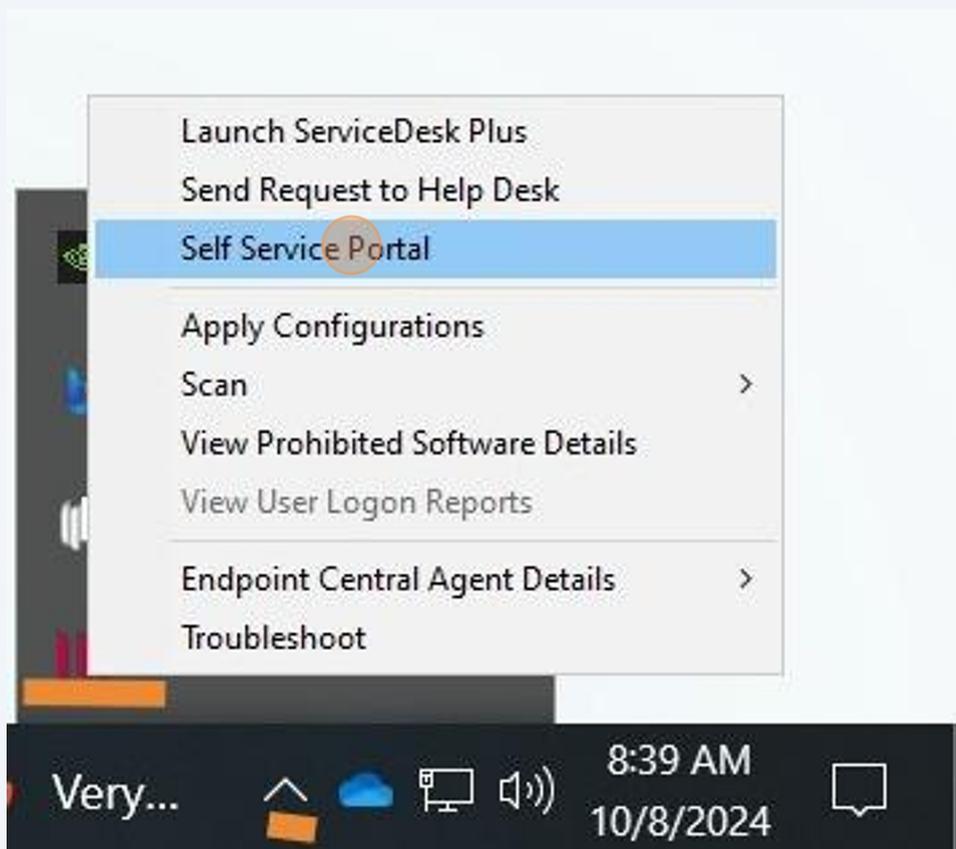


Install and create first Database in KeePassXC

1

Click on your system tray and right-click on the Whitworth Logo to get to the Self Service Portal.



- 2 Find KeePassXC in the list of programs available to install and click Install.

Whitworth University Desktop Central

Self Service Portal

Apps (13) Updates (0)

Application Name.. All Status All Apps Published time-All

Application Name	Description	Version	Action	Remarks
7 zip (msi) (x64) (24.08)	7 zip (msi) (x64) (24.08)	24.08	Install	--
Google Chrome (x64) (129.0.66	Google Chrome (x64) (129.0.66	129.0.6668.89	Update	--
KeePassXC (x64) (2.7.9)	KeePassXC (x64) (2.7.9)	2.7.9	Install	--
Microsoft Teams (Work or Schc	--	--	Install	--
MobaXterm (24.2)	MobaXterm (24.2)	24.2	Install	--
Mozilla Firefox (x64) (131.0)	Mozilla Firefox (x64) (131.0)	131.0	Install	--
Notepad++ (x64) (8.7)	Notepad++ (x64) (8.7)	8.7	Install	--
PowerToys	--	1.0.4.87	Install	--

- 3 Once the program installs, launch KeePassXC and and click Create Database



Welcome to KeePassXC 2.7.9

+ Create Database Open Database Import File

4 Give your Database a Name and click Continue

General Database Information

Please fill in the display name and an optional description for your new database:

Database Name: DepartmentPasswords2024

Description:

Go Back Continue Cancel

5 Accept the security settings and click Continue

Encryption Settings

Here you can adjust the database encryption settings. Don't worry, you can change them later in the database settings.

