LastPass ••• | User Guide

LastPass is a password manager that securely stores your logins and personal information in a secure vault. As you visit apps and sites, the LastPass browser plug-in or mobile app auto-fills your login credentials.

GET STARTED

1 CREATE & SETUP YOUR ACCOUNT

Contact the University Help Desk at 275-2000 or the Medical Center Help Desk at 275-3200 to request a free LastPass account. You'll receive an email invitation to set up your account and create a strong master password. Install the computer web browser plug-in or download the LastPass mobile app from your store.
** Duo is a two-step authentication that verifies your identity through your mobile phone, tablet or landline. If you currently do not have Duo, visit **tech.rochester.edu/enroll-in-duo** before moving to the next step.

2 LOG IN

Click the button on your browser toolbar to log in to LastPass. If you don't see the LastPass icon on your toolbar, visit **LastPass.com/download** to add it. Complete your Duo authentication to access your vault.

3 START SAVING PASSWORDS TO YOUR LASTPASS VAULT

When you log in to websites, LastPass will ask to add the password to your vault. Saved passwords will sync across devices and browsers so they are safe and up-to-date. Create folders and organize your logins – use your LastPass vault like a "Favorites" to quickly access sites.

4 SET UP YOUR RECOVERY OPTIONS

Once you have created your LastPass account, it is **strongly recommended** that you *set up and configure all account recovery options* so that you can regain access to your LastPass Vault if your Master Password is ever forgotten. If recovery options are not set up and you are unable to recover your Master Password, you will need to create a brand new LastPass account and re-enter all of your Vault data.
** PLEASE NOTE: If a master password is forgotten, it is not possible for LastPass Customer Care to reset or change a user's master password as they have no knowledge of the credentials.

For tutorials on getting started with LastPass, visit
https://tech.rochester.edu/lastpass-tutorials/

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