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Create a Bitwarden Account and Set Up Security Features

Scribe[≡]

- 1 Navigate to <https://geofreycleland.github.io/item433-personal-security-plan/>

PERSONAL SECURITY PLAN

Fill this out together with a trusted helper. Someone you completely trust! Do not share this with anyone you are unsure about, because this information could let the wrong person access your accounts. Keep a printed copy in a safe and secure place.

1. Owner & Helper Info

Why this matters: [Why having a designated helper prevents chaos during emergencies](#)

Your Full Name	<input type="text"/>
Main Email Address	<input type="text"/>
Main Phone Number	<input type="text"/>
Trusted Helper Name	<input type="text"/>
Helper Phone / Email	<input type="text"/>

This plan is meant to help your helper get into important accounts if something goes wrong.

2. Important Accounts (Big 3 and more)

Why this matters: [The FTC warns that hackers and scammers target your online accounts to steal personal and financial information. Securing your primary accounts — especially your email, bank, and phone — is one of the most important steps you can take to prevent identity theft and fraud.](#)

2

Start with Section 1 by having your helper enter their information into here.

[Save as PDF](#) [Print This Plan](#)

Personal Security Plan

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This plan is meant to help your helper get into important accounts if something goes wrong.

2. Important Accounts (Big 3 and more)

3

Fill out Section 2 by clicking this field and enter information about your digital assets.

2. Important Accounts (Big 3 and more)

Why this matters: [The FTC warns that hackers and scammers target your online accounts to steal personal and financial information. Securing your primary accounts — especially your email, bank, and phone — is one of the most important steps you can take to prevent identity theft and fraud.](#)

Start with money, email, and phone accounts. You do **not** need to list every streaming service here.

[Add Recommended Accounts](#)

#	Account Name Bank, Gmail, Verizon, etc	What Is It? Checking, email, phone, etc	Login Email / Username	Website / App	MFA?	MFA Device Phone # or email	Notes / Help Phone
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

4

If you are stuck with assets to input, click "Add Recommended Accounts".

This plan is meant to help your helper get into important accounts if something goes wrong.

2. Important Accounts (Big 3 and more)

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#	Account Name Bank, Gmail, Verizon, etc	What Is It? Checking, email, phone, etc	Login Email / Username	Website / App	MFA?	MFA Device Phone # or email	Notes / Help Phone
1	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
2	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
3	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
4	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
5	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
6	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]

5

Click this field and fill in the rest of the information.

2. Important Accounts (Big 3 and more)

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1	Bank / Credit Union	Checking Account	[Blank]	bankofhawaii.com	<input type="checkbox"/>	[Blank]	Customer service #
2	Main Email	Email	[Blank]	gmail.com	<input type="checkbox"/>	[Blank]	Recovery email?
3	Phone Carrier	Mobile Service	[Blank]	verizon.com or t-moblie.com	<input type="checkbox"/>	[Blank]	PIN / passcode?
4	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
5	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
6	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]
7	[Blank]	[Blank]	[Blank]	[Blank]	<input type="checkbox"/>	[Blank]	[Blank]

- 6** If you have MFA turned on for the digital asset, click here to indicate MFA is required when logging in.

Start with money, email, and phone accounts. You do **not** need to list every streaming service here.

Add Recommended Accounts

#	Account Name Bank, Gmail, Verizon, etc	What Is It? Checking, email, phone, etc	Login Email / Username	Website / App	MFA?	MFA Device Phone # or email	Notes / Help Phone
1	Bank / Credit Union	Checking Account		bankofhawaii.com	<input type="checkbox"/>		Customer service #
2	Main Email	Email		gmail.com	<input type="checkbox"/>		Recovery email?
3	Phone Carrier	Mobile Service		verizon.com or t-moblie.com	<input type="checkbox"/>		PIN / passcode?
4					<input type="checkbox"/>		
5					<input type="checkbox"/>		
6					<input type="checkbox"/>		
7					<input type="checkbox"/>		
8					<input type="checkbox"/>		
9					<input type="checkbox"/>		
10					<input type="checkbox"/>		

- 7** Click "Add Row" if you need more rows for your digital assets.

3				mobile.com	<input type="checkbox"/>		passcode?
4					<input type="checkbox"/>		
5					<input type="checkbox"/>		
6					<input type="checkbox"/>		
7					<input type="checkbox"/>		
8					<input type="checkbox"/>		
9					<input type="checkbox"/>		
10					<input type="checkbox"/>		

Add Row

Tip: Use this mainly for bank accounts, credit cards, retirement/investment accounts, main email, and your phone carrier.

2.1 Important Documents (Non-Online Assets)

These are documents you or your helper may need in an emergency.

Add Recommended Documents

- 8 Fill out Section 2.1 for Important Physical documents.

11																										
Add Row																										
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Add Recommended Documents																										
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- 9 Click "Add Recommended Documents" to generate examples of important physical documents.

10																										
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10 Click "Add Row" for additional asset rows.

2.1 Important Documents (Non-Online Assets)

These are documents you or your helper may need in an emergency.

Add Recommended Documents

Document	Where It's Stored	Notes
Passport(s)		
Birth Certificate(s)		
Social Security Card(s)		
Military / VA Documents		

Add Row

3. Password Manager (Bitwarden)

Why this matters: A password manager helps you create, store, and autofill strong, unique passwords for every account, reducing the risk of hacks and making your online life more secure and manageable.

- Bitwarden account created with my main email
- Bitwarden installed on my phone
- Bitwarden installed / set up in my web browser
- MFA turned on for Bitwarden (highly recommended)
- Master password written down and stored safely

11

These are documents you or your helper may need in an emergency.

Add Recommended Documents

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Social Security Card(s)		
Military / VA Documents		

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12

Start Section 3 by clicking on "Why this matters: A password manager helps you..." and reading the article.

3. Password Manager (Bitwarden)

Why this matters: *A password manager helps you create, store, and autofill strong, unique passwords for every account, reducing the risk of hacks and making your online life more secure and manageable.*

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- Trusted helper can get to my Bitwarden if needed

Bitwarden Login Email	
Where Master Password Is Stored (e.g., In safe, red folder)	
Notes About Bitwarden	

[Video: How Bitwarden Works \(Beginner\)](#)
[How to Set Up Bitwarden on Your Phone](#)

13

In a new tab, search for "Bitwarden".

