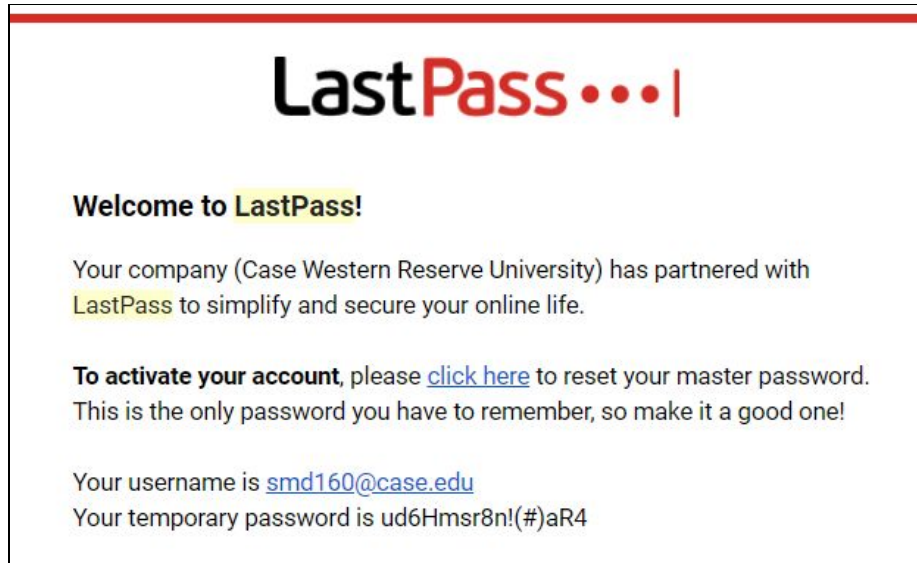
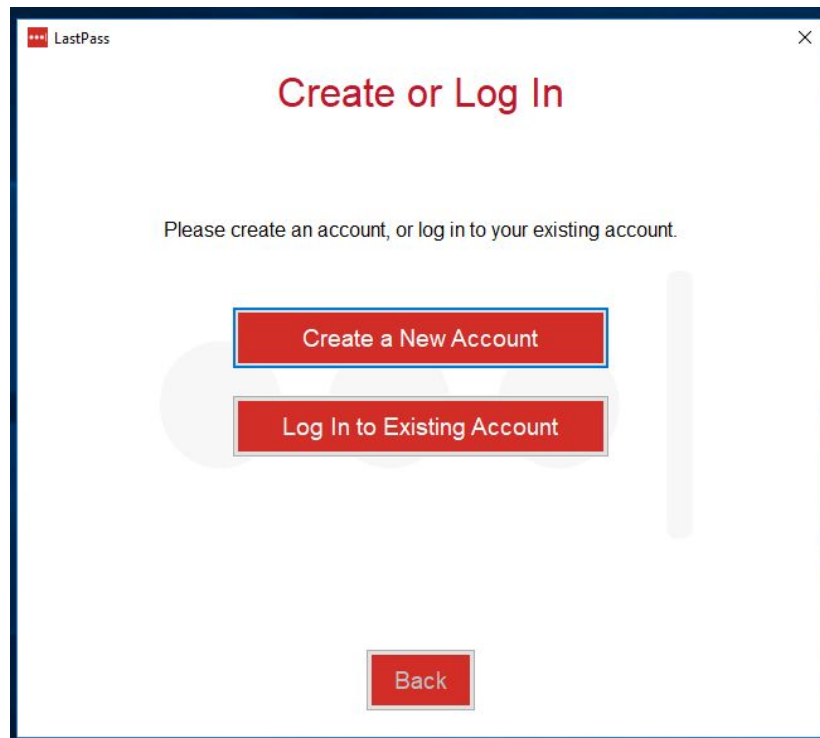


LastPass Installation Guide

1. After requesting registration, you will receive an invitation in your CWRU email. Click on “click here” to proceed.



2. Choose to create a new account or log into an existing one.



3. Enter your old password for an existing account or temporary password that came in your invitation for a new account, set a reminder if desired, and click “Save Master Password.” The password can also be set as a “passphrase” (an easily remembered sentence or phrase). the only rule is that it must be 16 characters long.