Database format: KDBX 4 (recommended)

Encryption Settings:

Basic Advanced

Decryption Time: 1.0 s

100 ms 5.0 s

Higher values offer more protection, but opening the database will take longer.

Go Back Continue Cancel

6

Create a strong password that you can remember. This is the password that will be used to access your Password Manager.

Database Credentials

A set of credentials known only to you that protects your database.

Password

Enter password:

Confirm password:

Cancel

Add additional protection...

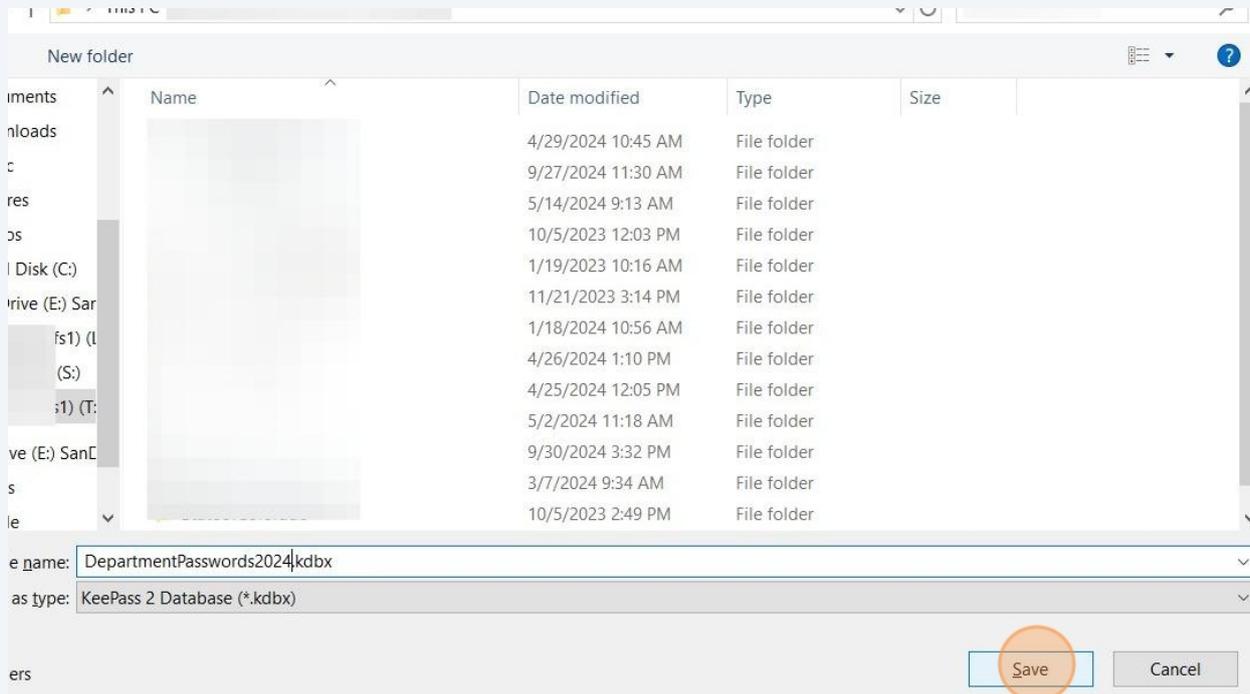
Go Back Done Cancel



It is critical that you remember this password. Whitworth will not be able to restore access to this file if the password is forgotten.