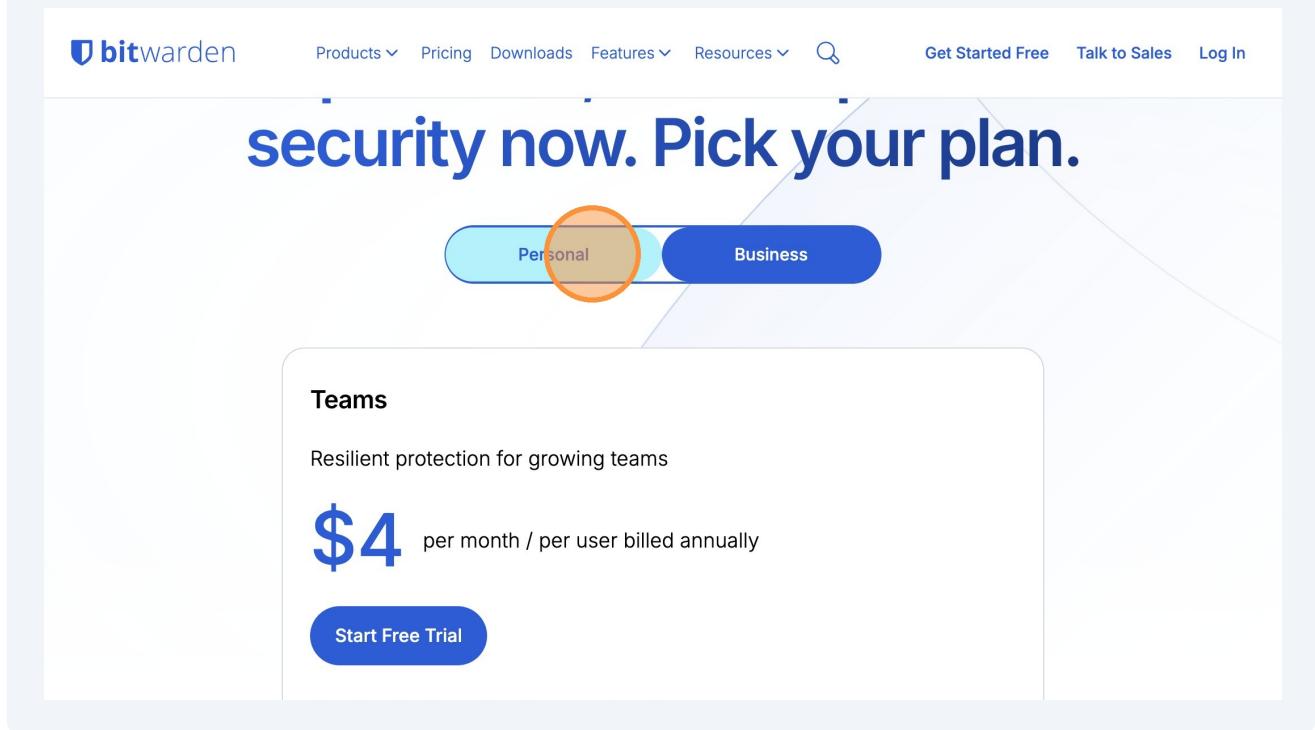
14 Click "Bitwarden: Best Password Manager for Business, Enterprise ..."

The screenshot shows a Google search results page for the query "bitwarden". The top result is the official Bitwarden website, which is highlighted with an orange circle. The page title is "Bitwarden: Best Password Manager for Business, Enterprise ...". Below the title, there is a brief description: "Bitwarden is the most trusted password manager for passwords and passkeys at home or at work, on any browser or device. Start with a free trial." Below the description, there are several navigation links: "Download", "Web Vault", "Pricing & Plans", "Plans and pricing", and "Get started free".

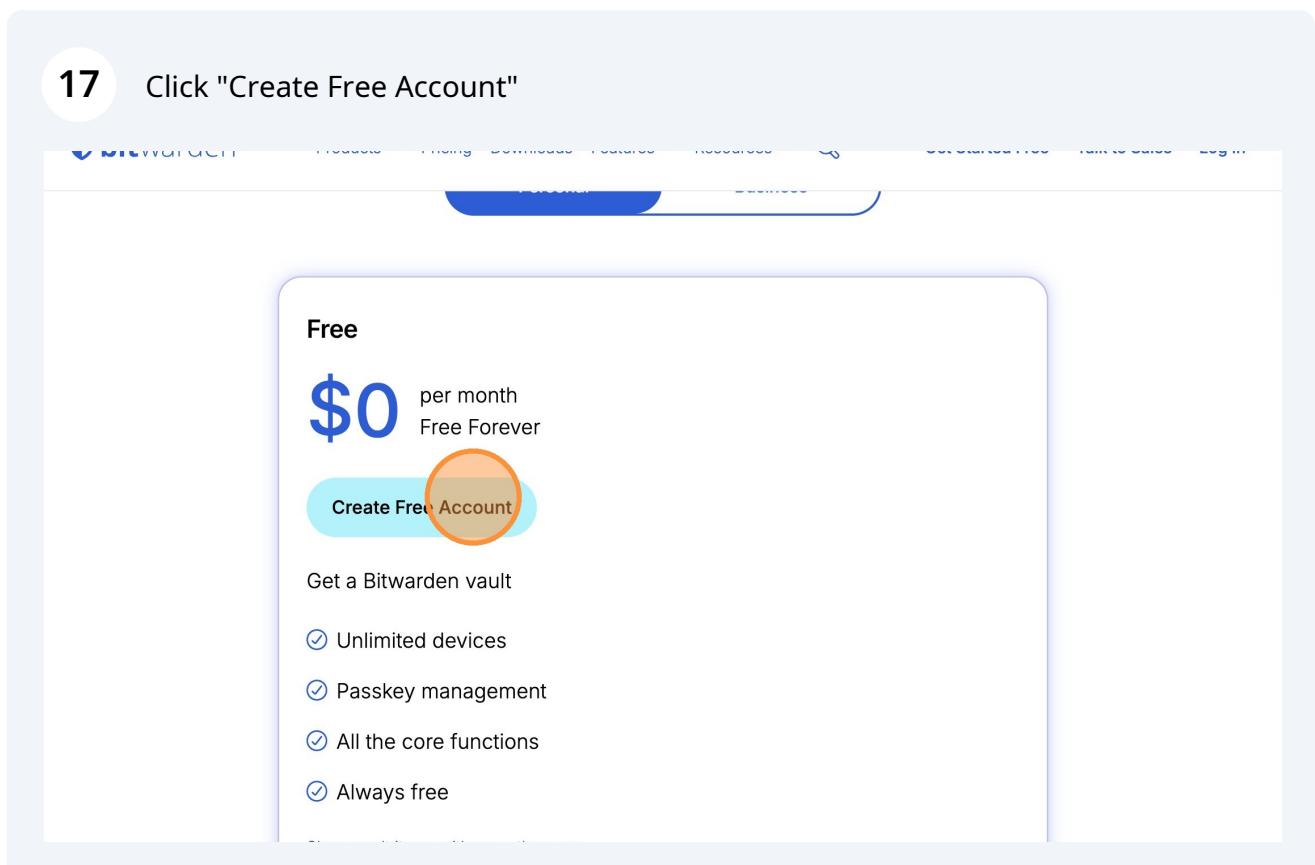
15 Click "Get Started Free"

