cart Request

[Continue Shopping](#)
[Save as Bundle](#)
[Clear Cart](#)

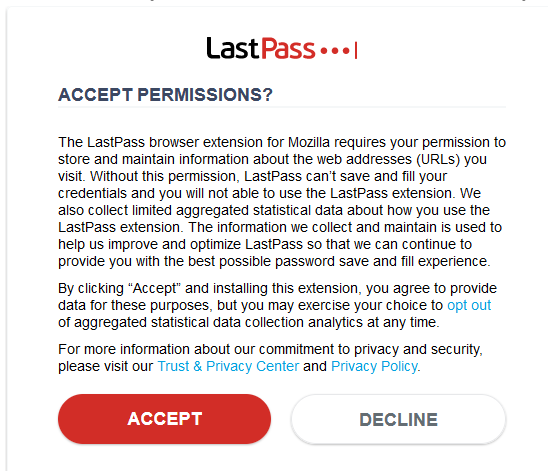
[Checkout](#)

5. Click **Checkout**. You will receive emails when the request has been received, approved, and completed.

# Installing LastPass

These steps should be done for each web browser you will be using.


1. go to [https://lastpass.com/misc\\_download2.php](https://lastpass.com/misc_download2.php)
2. Click the **Download** button for your corresponding browser.
3. Click Accept when LastPass asks for permissions

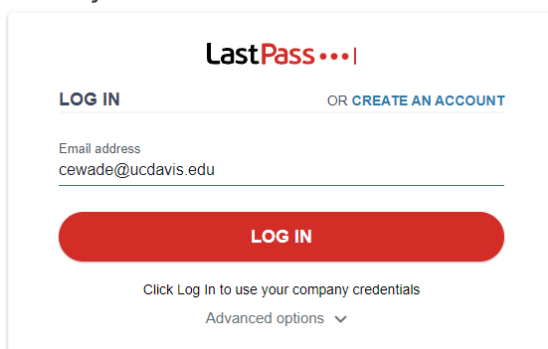


The image shows a LastPass permissions dialog box. At the top, it says "LastPass" followed by three red dots and a vertical bar. Below this, the heading "ACCEPT PERMISSIONS?" is underlined. The main text explains that the LastPass browser extension for Mozilla requires permission to store and maintain information about web addresses (URLs) visited. It states that without this permission, LastPass cannot save and fill credentials, and that limited aggregated statistical data is collected to improve the extension. It also mentions that by clicking "Accept", the user agrees to provide data for these purposes but can choose to opt out of aggregated statistical data collection analytics at any time. At the bottom, there are two buttons: a red "ACCEPT" button and a white "DECLINE" button with a gray border.

Note: LastPass does provide a desktop app, but the desktop app installer does not work if your laptop is not joined to the HS domain

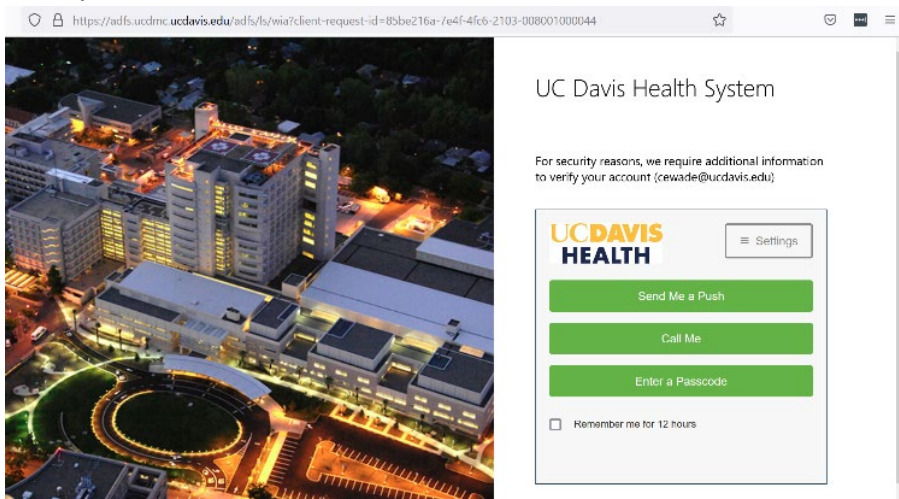
# Logging Into LastPass

0. If the LastPass login prompt does not show, click the gray LastPass icon 
1. Enter your UCD email address into the login prompt and click LOG IN



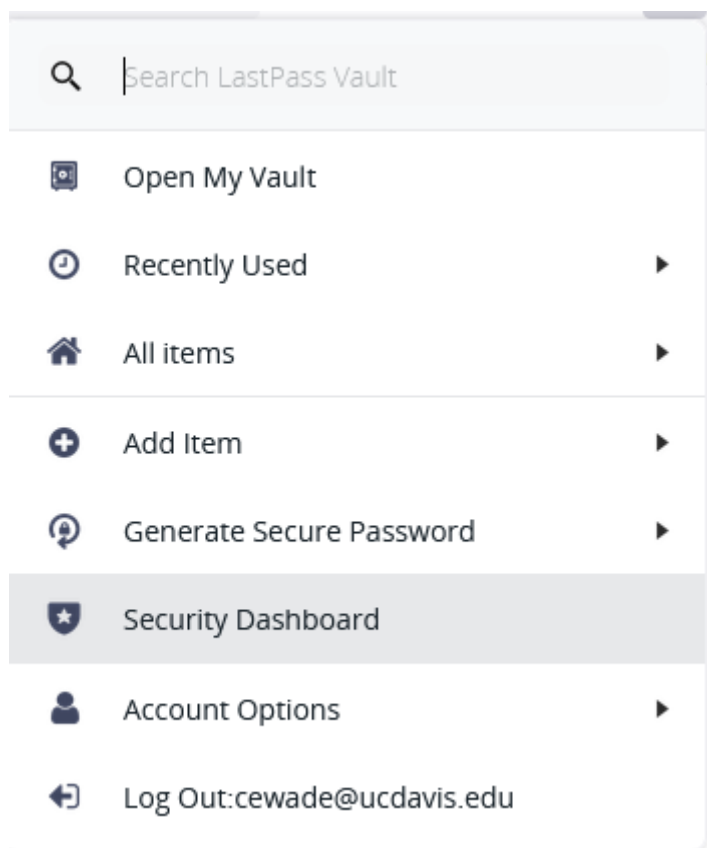
The image shows the LastPass login prompt. At the top, it says "LastPass" followed by three red dots and a vertical bar. Below this, there are two options: "LOG IN" and "OR CREATE AN ACCOUNT". The "LOG IN" option is selected. Below the options, there is a text input field labeled "Email address" containing the text "cewade@ucdavis.edu". Below the input field, there is a red "LOG IN" button. At the bottom, there is a link that says "Click Log In to use your company credentials" and a link that says "Advanced options" with a downward arrow.

2. You will be redirected to the UCDH ADFS prompt to complete your sign in and confirm the DUO push



3. You should now be signed in. The LastPass Icon will change from gray to red 

You should now be signed in. Clicking on the red LastPass icon will display the menu to use LastPass features. LastPass will also start to prompt you to save the password for a site that is not saved to LastPass.



For additional LastPass learning resources visit [LastPass Password Manager \(ucdavis.edu\)](https://ucdavis.edu/lastpass)

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