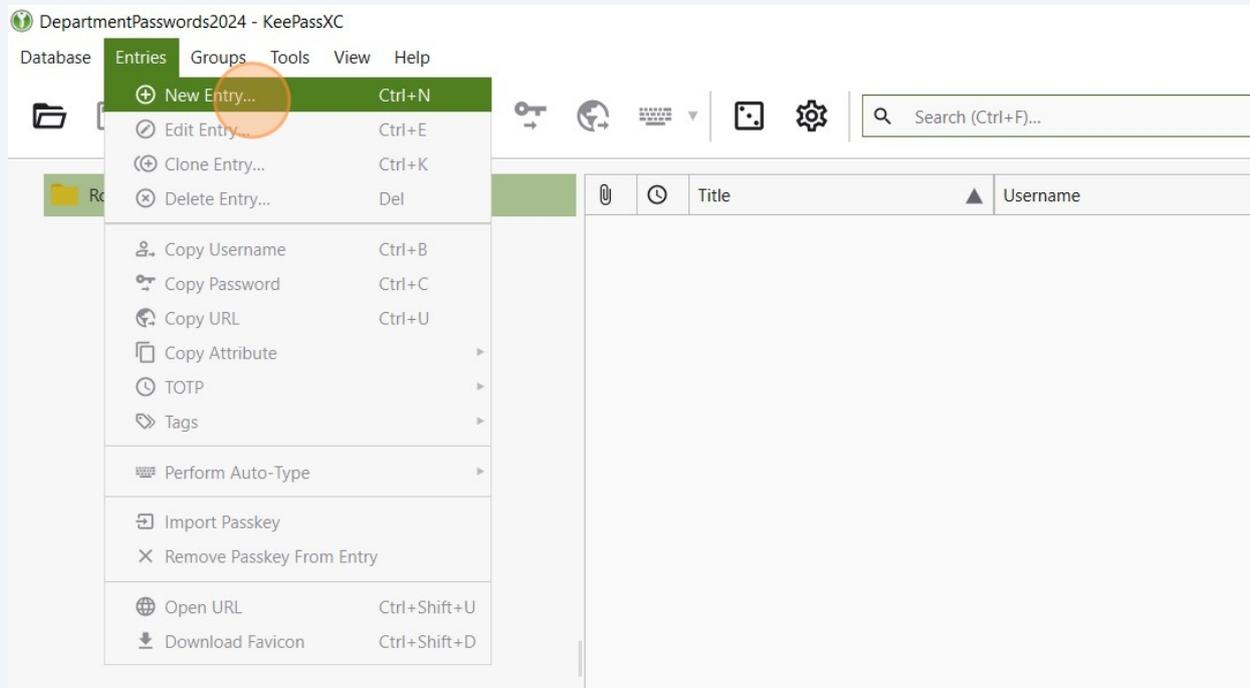
7

Browse to where you want to save your file (It is recommended to save on your department share drive or personal H drive)



8

You can now start adding entries to your Password Manager



9

Add all the information needed to access the account and click OK.

DepartmentPasswords2024 - KeePassXC

Database Entries Groups Tools View Help

Search (Ctrl+F)...

Root • Add entry

Title: Department Password 1

Username: username

Password:

URL: https://whitworth.edu

Tags:

Expires: 10/8/2024 8:42 AM Presets

Notes: This is the password for our department

OK Cancel

10

You will see the entry under the ROOT folder.

DepartmentPasswords2024 - KeePassXC

Database Entries Groups Tools View Help

Search (Ctrl+F)...