The screenshot shows the Bitwarden landing page. The main headline reads "THE MOST TRUSTED PASSWORD MANAGER" and "Defend against hackers and data breaches". Below the headline, there is a subtext: "Fix at-risk passwords and stay safe online with Bitwarden, the best password manager for securely managing and sharing sensitive information." Two buttons are present: "Get Started Free" (highlighted with an orange circle) and "Talk to Sales". At the bottom, there is a screenshot of the Bitwarden interface showing the "All vaults" screen with various items and a "Generator" sidebar.

16 Click "Personal"



17 Click "Create Free Account"



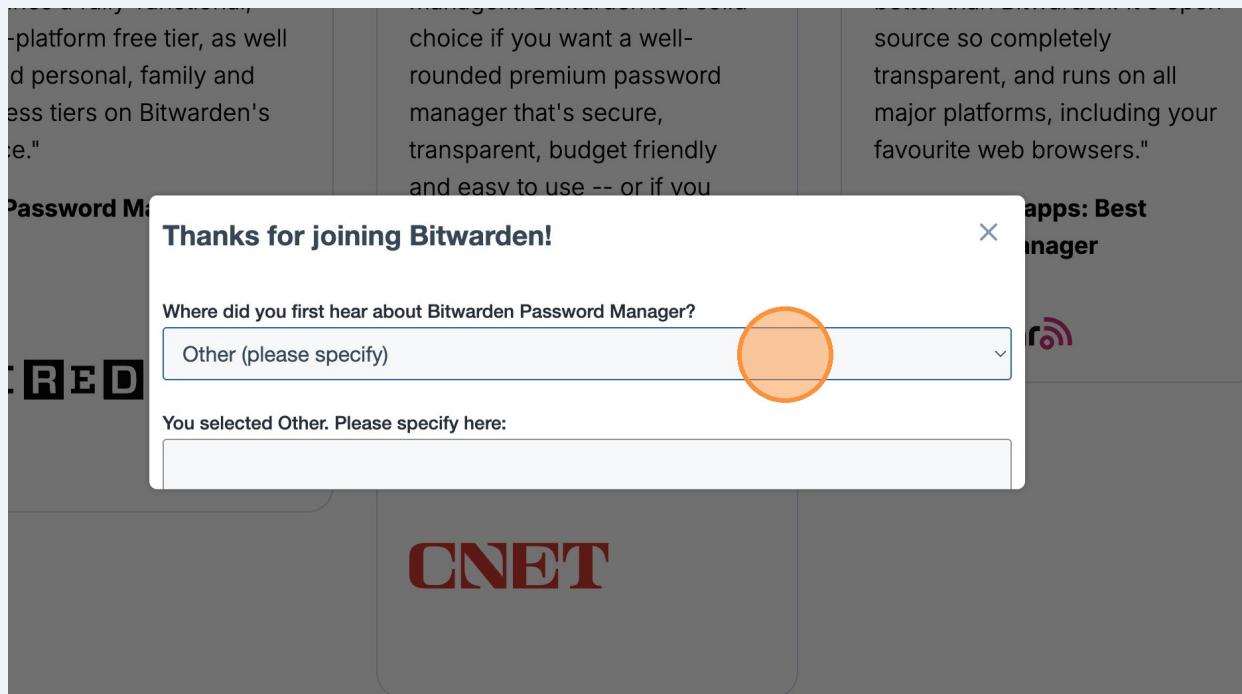
- 18** Click the "Email*" field and enter your primary email address.

The screenshot shows the Bitwarden sign-up form. The title "Create your free Bitwarden account" is at the top. A large input field for "Email *" is highlighted with an orange circle. Below it, a checkbox for newsletter subscription is shown with the text: "Get advice, announcements, and research opportunities from Bitwarden in your inbox. [Unsubscribe](#) at any time." At the bottom is a "Sign Up" button.