PASSWORD RESET

Complete this form to reset your LastPass master password

Email smd160@case.edu

Old Password

New Master Password



Requirements

- At least 16 character(s)

Tips

- Consider using a passphrase
- For more Master Password tips, [click here](#)

Re-Enter New Master Password

New Password Reminder

SAVE MASTER PASSWORD

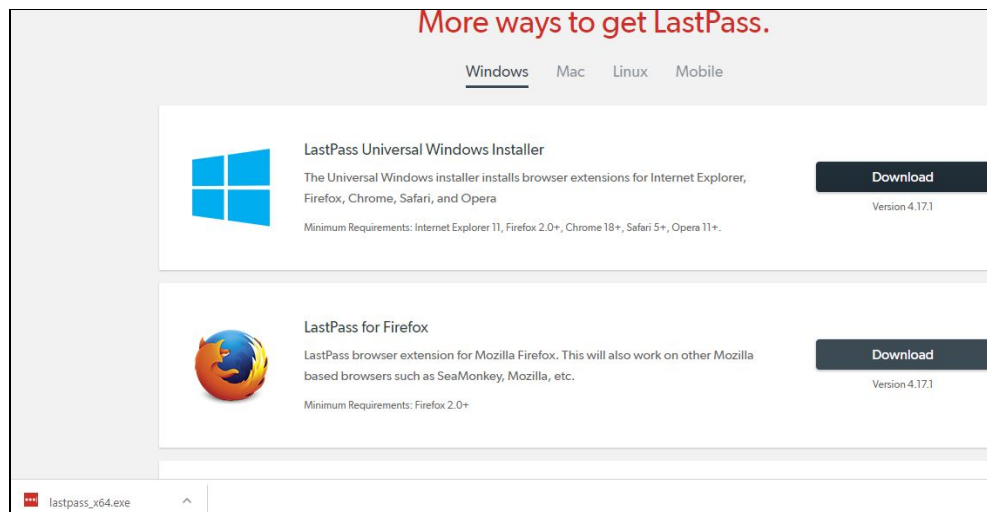
4. On the following page, click “our download center.”

Congratulations!

If you are just starting out with LastPass and do not have the software installed, please visit [our download center](#).

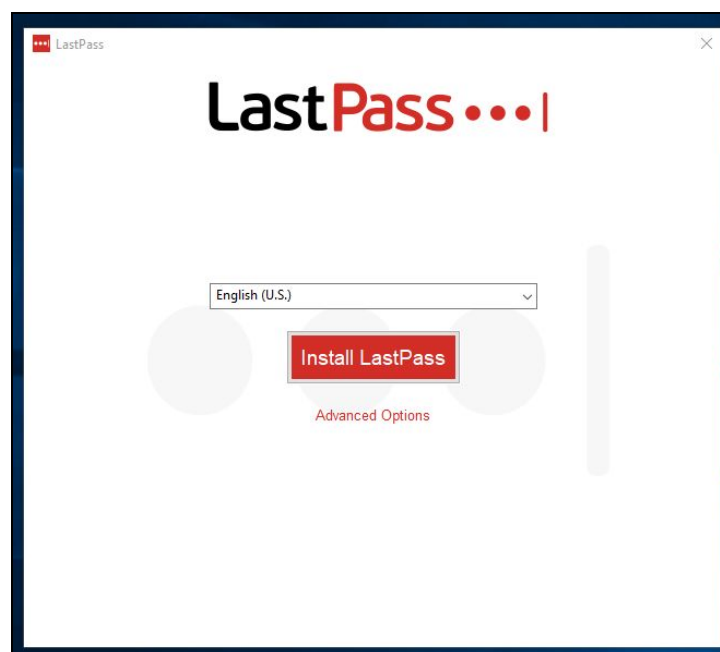
If you are already a user, then please [log into LastPass](#) with your new password.

5. The following page lists downloads for several individual browsers, as well as a universal installer for most browsers. UTech recommends downloading the universal installer. Click “Download” and then click on the .exe file that appears at the bottom of the screen.