Root	Title	Username	URL
	Department Password 1	username	https://whitworth.edu

Searches and Tags

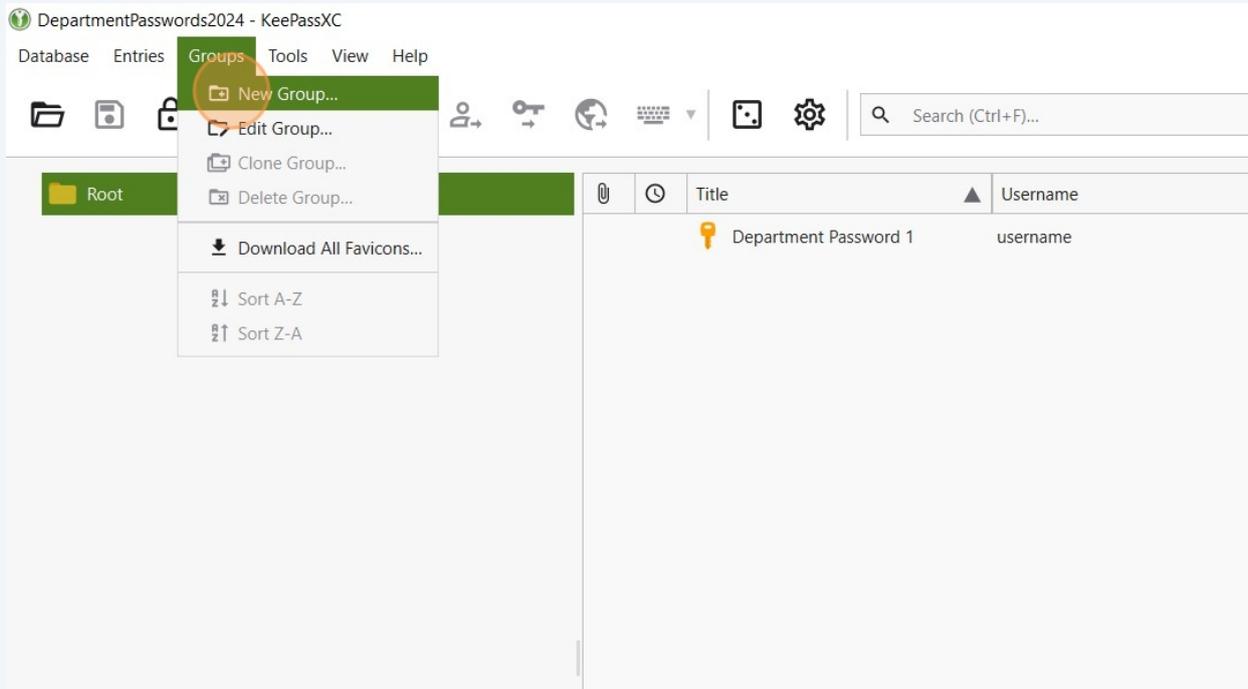
- Clear Search
- All Entries
- Expired

Root

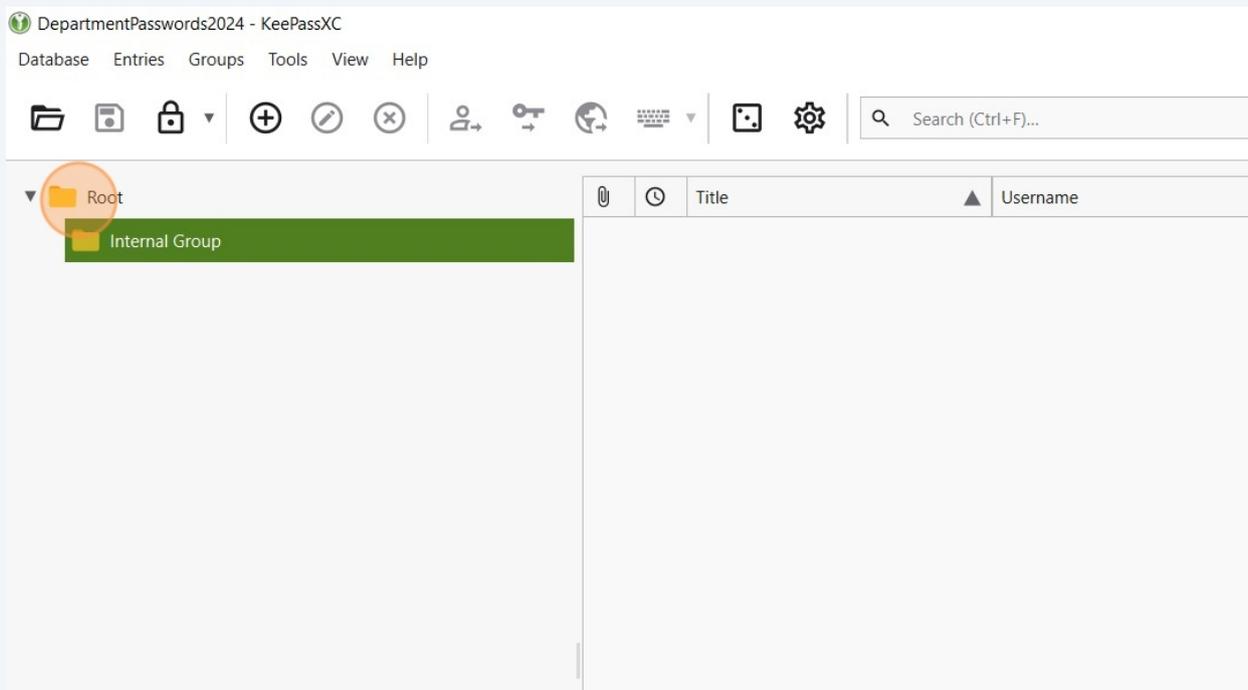
General Share

Autotype Enabled

11 If you want a new group to organize accounts you can add a group.

