Sampurna Vault – Normal User Guide

Secure Secret Management for Employees

1. Introduction

Welcome to the **Sampurna Vault**. This is a secure, encrypted platform where you can safely store your sensitive data (passwords, API keys, certificates, confidential notes).

Unlike saving passwords in Excel or Notepad, saving them here ensures they are encrypted and accessible only to **you**.

Prerequisites

Before you begin, please install an **Authenticator App** on your mobile phone. You will need this for Two-Factor Authentication (2FA).

- **Google Authenticator** (Android / iOS)
- **Microsoft Authenticator** (Android / iOS)

2. First-Time Setup (Mandatory)

You only need to do this **once**.

Step 1: Access the Vault

1. Open your web browser (Chrome/Edge recommended).
2. Go to the Vault URL: **https://4.187.152.147:8200** (*Note: If you see a "Not Secure" warning because of the self-signed certificate, click **Advanced -> Proceed***).

Step 2: Login via OIDC

1. On the Vault login screen, look at the **Method** dropdown.
2. Select **OIDC** (Do **not** use Token or LDAP).
3. Click the **Sign in with OIDC Provider** button.

Step 3: Authenticate & Set New Password

1. You will be redirected to the **Sampurna Secure Login** page (Dark Theme).
2. **Username:** Enter your Employee ID (e.g., 100015).
3. **Password:** Enter the temporary password provided by IT: **1234**

Step 4: Configure OTP (2FA)

1. After giving your temporary password, you will see a **QR Code** on the screen.
2. Open your **Authenticator App** on your phone.
3. Tap **+** or **Add Account** -> **Scan QR Code**.
4. Scan the code on the screen.
5. Your phone will generate a 6-digit code. Enter that code into the browser.

Step 5: Set New Password and Give your Email

1. **Update Password:** The system will immediately ask you to change your password.
   a. Enter 1234 as the current password.
   b. Enter a **strong new password** (at least 8 characters).
   c. Confirm the new password and submit.
2. Give Your **Email** and submit.

✅ **Success!** You are now logged into Vault.

3. Daily Usage Guide

How to Login Daily

1. Go to **https://4.187.152.147:8200**.
2. Select **Method: OIDC**.
3. Click **Sign in**.
4. Enter your **Employee ID** and **New Password**.
5. Enter the **6-digit OTP** from your mobile app.

How to Access Your Secret Folder

Once logged in, you will see a list of "Secret Engines".

1. Click on **ssv** (Sampurna Secure Vault).
2. Click on **users**.
3. Find and click on your **Employee ID** (e.g., 100015).
4. Click on the folder named **mysecret**.
   a. *Note: This is your private workspace. No other employee can see inside this folder.*

How to Create a New Secret

1. Inside your mysecret folder, click **+ Create Secret** (top right).
2. **Path for this secret:** Give it a name (e.g., facebook-password or project-api-keys).
3. **Secret Data:**
   a. **Key:** (e.g., username) | **Value:** (e.g., john.doe@email.com)
   b. **Key:** (e.g., password) | **Value:** (e.g., MySuperSecretPass123!)
4. Click **Save**.

How to Retrieve/View a Secret

1. Navigate to your folder (ssv -> users -> ID -> mysecret).
2. Click on the secret name (e.g., facebook-password).

3. Click the **Eye Icon (👁)** next to the password to reveal it.
4. Click the **Copy Icon (📋)** to copy it to your clipboard.

4. Forgot Password / Lost Phone?

Since this system is highly secured with encryption, there is no automatic "Forgot Password" link on the login page.

Scenario A: You Forgot Your Password

1. Send an email to the **Sampurna IT Admin Helpdesk**.
   a. **Subject:** Vault Password Reset Request - [Your Employee ID]
2. The IT Admin will reset your account.
3. Your password will be reset to the default (1234).
4. You must follow the **First-Time Setup** steps again to set a new password.

Scenario B: You Lost Your Phone / Authenticator App

1. Contact the **Sampurna IT Helpdesk** immediately.
2. Request an **"OTP Reset"**.
3. The admin will clear your 2FA settings.
4. On your next login, you will be prompted to scan a **New QR Code** to set up the authenticator on your new device.

5. Summary

Your Quick Guide to Sampurna Vault

Your One-Time Setup

1. Get Ready: Install an Authenticator App

You need an app like Google or Microsoft Authenticator for 2-Factor Authentication (2FA).

2. First Login: Use OIDC & Temporary Password

Go to the Vault URL, select OIDC, and use your Employee ID and temporary password (1234).

3. Secure Your Account: Set up 2FA & New Password

Scan the QR code with your app and then immediately change your temporary password.

Daily Use & Help

How to Log In Daily

Use OIDC, your Employee ID, your new password, and the 6-digit OTP from your phone.

How to Store & View Secrets

mysecret — Create New — View Existing

Navigate to your 'mysecret' folder to create new secrets or view existing ones.

Locked Out? Contact the IT Helpdesk

There is no self-service reset. Email IT to reset your password or authenticator app.

NotebookLM

Made with ❤️ by the Sampurna IT Team.