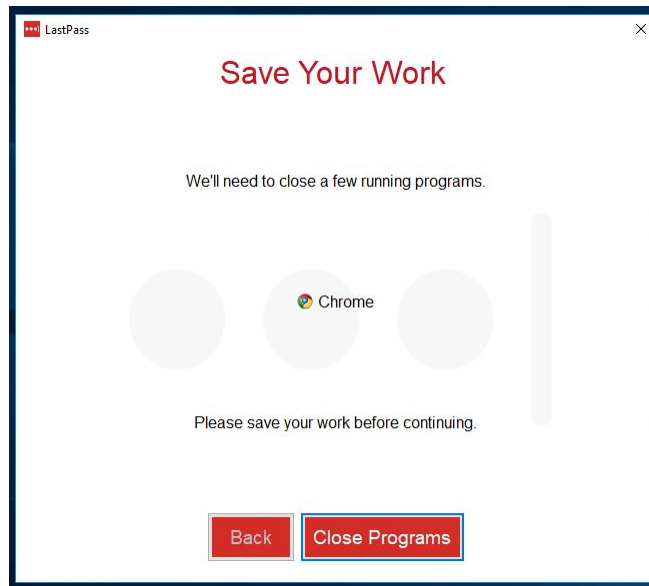


6. A window will appear that reads: “Do you want to allow this app (LastPass) to make changes to your device?” Click “Yes.”

7. Click “Install LastPass.”



8. You will be prompted to close any open browsers. Click “Close Programs.”



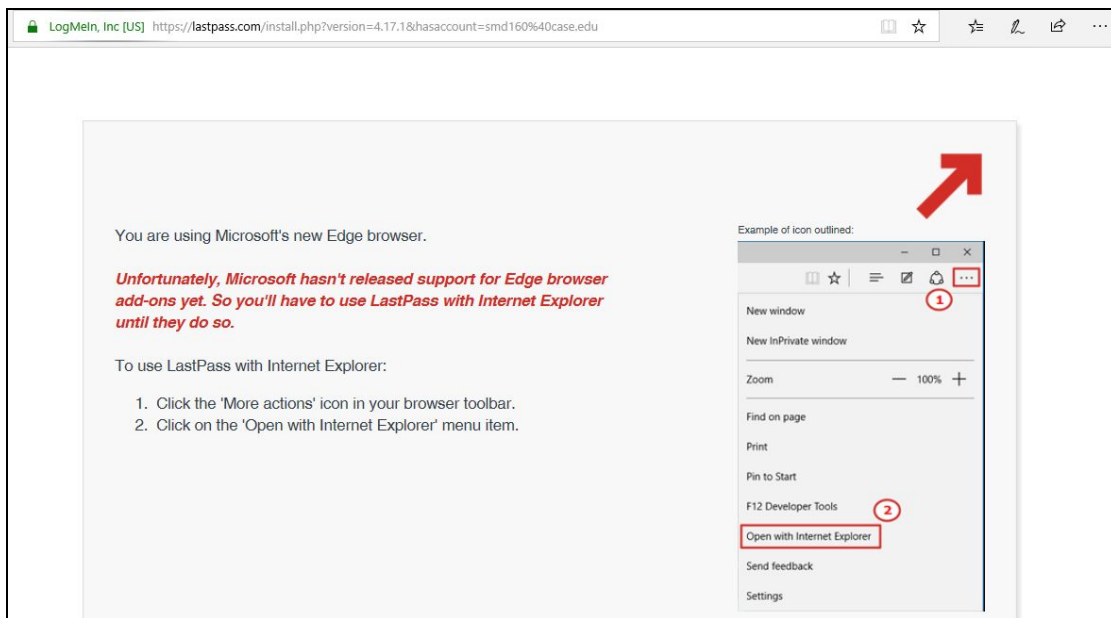
9. You will be prompted to log in again.

A screenshot of the LastPass login page. The heading is "Log In to Access LastPass". There are two input fields: "Email" and "Password". Below the "Password" field is a "Forgot Password?" link. There is a "Remember Me" checkbox. A red "Log In" button is positioned to the right of the "Remember Me" checkbox. Below the login fields, there is a link for "New to LastPass? Create an account now." and a link for "Log in using a One Time Password".