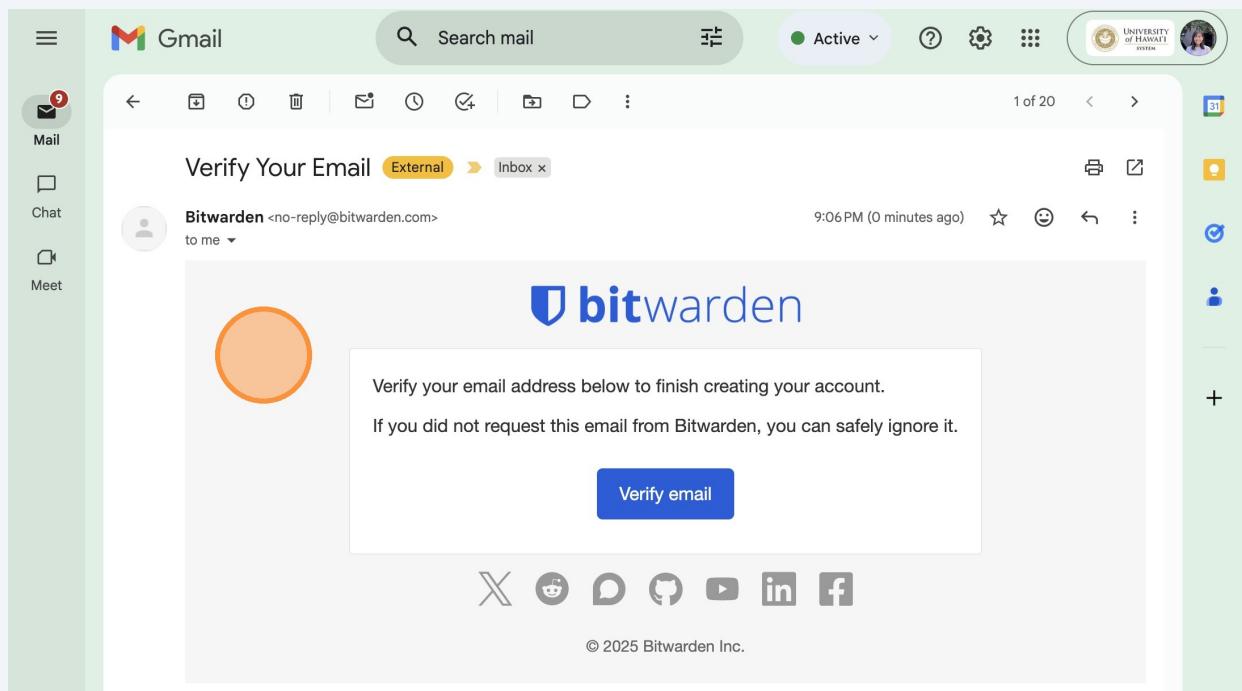
- 19** Click "Sign Up".

The screenshot shows the Bitwarden sign-up form. The title "Create your free Bitwarden account" is at the top. The "Email *" field is empty and has a yellow placeholder "Please complete this required field.". Below it, a checkbox for newsletter subscription is shown with the text: "Get advice, announcements, and research opportunities from Bitwarden in your inbox. [Unsubscribe](#) at any time." The "Sign Up" button is highlighted with an orange circle. At the bottom, there is a note: "By continuing, you agree to the [Terms of Service](#) and [Privacy Policy](#)".

20 Fill out the initial questions to sign up for Bitwarden.

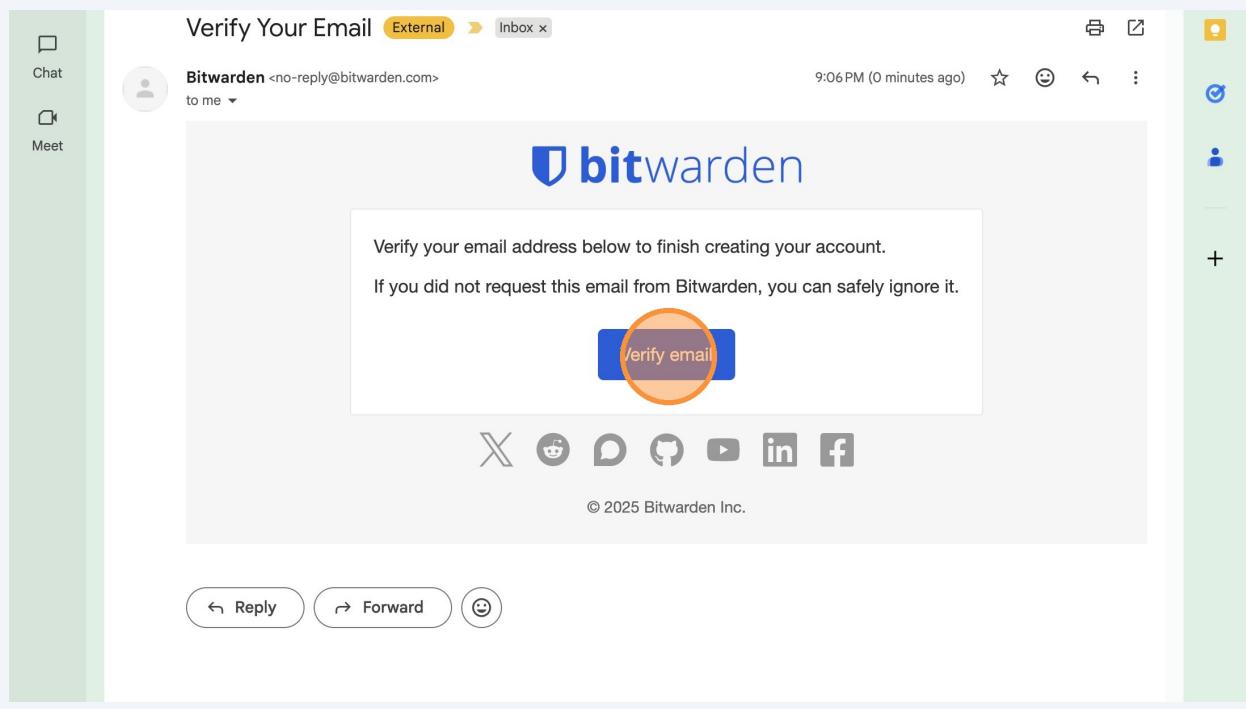


21 Go to your gmail account that you entered for Bitwarden



22

Click "Verify email"



23

Click the "Master password (required)" field.

A screenshot of a password creation interface. At the top is a blue padlock icon with three stars. Below it is the text 'Set a strong password'. Underneath that is the instruction 'Finish creating your account by setting a password'. The form includes a 'Master password' field with a placeholder '(required)' and an orange circle highlighting the input area. A note below says: 'Important: Your master password cannot be recovered if you forget it! 12 character minimum.' There is also a 'Confirm master password' field and a 'Master password hint' field with a note: 'If you forget your password, the password hint can be sent to your email. 0/50 character maximum.' At the bottom is a checked checkbox for 'Check known data breaches for this password'.

- 24** Click the "Confirm master password (required)" field.

