Get Started with Bitwarden: Administrator

View in the help center: https://bitwarden.com/help/get-started-administrator/

Get Started with Bitwarden: Administrator

We're thrilled that you're considering Bitwarden for your business's secure credential sharing needs. Let's walk through the first steps we'll take towards successful partnership:

⇒Enterprise

⊘ Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. Get started today.

Your master password

- Memorable: Bitwarden employees and systems have no knowledge of, way to retrieve, or way to reset your master password. Do not forget your master password!
- **Strong**: A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free password strength testing tool to test the strength of some memorable passwords you are considering.

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Set a strong password

Finish creating your account by setting a password

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mportant: Your master password ca t! 12 character minimum.	annot be recovered if you forget
Stron	g
- Confirm master password (red	quired)
– Master password hint –––––	
f you forget your password, the pass email. 0/50 character maximum.	sword hint can be sent to your
🗸 Check known data brea	ches for this password

Set a master password

Create an organization

Password Manager	All vaults		New V SSS BW
🗇 Vaults	FILTERS 📀	All Name	Owner
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ళి Tools 🔨	Q Search vault	My Mailing Address Brett Warden	Me
Generator	✓ All vaults	My New Item	
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₩ Reports	✓ All items ☆ Favorites	myusername	(Me) :
🕸 Settings 🛛 🗸	 Login Card Identity Secure note 	Secure Note	Me
		New organization	

Or join an existing organization

If your organization has already been created, ask the IT team at your company or your manager for information on how you're expected to join Bitwarden. Some organizations send email invitations to your work inbox, others will allow you to enroll by simply logging in with your single sign-on (SSO) account.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and collections, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

D bit warden		My Free Orga	nization c	ollections	+ New SSS BW
🖉 My Free Organizat	. ~	FILTERS ⑦		Name 🤤	Permission 💌
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A Members		Q Search colle		Streaming Services	Can manage
₽ Reports	\sim	✓ All items			
Billing	\sim	LoginCard		Household Finances	Can manage
③ Settings	\sim	IdentitySecure note	ā	Unassigned	Can edit
		Collections			
		🔟 Trash			



Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your company or team. You can create directly from the web app and assign them to collections in order to share them with your team:

D bit warden		My Organization co	ollectio	ns		+ New 🗱
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€_ noportin6	\sim	 ⑤ Login Card Identity 	0 Ø	Shared Login username	Company Collection	Can manage :
🕅 Billing	\sim	Secure note		Unassigned Item #1		
Settings	\sim		S	myusername	Default collection	Can manage
		 Collections Trash 	2 5	Unassigned Item #2 myusername	Default collection	Can manage :

Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users or groups to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.

• Organization-owned items **must** be included in at least one collection.

⊘ Tip

Data can also be imported directly to your organization! Learn how here.

Managing members and groups

As an owner or admin, you might be responsible for managing members of your team or your company more broadly. Members can be added to your organization:

- Directly from the Admin Console's Members page (learn more).
- By integrating Bitwarden with your IdP using SCIM (learn more).
- By integrating Bitwarden with your directory service using Directory Connector (learn more).

Members can assigned directly to collections in order to regulate what vault data they have access to, but so can groups. Groups relate together individual members and provide a scalable way to assign access to and permissions for specific collections:

D bit warden	Grou	os	Q Search groups	
🖉 My Organization $~~ \lor~~$		Norre A	0-llection	
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쁑 Groups		Finance Team	Financials	:
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🛱 Billing \checkmark				
\otimes Settings \checkmark				

New group

Policies, integrations, and more

Enterprise Bitwarden organizations provide powerful tools for improving your online security and integrating with existing workflows and tools. Some other things you might manage as an administrator of your organization include:

- Setting up policies to enforce security rules for users, for example mandating use of two-step login.
- Auditing what credentials organization members have access to.
- Integrating Bitwarden with your existing SSO workflow.
- Verifying your organization's domain for an seamless login experience.
- Setting up a system for, or approving, device trust requirements for members.

• Integrating Bitwarden with your existing SIEM tool, like Microsoft Sentinel.

⇒Teams

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Finish creating your account by setting a password

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🗸 Check kn	own data breache	s for this pass	word
	Create acco	unt	

Set a master password

Create an organization

Password Manager	All vaults		New > SSS BW
🗇 Vaults	FILTERS 📀	All Name	Owner
🖉 Send			•
్సి Tools	Search vault	My Mailing Address Brett Warden	Me
Generator	✓ All vaults	My New Item	
Import data	 My voult + New organization 	myusername	Me
Export vault		- Personal Login	· · ·
₽ Reports	✓ All items ☆ Favorites	myusername	Me
🕸 Settings 🛛 🗸	G Login □ Card 屆 Identity □ Secure note	Secure Note	Me
		New organization	

Or join an existing organization

If your organization has already been created, ask the other member of your organization to send you an invite.

Get to know the Admin Console

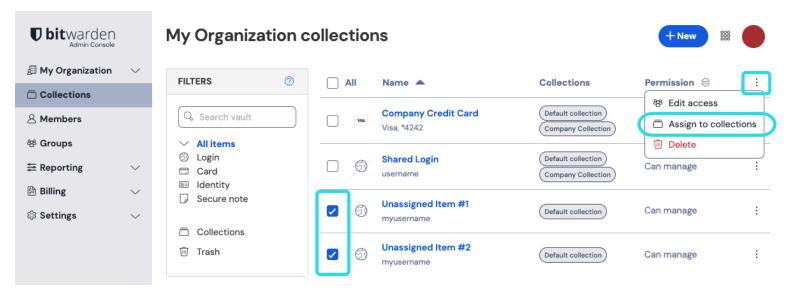
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D bitwarde		My Free Orgar	ization collections	+ New BW
My Free Organiz Collections	zat 🗸	FILTERS ⑦	☐ All Name ⇔	Permission 💌
A Members		Q Search colle	Streaming Services	Can manage
➡ Reports ➡ Billing	~	 ✓ All items ☑ Login □ Card 	Household Finances	Can manage
③ Settings	\sim	IdentitySecure note	Unassigned	Can edit
		CollectionsTrash		