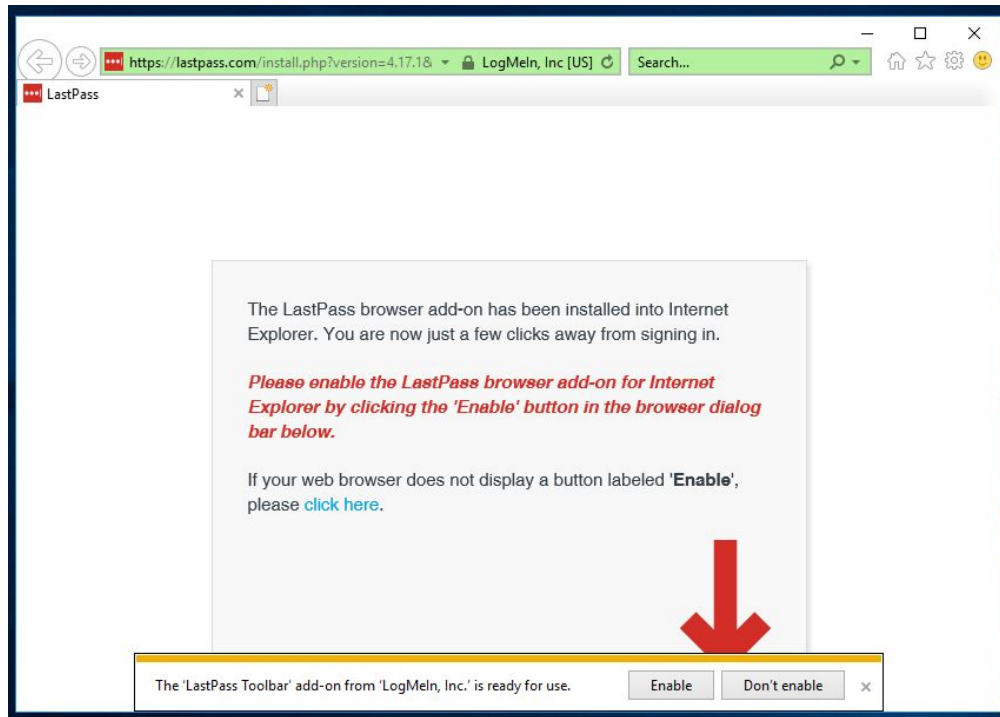
10. A window will list ask if you want to secure any passwords that LastPass has identified on your system. Click “Import” (recommended) or “No Thanks” to continue.



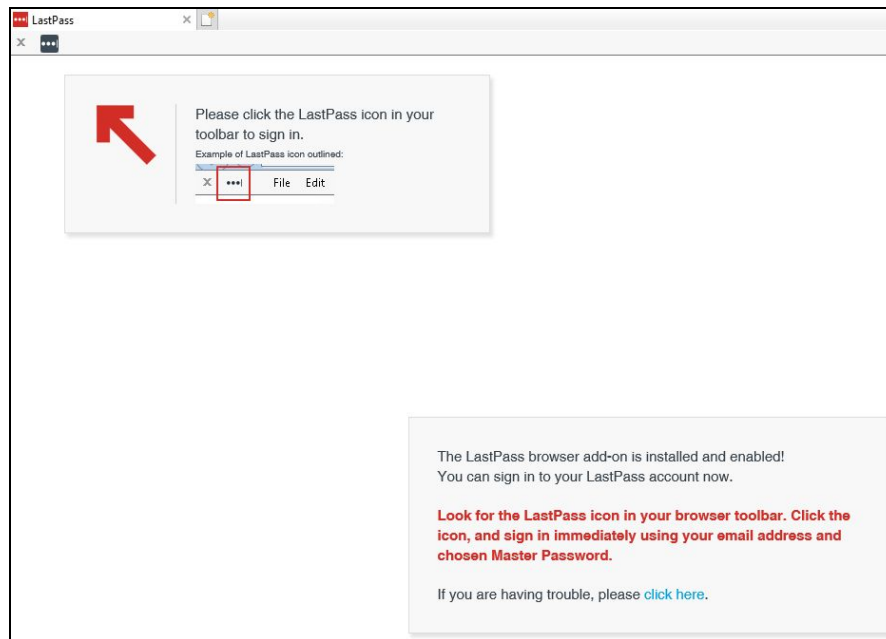
11. In Internet Explorer, click on the “horizontal three dots” Options symbol at upper right, then “Open with Internet Explorer.”



