UTAH VALLEY UVU UNIVERSITY IT SECURITY

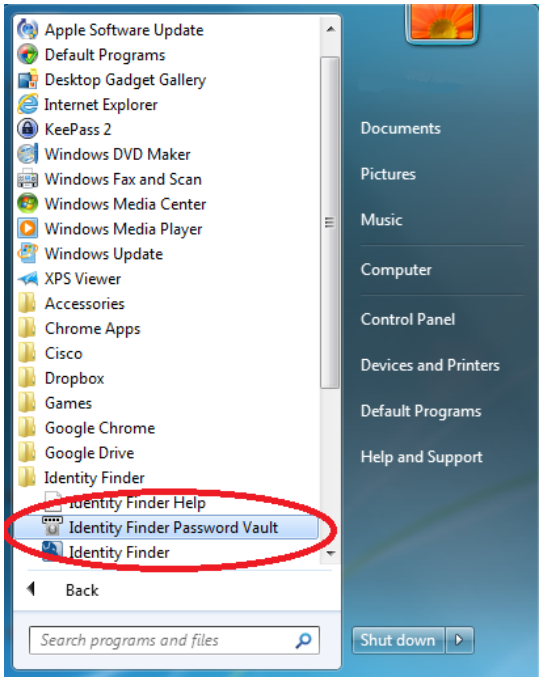
Password Vault

About Spirion Password Vault

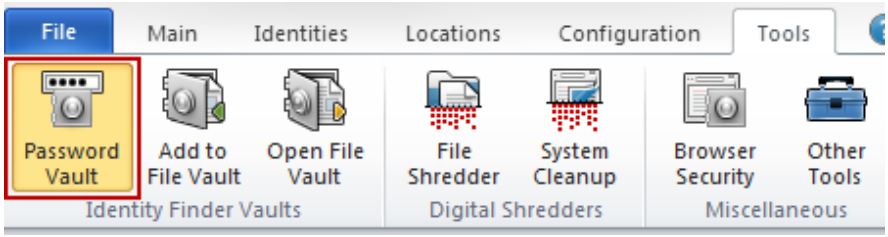
Almost everything you do on a computer requires you to verify your identity. Instead of remembering multiple passwords, a password manager application can help you remember all of your passwords while securely encrypting the password information. The **Spirion Password Vault** is a password management tool that allows you to conveniently and securely store and manage user names and passwords for websites, encrypted files, and other locations using a single **master password.** This master password is the same password you use to secure other personal information within Spirion. As long as you remember the master password and only use it to access your password vault, you can use very strong and unique passwords everywhere else.

Using Password Vault

The Password Vault tool is a component of Spirion and can be accessed either through the **All Programs** menu (on a Windows 7 computer) or from inside Spirion. To open the Password Vault tool under **All Programs**, navigate to the **Spirion Password Vault** program under the **Spirion** folder.

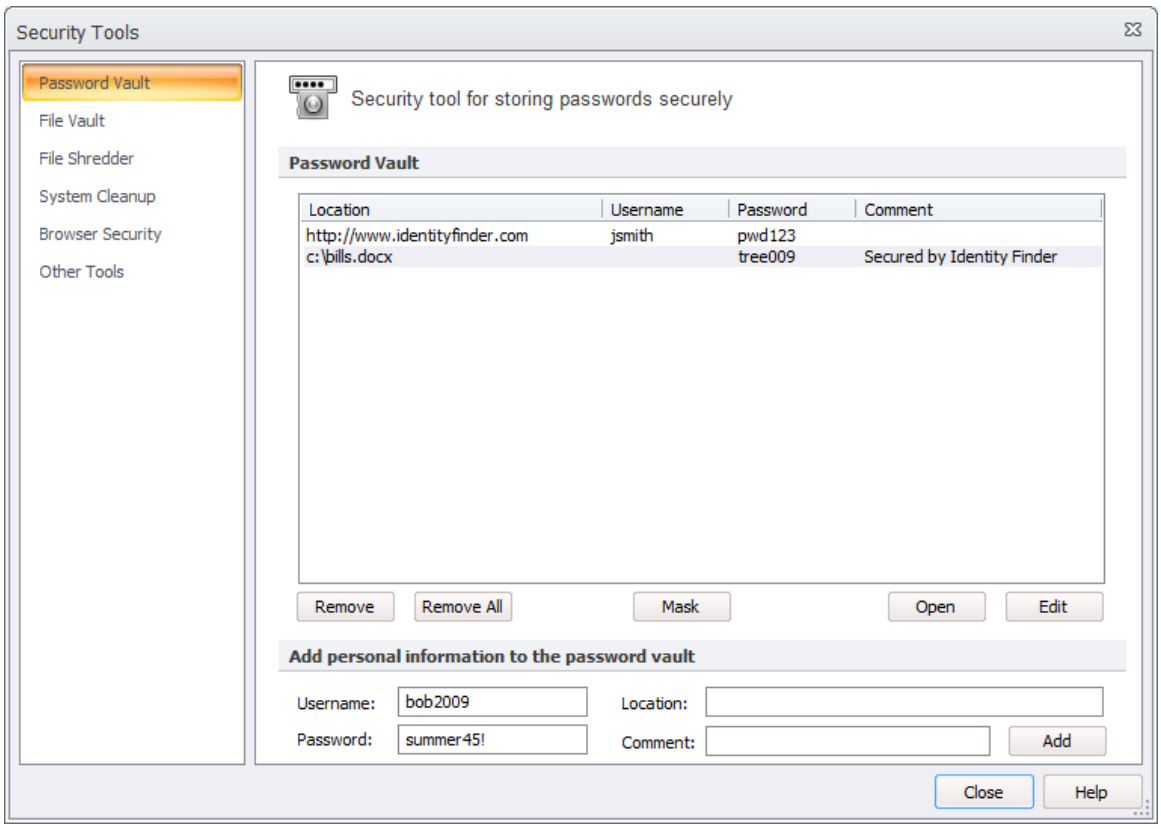


If you are already logged into Spirion, you can access the Password Vault by clicking the **Password Vault** button under the **Tools** tab on the ribbon bar.



Managing Passwords

Once you have opened the **Password Vault** tool, you can begin to manage your passwords. Enter the **Location**, **Comment**, **Username** and/or **Password** and click **Add**. The Password Vault tool cannot validate the user names or passwords you entered, so please make sure you typed the information correctly.



Add Passwords from Spirion

After performing a search in Spirion, you can quickly add any passwords that are discovered to your Password Vault. From the Identity Match column in the results window of your search, right-click on the **Browser Data** password result. The menu will display an option to **Add to Password Vault**. When you select this action, the location, username, and password will be added to the Password Vault. Be sure you also click the **Shred** button in your results window to delete the password.

Edit Existing Passwords from the Password Vault

If you need to modify an existing entry of your Password Vault, simply highlight the entry then click the **Edit** button. The information will be moved to the fields below where you can make your changes. Once you are finished, click the **Add** button to move the password back into the Vault.

Mask Passwords in the Password Vault

If you do not want your passwords displayed at all times to protect yourself from someone glancing over your shoulder when your Vault is open, click the **Mask** button. To display your passwords again, click **Unmask**.

Launching Applications from Your Password Vault

If you would like to quickly and easily open a document or visit a website that you entered into your Password Vault, simply double click the highlighted entry. You may also click the **Open** button after you have selected your entry.