Install and create first Database in KeePassXC



	Launch ServiceDesk Plus	1
	Send Request to Help Desk	
4	Self Service Portal	
	Apply Configurations	5
E	Scan >	
	View Prohibited Software Details	
ſ	View User Logon Reports	
	Endpoint Central Agent Details >	-
	Troubleshoot	

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

Whitworth University Desktop Central		Self Service Portal			
8 Apps (13) ③ Updates (0)					
Q Application Name	All Status 🔹	All Apps	•	Published	time-All 🔻
Application Name 🔹	Description	Version	1	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	ea	Update] -
🖵 KeePassXC (x64) (2.7.9)	KeePassXC (x64) (2.7.9)	2.7.9	0	Install	-
🖵 Microsoft Teams (Work or Schc	-	-	8	Install] -
MobaXterm (24.2)	MobaXterm (24.2)	24.2		Install	-
🖵 Mozilla Firefox (x64) (131.0)	Mozilla Firefox (x64) (131.0)	131.0	8	Install] -
Q Notepad++ (x64) (8.7)	Notepad++ (x64) (8.7)	8.7	#	Install	-
		120487		target 1	

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



Welcome to KeePassXC 2.7.9

|--|

	Please fill in the disp	play name and an optional description for your new database:
	Database Name:	DepartmentPasswords2024
-	Description:	

Encryption 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 format: KDBX 4 (recommended)
Encryption Settings: Basic Advanced Decryption Time: 1.0 s 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Go Back Continue Cance

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

	Password	
	Enter password:	. •
	Confirm password:	
		Cancel
	Add additional prot	tection
U		

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

 \triangle

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

7

8

New folder				1 <u></u> •
nents ^ Name	Date modified	Туре	Size	
oads	4/29/2024 10:45 AM	File folder		
	9/27/2024 11:30 AM	File folder		
5	5/14/2024 9:13 AM	File folder		
	10/5/2023 12:03 PM	File folder		
Disk (C:)	1/19/2023 10:16 AM	File folder		
ve (E:) Sar	11/21/2023 3:14 PM	File folder		
fs1) (l	1/18/2024 10:56 AM	File folder		
(S:)	4/26/2024 1:10 PM	File folder		
:1) (T:	4/25/2024 12:05 PM	File folder		
, , , , , , , , , , , , , , , , , , ,	5/2/2024 11:18 AM	File folder		
(E:) SanE	9/30/2024 3:32 PM	File folder		
	3/7/2024 9:34 AM	File folder		
¥	10/5/2023 2:49 PM	File folder		
name: DepartmentPasswords2024kdbx				
s type: KeePass 2 Database (*.kdbx)				

You can now start adding entries to your Password Manager

🚺 Departm	entPasswords2024 - KeePassXC						
Database	Entries Groups Tools Vi	ew Help					
_		Ctrl+N	0			~	
	🖉 Edit Entry	Ctrl+E	→	G+		C Search (C	trl+F)
	(⊕ Clone Entry	Ctrl+K					
Ro	🛞 Delete Entry	Del		Û	Itle Title		Username
	≗ , Copy Username	Ctrl+B					
	😋 Copy Password	Ctrl+C					
	🚱 Copy URL	Ctrl+U					
	Copy Attribute	Þ					
	S TOTP	Þ					
	🛇 Tags	•					
	Perform Auto-Type	Þ					
	Import Passkey						
	× Remove Passkey From E	ntry					
	🕀 Open URL	Ctrl+Shift+U					
	🛓 Download Favicon	Ctrl+Shift+D					

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

 DepartmentPasso Database Entries 	words2024 - Kee Groups To	refrassXC foots View Help	-	o ×
	• •) 🖉 🛞 🚑 🕶 🚱 🚟 🕇 🖸 🍪 🔍 Search (Cirl+P)		?
Root • Add en	try			
	Title:	Department Password 1		
Entry	Username:	username		V
	Password:			0 Q
Ð	URL:	https://whitworth.edu		<u>+</u>
Advanced	Tags:			
\odot	Expires:	0/8/2024 842 AM	V	Presets *
Icon	Notes:	This is the password for our department.		
Auto-Tupe				
Auto-type				
D				
Properties				
			ок	Cancel

You will see the entry under the ROOT folder.

DepartmentPasswords2024 - KeePassXC Database Entries Groups Tools View Help		
	C 😳 🕫 v 💽 🍪 🔍 Search (Ctrl+F)	
Root	0 O Title Lusername	URL
	Pepartment Password 1 username	https://whitworth.edu
Searches and Tags	Root	
Clear Search	General Share	
R Expired	Autotype Enabled	

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

DepartmentPasswo	ords2024 - KeePassXC				
Database Entries	Groups Tools View Help				
	🗈 New Group	0 0-	· · · · · ·	~	
	E7 Edit Group	ä +		کې Search (Ctrl+F)	
	⊡ Clone Group				
Root	🖾 Delete Group		U U Title	Username	
	▲ Download All Favicons		📍 Depart	tment Password 1 username	
	₽↓ Sort A-Z				
	월† Sort Z-A				

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.

Enter Password:	
•••••	Ø
	C I have a key file