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🖓 Tip

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Secure and trusted open source password manager for business

D bit warden		Group	os		Q Search groups	8000	•
ℬ My Organization ⑦ Collections ۸ Members	\sim		Name 🔺		Collections Development Tools Productivity Tools		:
뿅 Groups			Finance Team		Financials		:
₽ Reporting	\sim		Marketing Team		Productivity Tools Social Media		:
😫 Billing	\sim						
🕸 Settings	\sim						
			Nev	v group			

Policies, integrations, and more

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⇒Families

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Set a st	rong password	
	account by setting a pa	ssword
– Master password (red	uired)	
•••••		
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- Confirm master pass	word (required) —	٢
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- Master password hir you forget your password nail. 0/50 character max	t	to your

Set a master password

Create an organization

Password Manager	All vaults			New ~	BBB BW
🗇 Vaults	FILTERS 📀		Name	Owner	:
🖉 Send			Name	Owner	•
ళి Tools 🔨	Q Search vault	83	My Mailing Address Brett Warden	Me	:
Generator	✓ All vaults Solution		My New Item		
Import data	+ New organization		myusername	Ме	:
Export vault			Personal Login		:
≅ Reports	✓ All items ☆ Favorites		myusername	Ме	:
🕸 Settings 🛛 🗸	 Favorites Login Card Identity Secure note 		Secure Note	Ме	:
	• · · ·	New orga	anization		

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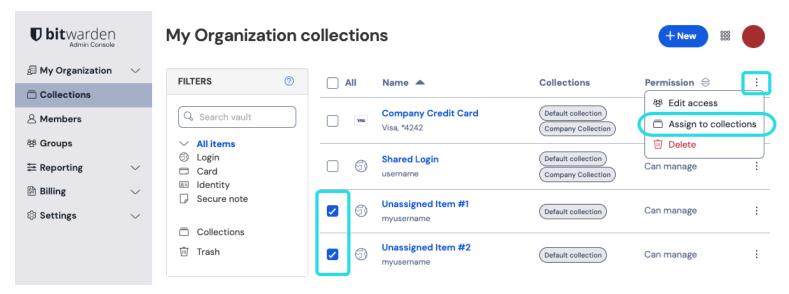
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A Members		Q Search colle	Streaming Services	Can manage
➡ Reports ➡ Billing	~	 ✓ All items ☑ Login □ Card 	Household Finances	Can manage
Settings	\sim	IdentitySecure note	Unassigned	Can edit
		CollectionsTrash		



Managing vault items and collections

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Managing members and groups

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D bit warden	Members	Q Search members	- Invite member	BW
	All 1 Invited Needs confirmation	Revoked		
A Members	🗌 All Name 🔺	Collections	Role 🔤 Policies	:
\rightleftarrows Reports \lor	Brett Warden	(Household Finances) (Streaming Services)	Owner	:
🖻 Billing \checkmark				
\otimes Settings \checkmark				
	- Invite member	to an organization		

Invite member to an organization

Help your family be safe

Now that you're setup to securely share data with your family through Bitwarden, consider some other ways of making sure your loved ones stay safe online:

- Help your family set up two-step login to protect their Bitwarden accounts.
- Help your family set up emergency access so important data can be accessed in cases of emergency.

⇒Free

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Set a strong password	
Finish creating your account by setting a passw	ord
- Master password (required)	
•	>]
Strong Confirm master password (required)	
	⊳
	»)

Set a master password

Create an organization

Password Manager	All vaults		New >> BW
🗇 Vaults	FILTERS ⑦	All Name	Owner
ମ୍ମ Send ଐ Tools へ	Q Search vault	Brett Warden	Me
Generator Import data	 All vaults My vault How organization 	My New Item myusername	Me
Export vault 葉 Reports	 ✓ All items ☆ Favorites 	Personal Login myusername	Me
Settings	 Login Card Identity Secure note 	Secure Note	Me
		New organization	

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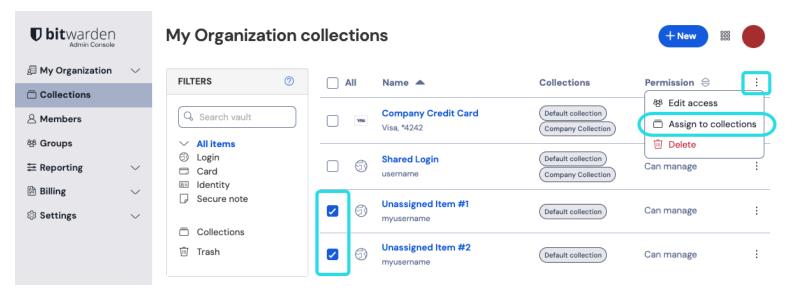
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A Members	Q Search colle	Streaming Services	Can manage
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	Collections 逾 Trash		



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- As a free organization, you can have up to two collections.

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Managing members and groups

As an owner, you'll be responsible for inviting the other member to your organization directly from the Admin Console's **Members** page (learn more):

D bit warden	Μ	lembers	& Search members	Invite member	BW
🖉 My Free Organizat	ř (All 1 Invited Needs confirmation Revo	oked		
△ Members	(All Name 🔺 🖸 C	Collections	Role 🔤 Policies	÷
⇔ Reports	~		Household Finances) (Streaming Services)	Owner	:
🖹 Billing	~				
Settings	~				

Invite member to an organization