

# Keeper: Account Setup Instructions

This document contains instructions on how to create your Keeper Security Account. Should you have any questions or issues during this process, submit a [Digital Ops Ticket](#) for assistance.

## What is Keeper?

Keeper Security is a password manager that will assist us in keeping our passwords safe, secure, and easy to find in case we forget them while allowing us to safely and securely share passwords for shared accounts. Please watch the short video below to understand what Keeper does and how it works:

[Link: Keeper 101: Enterprise - Welcome to Keeper](#)

## Step 1: Logging In/Creating Your Account

You should be receiving an email to your Right At School Gmail inbox titled “Setup Your Password Manager Account” that will invite you to create your Keeper Security account. Once you find that email, open it. It should look like this:



### **Invite to Join Keeper Security**

We use Keeper to securely store and share usernames, passwords and other sensitive information between our staff.

Once you have setup your account and installed the browser extension you will have the ability to auto-fill logins and payment methods that have been shared with you. In addition, Keeper will prompt you to securely store any usernames, passwords and payment methods that you manually enter on the web.

Please reach out to your supervisor/manager if the credentials you need access to are not available to you.

**Verification Code: 5782217229**

**Setup Your Keeper Password Management Account**

Click on the Yellow Button on that Keeper Security Invite to be redirected to the Keeper Login page. On the login page, open the Enterprise SSO Login drop down. Select Enterprise Domain and enter the Enterprise Domain in the field.



## Create Your Account

Email Address

tester@rightatschool.com

Next

Already have an account? [Login](#)

Need Help? ▾

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Enterprise SSO Login ▾

Enterprise Domain  
SSO User with an Enterprise Domain

Master Password  
SSO User with a Master Password

Our Enterprise Domain: **rightatschoolsso**

**TAKE NOTE. You will be required to enter our SSO domain each time your session expires and you are asked to log in.**



## Enterprise SSO Login

Enterprise Domain

rightatschoolsso 

The Enterprise Domain is provided by your  
Keeper administrator.

Connect

[Back](#)

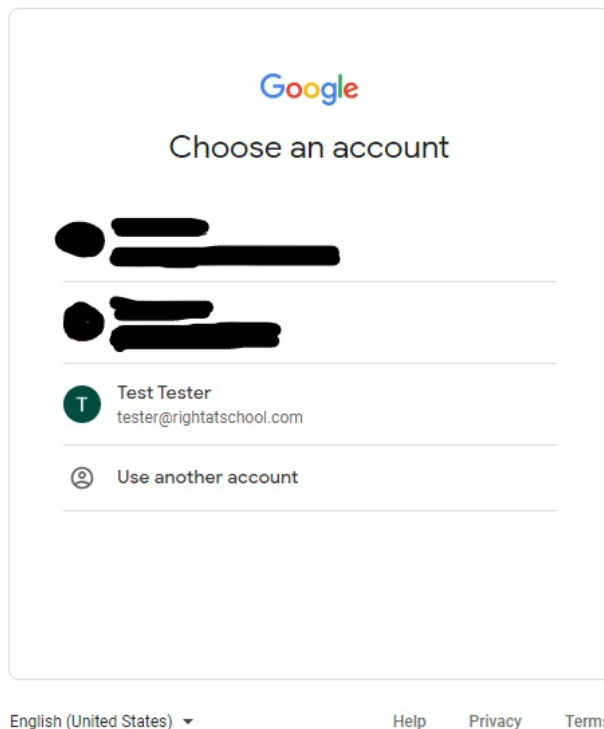
Click Connect.

A Gmail login will open.

Select your Right At School Gmail account.

(If you are not already logged in you may need to log in using your Google credentials.)

**Tip:** Make sure you've selected the same Gmail account that the invitation email was sent to.



After selecting your Gmail account, Keeper will sign you in and take you to your vault where you can manage passwords!

### **Do not Import Existing Passwords into Keeper**

When you set up your Keeper account for the first time, it will ask you if you would like to import your existing passwords into Keeper, you can choose Later or Next to move forward with importing your passwords. We are strongly suggesting you bypass this page, as it would also bring over any personal passwords you have saved as well.

Click Later



Let's import your existing passwords into Keeper!

Later

Next

## Step 3: Using the Vault

For a brief explainer on how to use the Keeper Vault, including adding login details, check out [How to Use Keeper](#).

Keeping your Passwords organized in the Vault can be done by creating folders and drag-and-drop.

If you need help organizing your Vault, check out the following 2 minute video for managing your folders:

[Link: Keeper 101: Create a Folder](#)

## Step 4: Sharing Passwords with Team Members

One of the biggest advantages to moving to a secure password management system like Keeper is the ability to securely share passwords with other team members.

The following short video will explain how you can create shared folders for your team:

[Link: Keeper 101: Create a Shared Folder](#)

But you can also share individual records! Watch this 1 minute video to learn how to securely share an individual password with another team member.

[Link: Keeper 101: Share a Record](#)

## Step 5: Installing and Using the KeeperFill Chrome Extension

The KeeperFill Chrome Extension will allow Keeper to log you in to sites, help you generate secure passwords, and ask to save passwords automatically as you log in to new sites or setup new

accounts.

Setting up the KeeperFill Chrome Extension is CRITICAL to using Keeper security. Click below for instructions

[Click here for instructions on how to install the KeeperFill Extension.](#)

## Future Sign-Ins

Future sign-ins are as simple as making sure you have selected "Enterprise Domain" from the login screen, entering our Enterprise Domain (**rightatschoolsso**) and clicking connect.

Watch the video below to see the Single Sign On Login in Action

**Thank you for helping us keep Right At School passwords safe!**

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