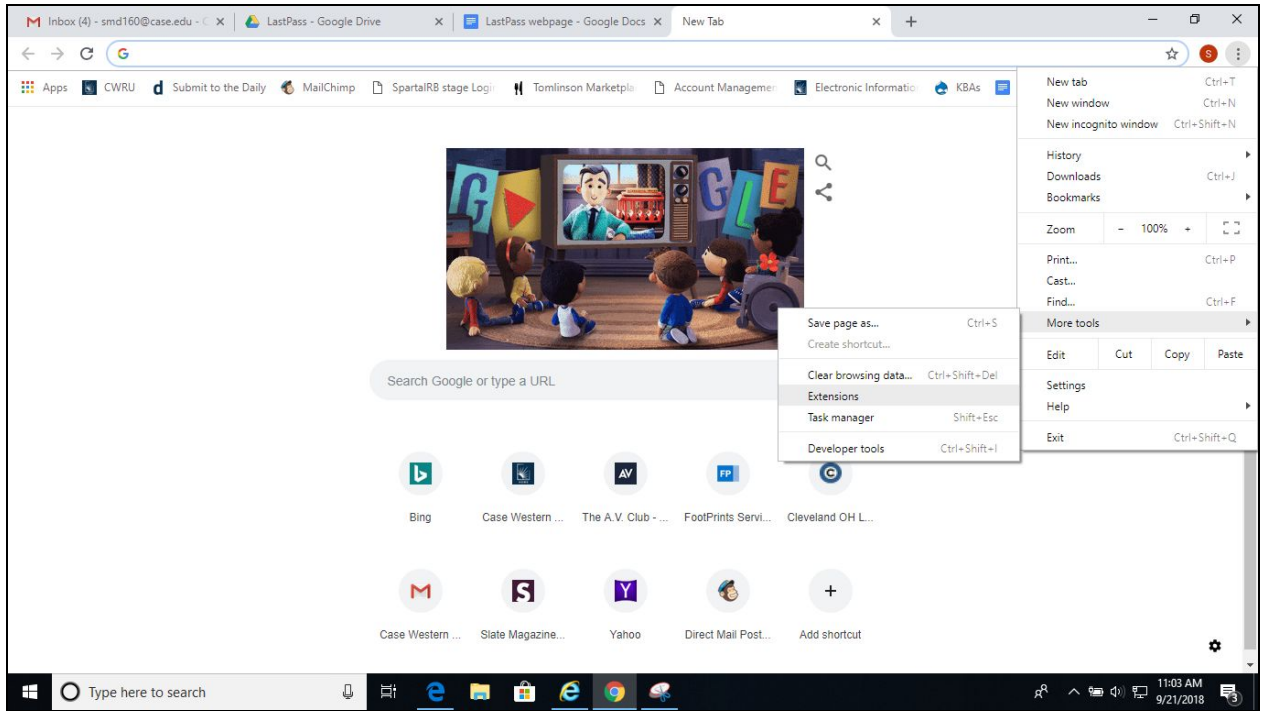
12. On the following page, click “Enable.”



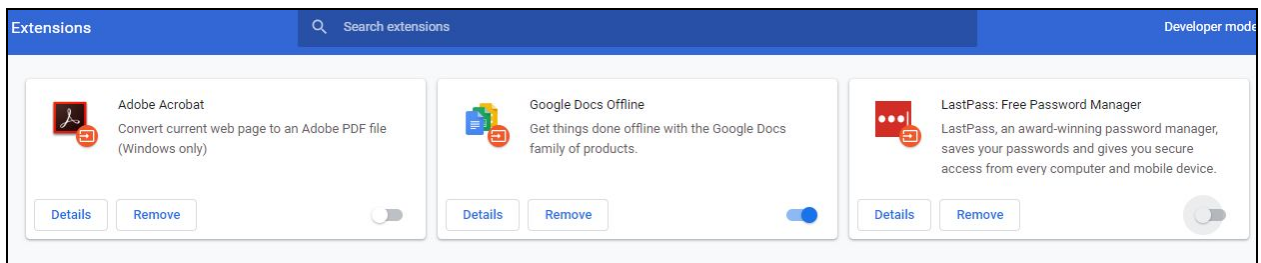
13. Follow the on-screen instructions to finish enabling for Internet Explorer. Other browsers may also be enabled at this time.