Set a strong password

Finish creating your account by setting a password

Master password (required)

Important: Your master password cannot be recovered if you forget it! 12 character minimum.
Strong

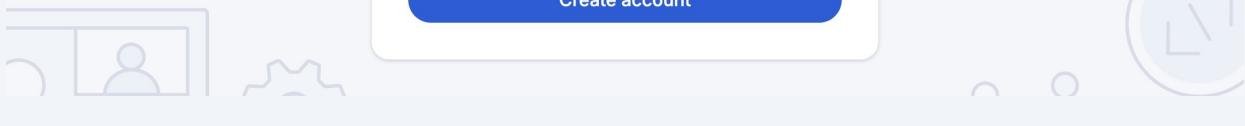
Confirm master password (required)

Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

Check known data breaches for this password

Create account



- 25** Create a strong password that you can remember, retype it in the "confirm" box and click "Create account".

Set a strong password

Finish creating your account by setting a password

Master password (required)

Important: Your master password cannot be recovered if you forget it! 12 character minimum.
Strong

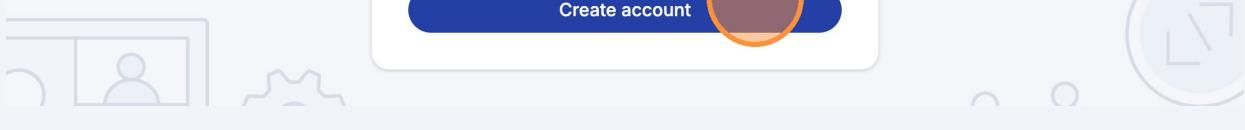
Confirm master password (required)

Fill generated password

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

Check known data breaches for this password

Create account



26 Click "New" to add in accounts.

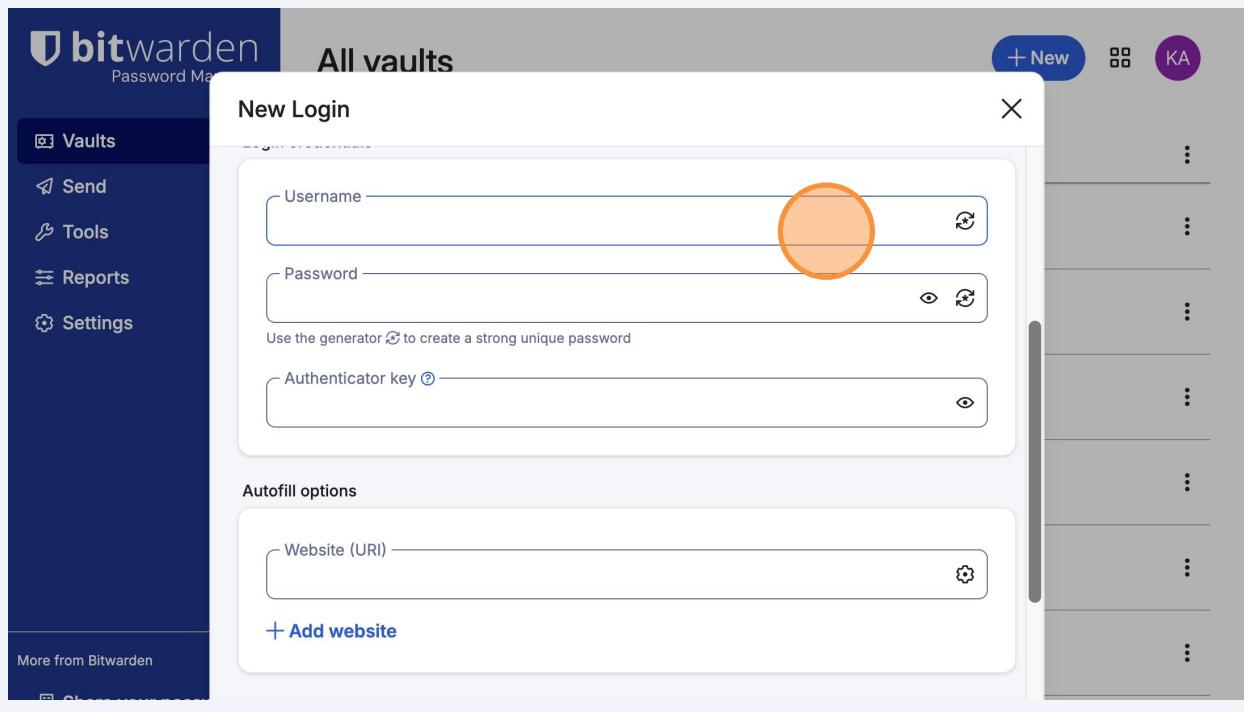
The screenshot shows the Bitwarden interface with the title 'All vaults'. On the left, there's a sidebar with 'Vaults' selected. The main area has a search bar containing 'kt73@'. Below it, there are sections for 'All vaults' and 'All items', each with several sub-options like Favorites, Login, Card, Identity, Note, SSH key, Folders, Banking, and Consumes. To the right is a table listing vaults with columns for 'Name', 'Owner', and three-dot options. The top right corner features a purple circular icon with 'KA' and a '+ New' button, which is also circled in orange.

All	Name	Owner	⋮
<input type="checkbox"/>	accounts.mheducation.com kt73@hawaii.edu	Me	⋮
<input type="checkbox"/>	claude.ai kt73@hawaii.edu	Me	⋮
<input type="checkbox"/>	Credly kt73@hawaii.edu	Me	⋮
<input type="checkbox"/>	github.com kt73@hawaii.edu	Me	⋮
<input type="checkbox"/>	Google kt73@hawaii.edu	Me	⋮
<input type="checkbox"/>	scribehow.com kt73@hawaii.edu	Me	⋮

27 Click "Login"

This screenshot is similar to the previous one but shows a context menu that has appeared after clicking the '+ New' button. The menu is titled 'New' and includes options for '+ Login', '+ Card', '+ Identity', '+ Note', '+ SSH key', and '+ Folder'. The '+ Login' option is highlighted with an orange circle. The rest of the interface is identical to the first screenshot.

28 Click the "Username" field.



29 Click this checkbox.

3. Password Manager (Bitwarden)

Why this matters: A password manager helps you create, store, and autofill strong, unique passwords for every account, reducing the risk of hacks and making your online life more secure and manageable.