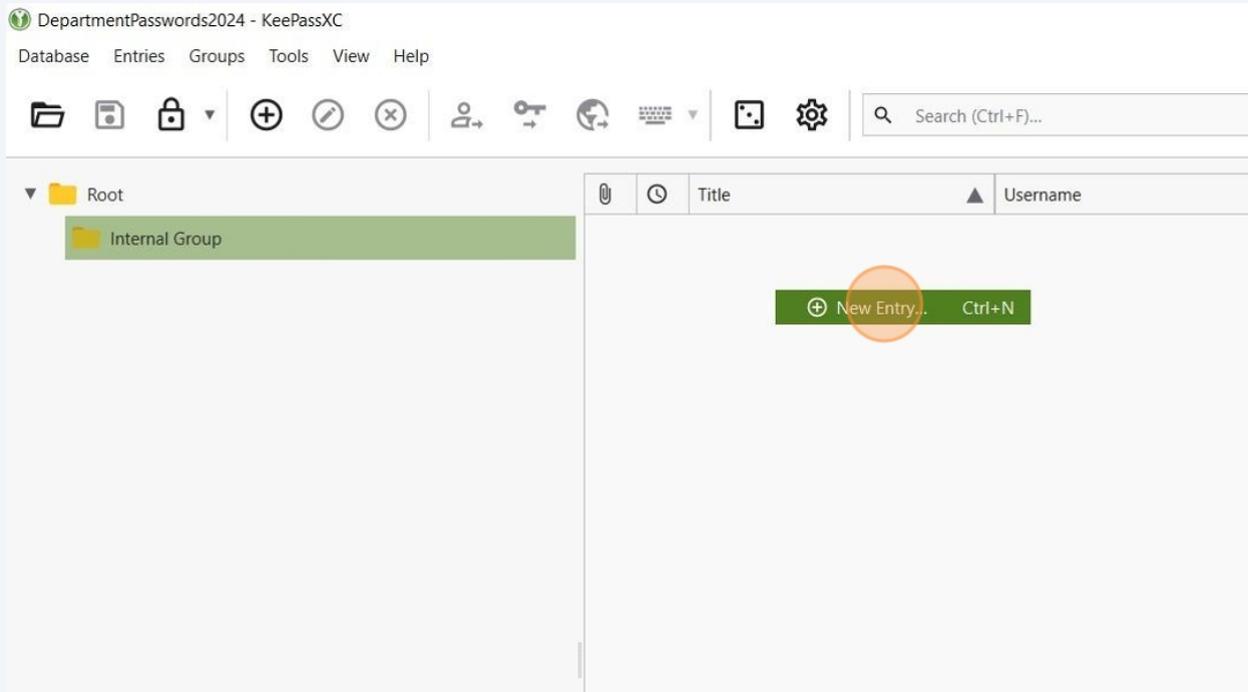


12 Give the group a name and it will show up under the root folder.



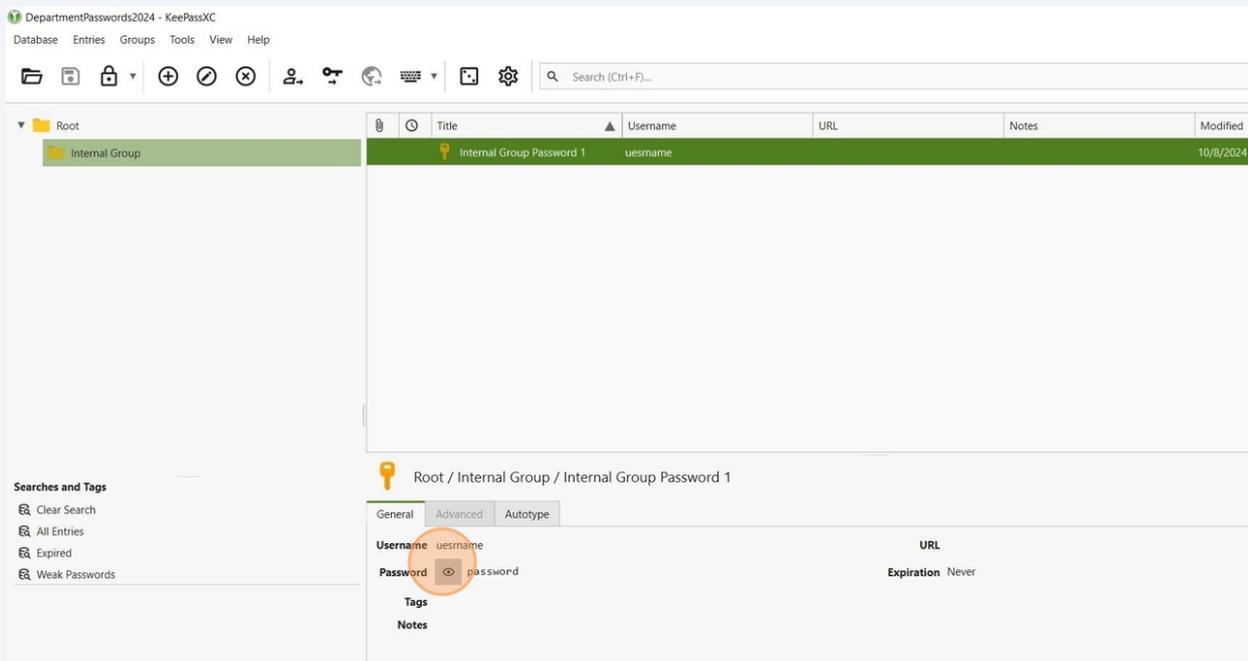
13

You can also add entries by clicking on the group and then right-click in the white space and chose new entry.

