## 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.

Complete this form to re	acat your LactDace master password
	soci your Lasirass master password
Email	smd160@case.edu
Old Password	•••••
New Master Password	*****
	Requirements     At least 16 character(s)
	Tips <ul> <li>Consider using a passphrase</li> <li>For more Master Password tips, click here</li> </ul>
Re-Enter New Master Password	••••••
New Password Reminder	(Optional)

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 If you are already a user, then please log into LastPass with your new password.	center.

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.

		More ways to get LastPass.	
		LastPass Universal Windows Installer The Universal Windows installer installs browser extensions for Internet Explorer, Firefox, Chrome, Safari, and Opera Minimum Requirements: Internet Explorer 11, Firefox 2.0+, Chrome 18+, Safari 5+, Opera 11+.	Download Version 4.17.1
	٢	LastPass for Firefox LastPass browser extension for Mozilla Firefox. This will also work on other Mozilla based browsers such as SeaMonkey, Mozilla, etc. Minimum Requirements: Firefox 2.0+	Download Version 4.17.1
Iastpass_x64.exe	^		

- 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."

LastPass	×
English (U.S.) ~ Install LastPass Advanced Options	

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

LastPass Save Your Work	×
We'll need to close a few running programs.	
Chrome	
Please save your work before continuing.	
Back Close Programs	

9. You will be prompted to log in again.

	Log In to Acce	ess LastPass
Email	[	
Password		
		Forgot Password?
	Remember Me	Log In
	New to LastPass? Cre	eate an account now.

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.

LastPas	is				×
		Secur	e Your Pa	sswords	
s	LastPa comput secure delete availab	iss found the foll ter. Importing the them. Once the them from your le in your LastP Website	owing passwords st ese passwords into y have been safely in computer. Remembr ass vault! Username	ored insecurely on your your LastPass vault helps mported into LastPass, we'll er: they will always be	
	Chrome	search.clevnet.org	28074020812445	*****	
2 10	Wi-Fi	Secure Note	D9769E	*****	
3	Wi-Fi	Secure Note	MySpectrumWiFi37-2G	*****	
		Back	Reveal Passwork No Thanks	is Import	

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

JMein, Inc [US] https://lastpass.com/install.php?version=4.17.1&/hasaccount=smd160%40case.edu	
You are using Microsoft's new Edge browser. Unfortunately, Microsoft hasn't released support for Edge browser add-ons yet. So you'll have to use LastPass with Internet Explorer until they do so. To use LastPass with Internet Explorer: 1. Click the 'More actions' icon in your browser toolbar. 2. Click on the 'Open with Internet Explorer' menu item.	Example of loon outlined: Example of loon outlined: Example of loon outlined:

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.

	☆ 🔤 😣 ፤
	Master Password Recovery Help
You're almost done.	Remember Email Remember Password
Next. click the LastPass browser button abo	Log In
to create your account or log in.	Create an account
Add to browser 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.

SELU	UP YOUR LINKED ACCOUNT	
For your convenience and to keep work and personal le By 'linking' a personal LastPass account to your Enterpr of your personal information.	al logins separate, your employer requests that you set up and link a personal LastPass account. erprise account, you'll have convenient access to all your logins, while still ensuring the privacy	
YES - LINK PERSON	itional Options (not recommended by employer):	
Reminc	ind me later I want to skip	
	How it works	
	<ul> <li>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.</li> <li>Your company's Administrator never sees what's stored in your personal account, under any circumstances.</li> <li>Your personal account goes with you when you leave the company.</li> </ul>	

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



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.

Account Settings				×
General Multifactor Options	Trusted Devices	Mobile Devices Never URLs Equivalent Domains URL Rules		
Add another layer of protection by	requiring a second	login step. Keep the bad guys out, even if they steal your password through malicious software.		0
	n • Free			
Multifactor Option	Name	Description	State	Action
Google Authenticator	Google Authenticator	Generates one time verification codes on your smart phone. Can also be used with PingID or Okta Verify.	Disabled	0 /
Microsoft Authenticator	Microsoft Authenticator	Generates one time verification codes on your smart phone.	Disabled	0 /
	Toopher	Sends push notifications to your smart phone to verify your login.	Disabled	0 /
	Duo Security	Generates one time verification codes or sends push notifications to your smart phone.	Disabled	0/

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

Duo Security		×
To get started: - Download and install the application o	n your mobile device.	
Option	Value	
Enabled	No	0
Permit Offline Access	Allow	0
Use Duo Web SDK when possible	No	0
More Information	Help manual	
	Lindate	
	opual	

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.



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