- Bitwarden account created with my main email
- Bitwarden installed on my phone
- Bitwarden installed / set up in my web browser
- MFA turned on for Bitwarden (highly recommended)
- Master password written down and stored safely
- Trusted helper can get to my Bitwarden if needed

Bitwarden Login Email

Where Master Password Is Stored
(e.g., In safe, red folder)

Notes About Bitwarden

[Video: How Bitwarden Works \(Beginner\)](#)

[How to Set Up Bitwarden On Your Phone](#)

4. Multi-Factor Authentication (MFA)

30 Click "How to Set Up Bitwarden on Your Phone"

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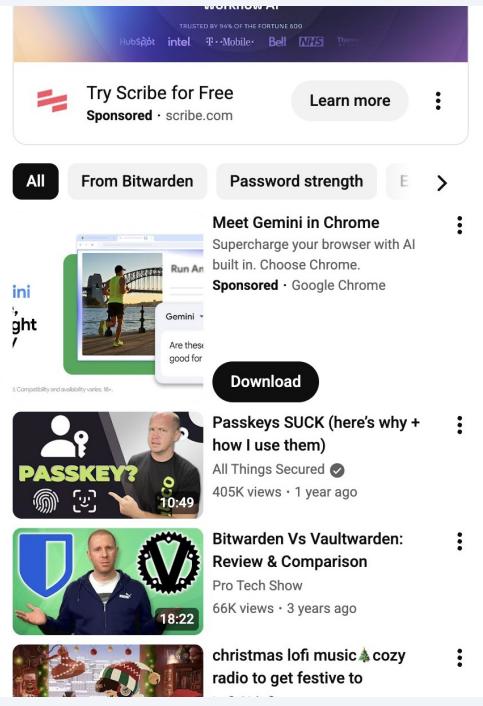
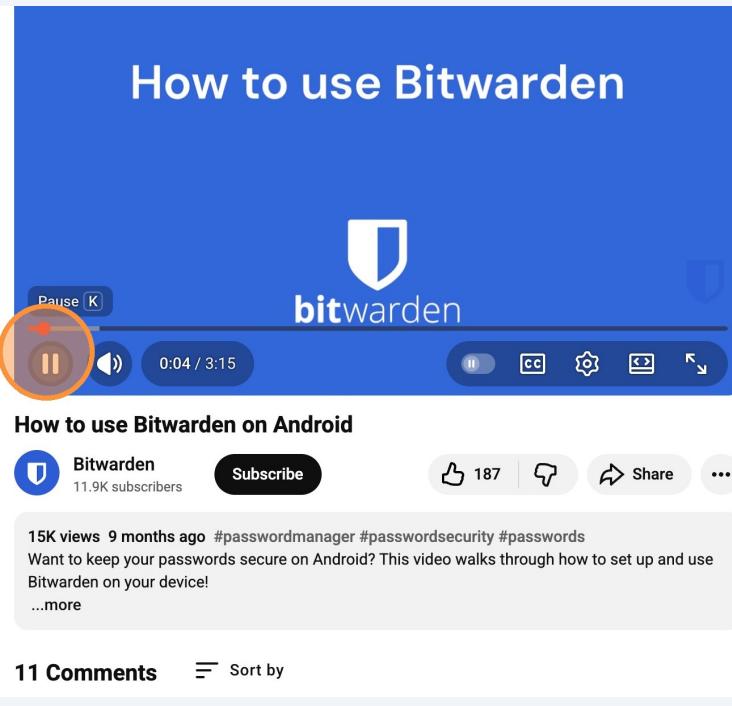
4. Multi-Factor Authentication (MFA)

Why this matters: [MFA blocks 99% of account-takeover attacks](#)

MFA = a second step (code or app) after your password. Turn this on for your most important accounts.

- MFA turned on for my main bank / credit union
- MFA turned on for my main email account

31 Watch the video and install Bitwarden on your phone. If you sign in with the same email address, the accounts will share the same account and password information.



How to use Bitwarden

bitwarden

How to use Bitwarden on Android

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15K views 9 months ago #passwordmanager #passwordsecurity #passwords

Want to keep your passwords secure on Android? This video walks through how to set up and use Bitwarden on your device!

...more

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All From Bitwarden Password strength E >

Meet Gemini in Chrome Supercharge your browser with AI built in. Choose Chrome. Sponsored · Google Chrome

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Download

PASSKEY? Passkeys SUCK (here's why + how I use them) All Things Secured 405K views · 1 year ago

Bitwarden Vs Vaultwarden: Review & Comparison Pro Tech Show 66K views · 3 years ago

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32

Click this checkbox to indicate you have completed this step.

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 [How to Set Up Bitwarden on Your Phone](#)

33

Click "Video: How Bitwarden Works (Beginner)"

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34

Watch the video to get an understanding of Bitwarden and follow the tutorial from the video.

Whether you just downloaded Bitwarden or you're considering using it,

Bitwarden tutorial 2025 | Learn how to use this password manager in minutes!

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23K views 6 months ago #nordpass #cybernewsreview #cybernews
Protect your passwords with the best and safest alternatives to Bitwarden at the lowest price!
NordPass – we have a DEAL! <https://cnews.link/get-nordpass/hWqyP...> ...more

All From Cybernews Encryption

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Why Github Why? ThePrimeTime 616K views • 6 days ago New

I Tested 4 Password Managers: Here's What I Actually Use Techlore 54K views • 10 months ago

The best FREE password managers! | Top 5 FREE ... VPNpro 3.7K views • 3 months ago

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35

Click this checkbox.