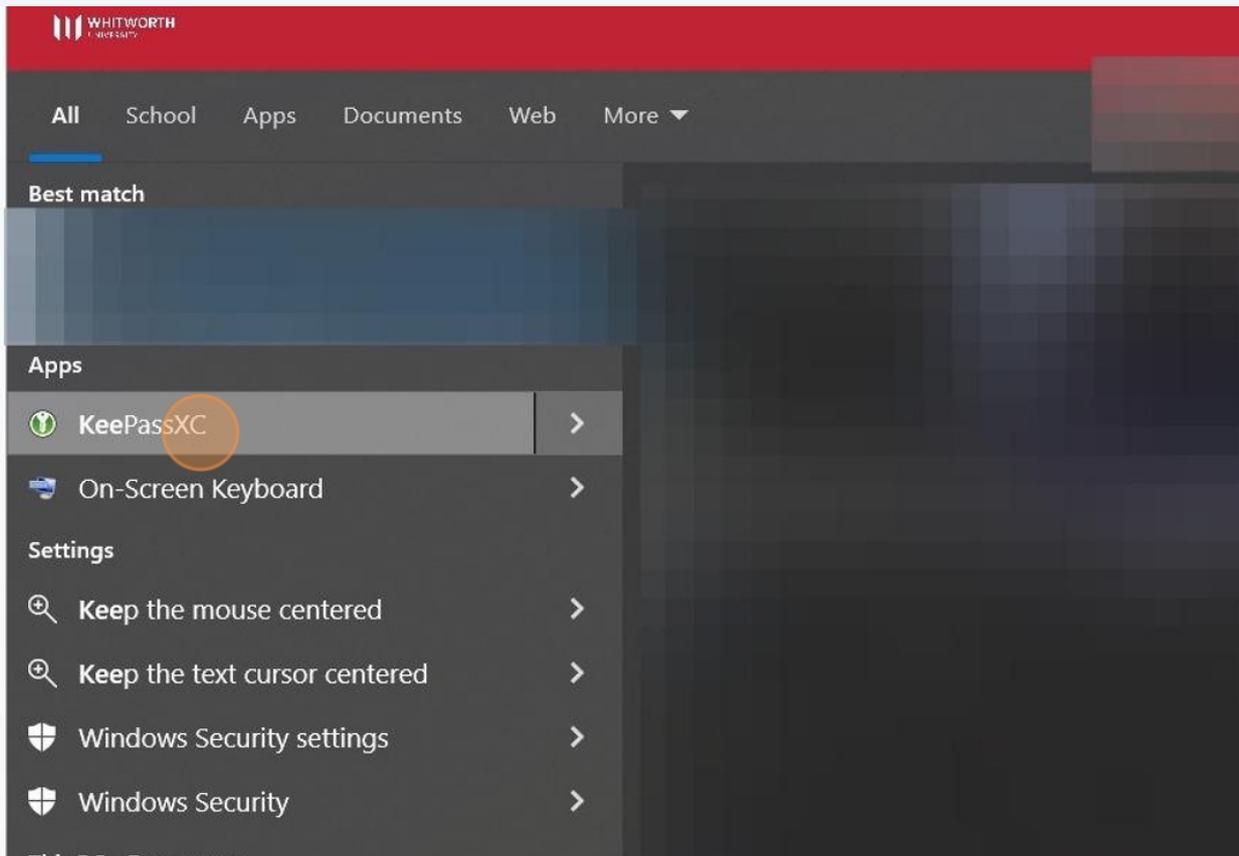


14

You can easily see the password by clicking on the "eye" logo at the bottom.



15 to access your new Database, launch KeePassXC on your PC.



16 You will see your Database (if not, browse to it) and enter the password. Click Unlock.

Unlock KeePassXC Database

DepartmentPasswords2024.kdbx

Enter Password:

[I have a key file](#)