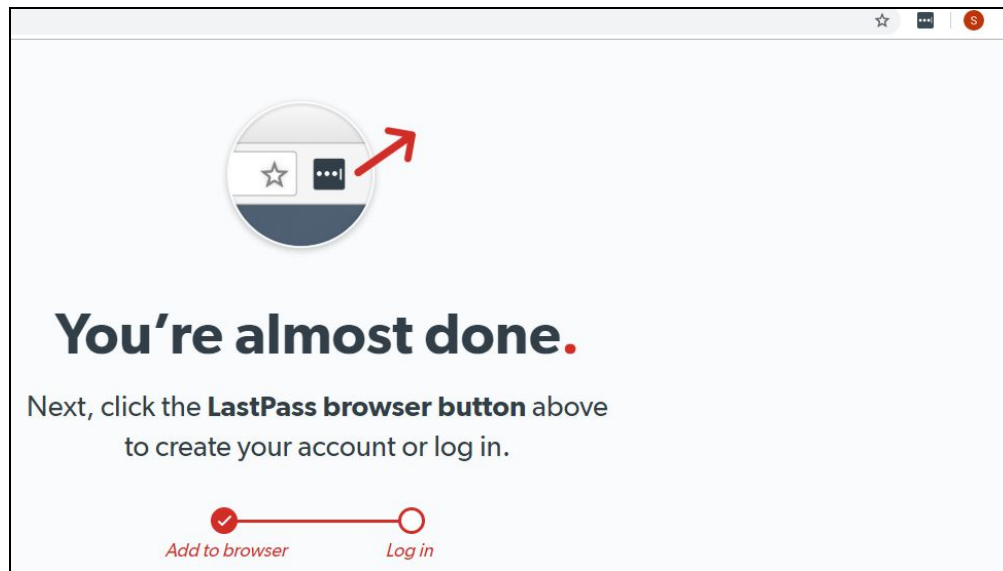
14. In other browsers, you may be prompted to enable LastPass upon opening, or you can enable through settings. For example, for Chrome, click on the “vertical three dots” Options symbol at upper right, then “More tools,” then “Extensions.”



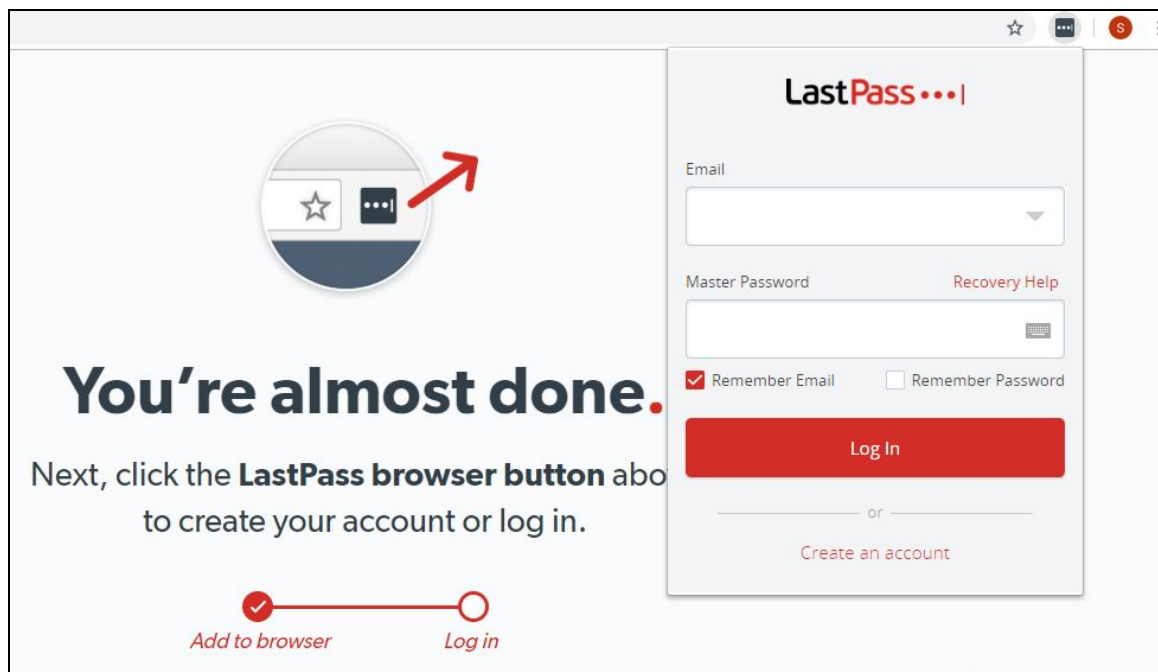
15. On the following page, turn on the switch in the LastPass window.