3. Password Manager (Bitwarden)

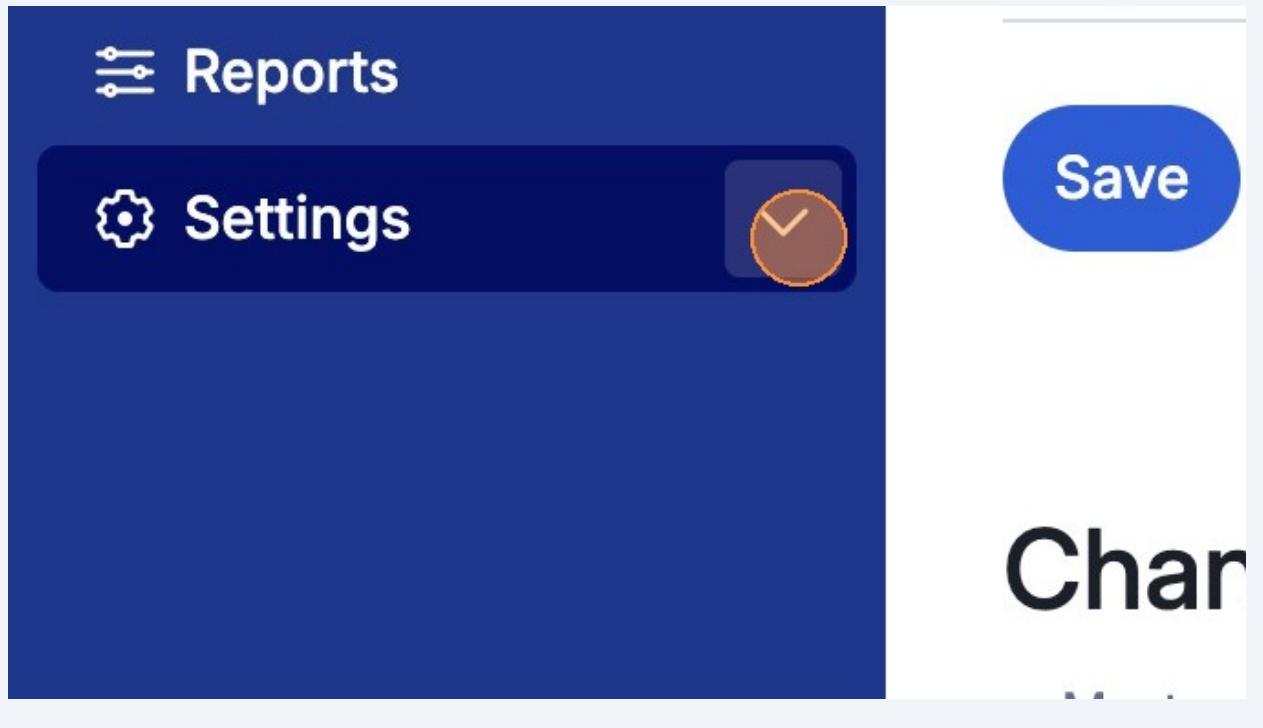
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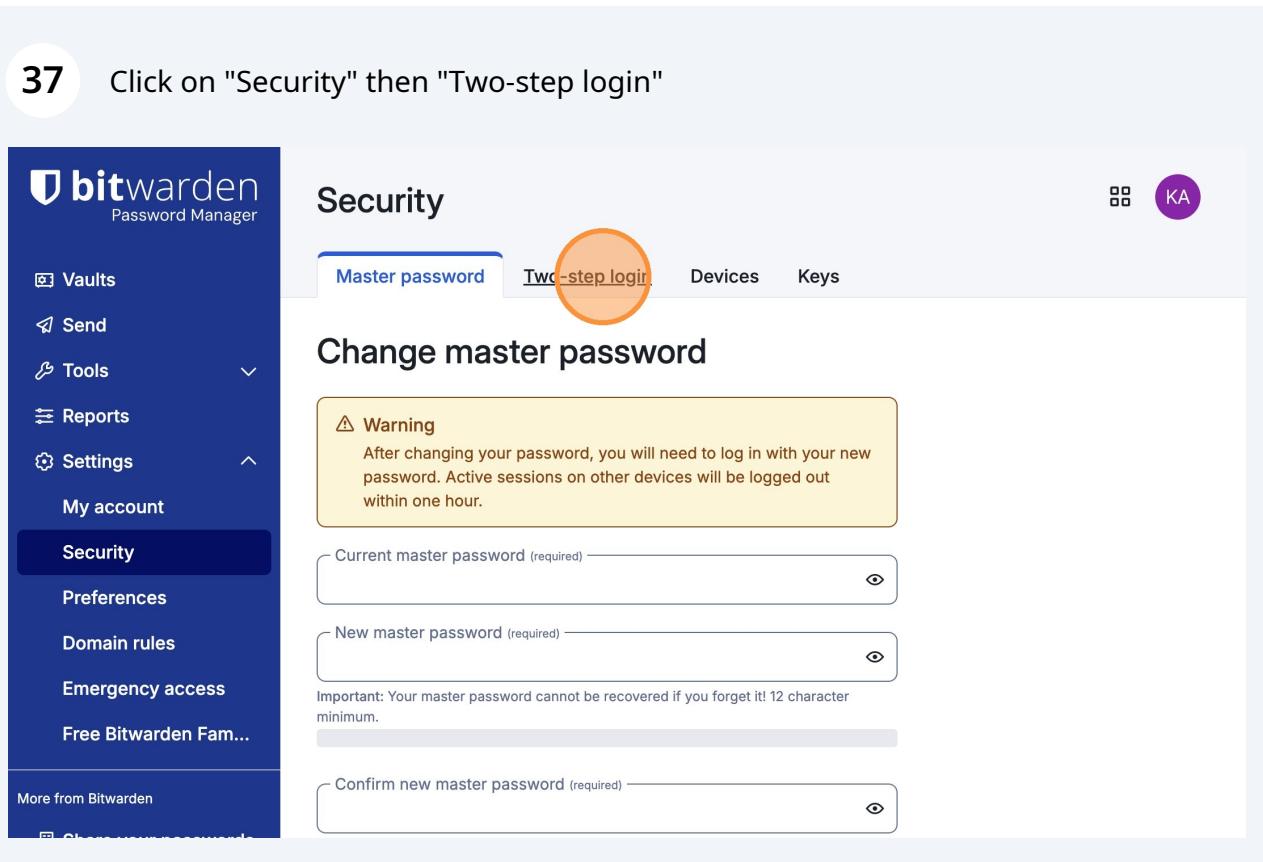
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36 To set up MFA for Bitwarden, go to your account and click on the settings.