16. Follow the on-screen instructions to finish enabling.



17. Once enabled, you will be prompted to log in.



18. Once logged in, you will be prompted to create a personal account, in addition to your CWRU work account. Choose to create, set a reminder, or skip.

SET UP YOUR LINKED ACCOUNT


For your convenience and to keep work and personal logins separate, your employer requests that you set up and link a personal LastPass account. By 'linking' a personal LastPass account to your Enterprise account, you'll have convenient access to all your logins, while still ensuring the privacy of your personal information.

Do you have a personal LastPass account?

YES - LINK PERSONAL ACCOUNT **No - create a personal account**

Additional Options (not recommended by employer):


How it works



- Store work logins in your company account, and non-work logins in your personal account. Your linked account appears as a subfolder in your work account.
- Your company's Administrator never sees what's stored in your personal account, under any circumstances.
- Your personal account goes with you when you leave the company.

19. Click "Go to my vault" (does this happen no what you choose in #18? I got it after skipping)

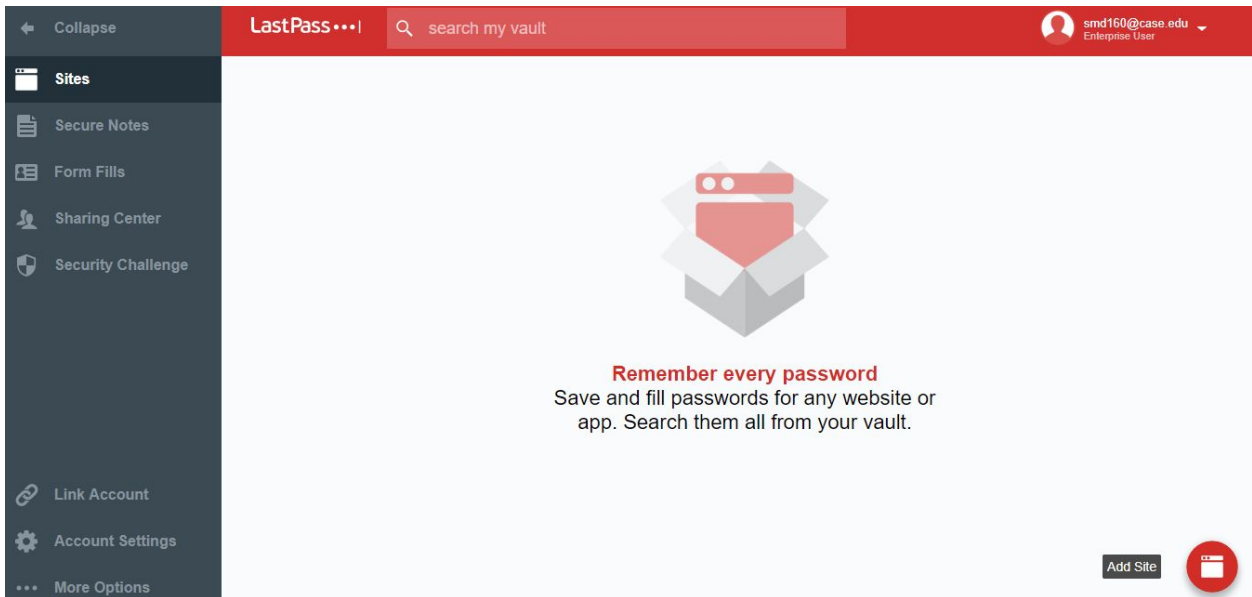
SET UP YOUR LINKED ACCOUNT



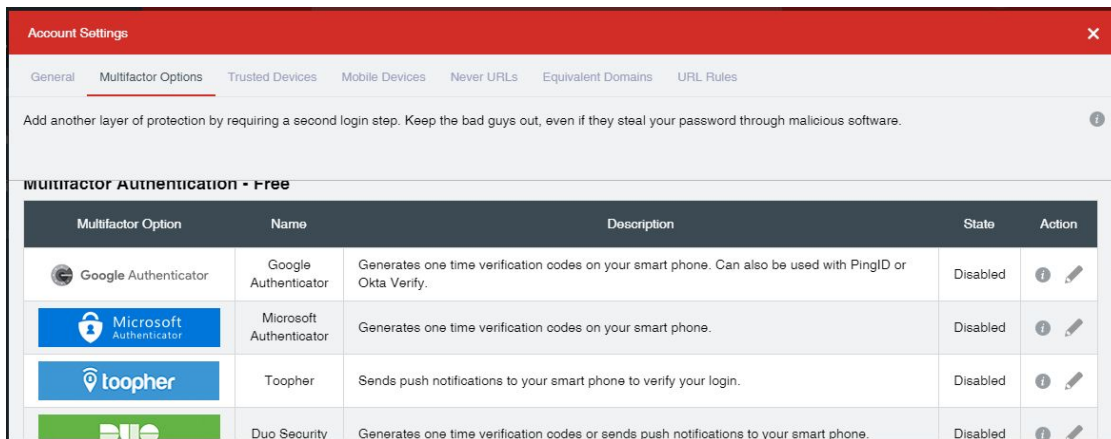
We will remind you in a few days when you have more time.

GO TO MY VAULT

20. This is the main screen. To link Duo Security two-factor authentication to your LastPass account for added security, click on “Account Settings” and then “Multifactor Options.”



21. Click on the “pencil” Edit icon for Duo.



22. The window pictured appears. Duo is auto-set to “No” in the “Enabled” field. Switch to “Yes” and click “Update.”

Option	Value
Enabled	No
Permit Offline Access	Allow
Use Duo Web SDK when possible	No
More Information	Help manual

[Update](#)

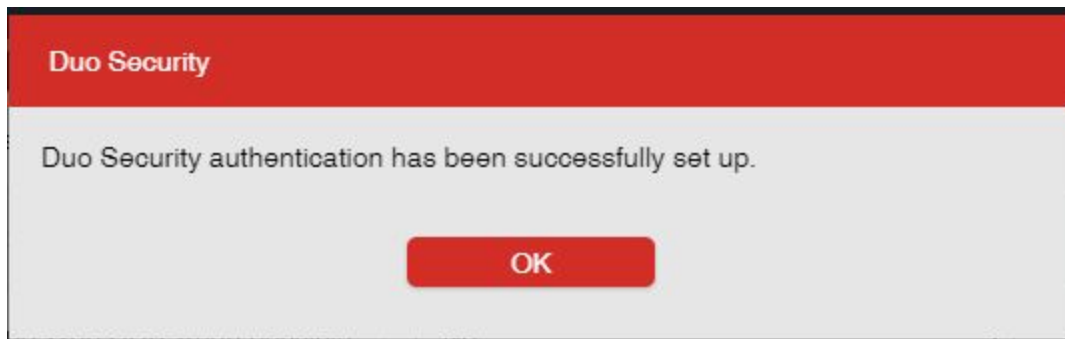
23. Click “Enroll.” You will be asked to re-enter your LastPass password and confirm your LastPass user name. From there, you may be asked to sign into Duo or create a new account.

Please Wait...

Click below to enroll your device with Duo Security.

[Enroll](#) [Cancel](#)

24. Following Duo Security set-up, a success window appears.



**For assistance with installation or any other aspect of LastPass,
please contact info for the [U]Tech Service Desk at:**

help@case.edu

216.368.HELP (4357)

help.case.edu for live chat