37 Click on "Security" then "Two-step login"



38 Choose your desired MFA option's "Manage" button to start setting MFA up.

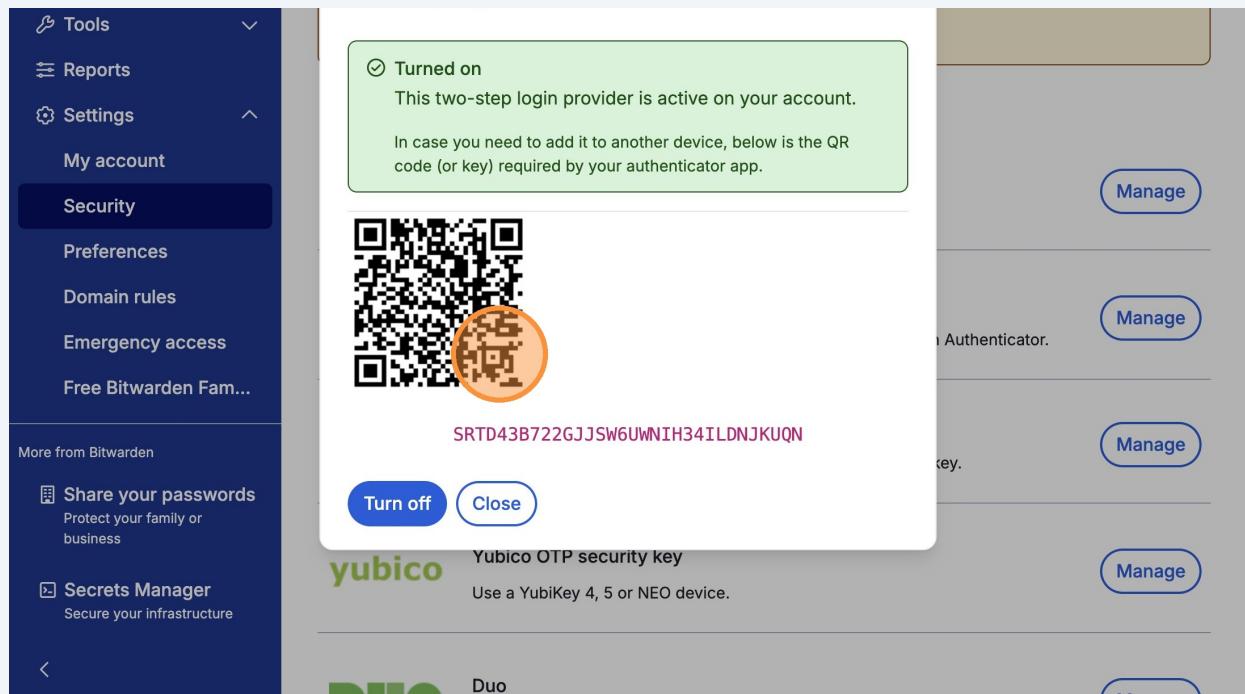
We recommend using their Authentication app that will be downloaded onto your mobile device (i.e. cell phone).

The screenshot shows the Bitwarden web interface. On the left, a sidebar menu includes options like 'Send', 'Tools', 'Reports', 'Settings', 'My account' (which is selected), 'Security', 'Preferences', 'Domain rules', 'Emergency access', and 'Free Bitwarden Fam...'. Under 'More from Bitwarden', there are links for 'Share your passwords' and 'Secrets Manager'. The main content area has a yellow header bar with the text 'two-step login provider. Bitwarden recommends you write down the recovery code and keep it in a safe place.' and a 'View recovery code' button. Below this is a 'Providers' section with four items: 'Email' (Manage button), 'Authenticator app' (Manage button, circled in orange), 'Passkey' (Manage button), and 'yubico' (Manage button). The 'Authenticator app' row contains a sub-section with a warning about recovery codes and a 'Fill generated password' field containing the value 'V2Aylge5^SzVw*'. There is also a 'Continue' button and a 'Close' button.

39 Click the "Master password (required)" field and enter your Master password.

This screenshot shows the 'Two-step login' configuration step. The sidebar and yellow header bar are identical to the previous screenshot. The main content area now displays a 'Two-step login' configuration dialog. It shows a 'Master password (required)' field with a value 'V2Aylge5^SzVw*' and a 'Fill generated password' button. Below this are 'Continue' and 'Close' buttons. The 'Authenticator app' provider row is partially visible below the dialog. The 'Passkey' and 'yubico' providers are also listed with their respective 'Manage' buttons.

40 Scan this QR code to download the Authentication app for Bitwarden.



41 Click this checkbox.

3. Password Manager (Bitwarden)
Why this matters: A password manager helps you create, store, and autofill strong, unique passwords for every account, reducing the risk of hacks and making your online life more secure and manageable.

<ul style="list-style-type: none"><input checked="" type="checkbox"/> Bitwarden account created with my main email<input checked="" type="checkbox"/> Bitwarden installed on my phone<input checked="" type="checkbox"/> Bitwarden installed / set up in my web browser<input type="checkbox"/> MFA turned on for Bitwarden (highly recommended)<input type="checkbox"/> Master password written down and stored safely<input type="checkbox"/> Trusted helper can get to my Bitwarden if needed	
Bitwarden Login Email	
Where Master Password Is Stored (e.g., In safe, red folder)	
Notes About Bitwarden	

[Video: How Bitwarden Works \(Beginner\)](#)
[How to Set Up Bitwarden on Your Phone](#)

42 Fill out Section 3's fields to not forget your Password Manager information.

3. Password Manager (Bitwarden)

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Bitwarden Login Email	
Where Master Password Is Stored (e.g., In safe, red folder)	
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4. Multi-Factor Authentication (MFA)

43 You can leave the Master Password field blank for now. This form can be printed out on paper, so you can physically write-in your password.

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- Bitwarden installed on my phone
- Bitwarden installed / set up in my web browser
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- Master password written down and stored safely
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4. Multi-Factor Authentication (MFA)

Why this matters: MFA blocks 99% of account-takeover attacks

MFA = a second step (code or app) after your password. Turn this on for your most important accounts.

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Click this checkbox.

3. Password Manager (Bitwarden)

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Click this checkbox once you've shared your Password Manager information with your trusted helper.

3. Password Manager (Bitwarden)

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