

ADMIN CONSOLE > END-USER ONBOARDING

Onboarding Workflows

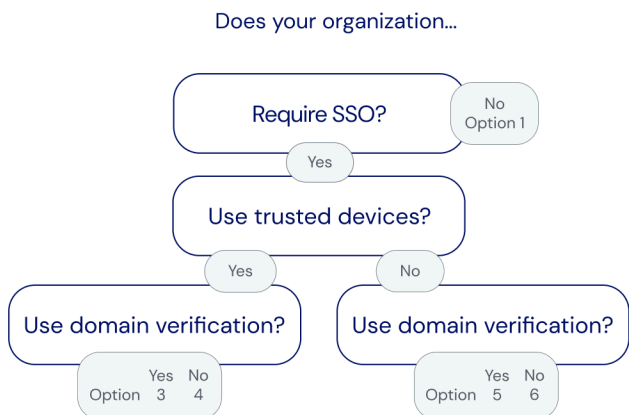
View in the help center:

<https://bitwarden.com/help/onboarding-workflows/>

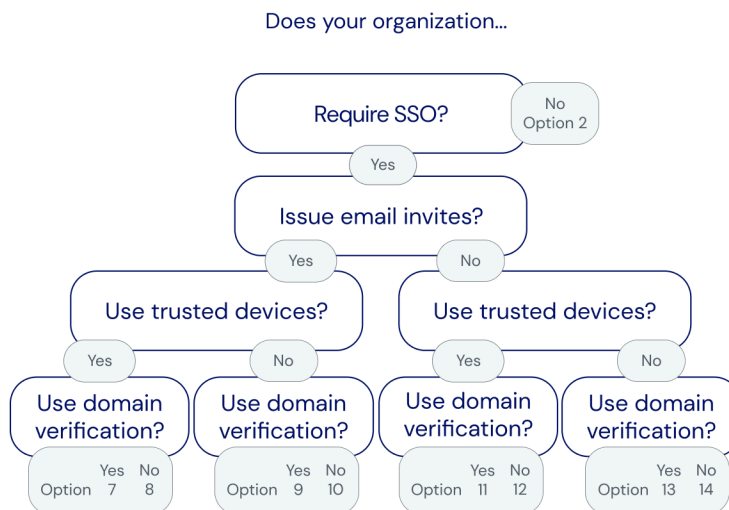
Onboarding Workflows

This document should be used to provide instructions for onboarding to your users. There are a number of different factors that will impact the exact steps your users will need to take. Use this decision tree to help pick the correct option for your organization's users:

Users already have Bitwarden accounts



Users do not have Bitwarden accounts



Onboarding decision tree

The following tabs document onboarding instructions you can provide to your users. Each tab's number corresponds to a selection from the above decision tree:

⇒1

To join our organization:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, choose the **Continue** option and log in to your Bitwarden account using your email and master password.

[If your master password does not meet the requirements of our organization, you will be prompted to update it.]

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒2

To sign up for Bitwarden:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.

2. On the screen that opens from opening the link, fill in the following details:

1. **Master password:** Create a master password. Bitwarden provides [guidance on how to create a strong master password](#).

[Make sure the master password you create complies with the requirements displayed above where you enter it.]

2. **Confirm master password:** Re-enter the master password you just created.

3. Optionally, check the **Check known data breaches for the password** ([learn more](#)) before submitting the form.

4. You'll be redirected back to the Bitwarden login page. Log in using the credentials you just created to accept the invitation to our organization.

An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒3

Your Bitwarden account's email address must match what you use to log in to *[IdP, e.g. JumpCloud]*. If it does not, [change your email address](#) and then complete the following steps to join our organization:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.

2. On the screen that opens from opening the link, choose the **Continue** option and log in to your Bitwarden account using your email and master password.

[If your master password does not meet the requirements of our organization, you will be prompted to update it.]

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

Once your membership is confirmed, complete the following steps to setup your web browser app as a [trusted device](#):

1. Open *[vault.bitwarden.com or vault.bitwarden.eu]* or your Bitwarden app *[and change the **Logging in on:** selector to bitwarden.eu]*.

2. Enter your email address and select **Continue**.

3. On the next screen, choose the **Enterprise single sign-on** option.

4. Log in to *[IdP, e.g. JumpCloud]* with your existing credentials.

5. On the next screen, ensure that the **Remember this device** toggle is on, and select choose **Approve with master password**.

6. Enter your master password and select **Continue**.

The next time you log in on this web browser or app, you can use the **Enterprise single sign-on** option to log in and won't be required to enter your master password. You can add other trusted devices by completing these steps again with other apps.

⇒4

Your Bitwarden account's email address must match what you use to log in to *[IdP, e.g. JumpCloud]*. If it does not, [change your email address](#) and then complete the following steps to join our organization:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.

2. On the screen that opens from opening the link, choose the **Continue** option and log in to your Bitwarden account using your email and master password.

[If your master password does not meet the requirements of our organization, you will be prompted to update it.]

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

Once your membership is confirmed, complete the following steps to setup your web browser app as a [trusted device](#):

1. Open [[vault.bitwarden.com](#) or [vault.bitwarden.eu](#)] or your Bitwarden app [and change the **Logging in on:** selector to [bitwarden.eu](#)].
2. Enter your email address and select **Continue**.
3. On the next screen, choose the **Enterprise single sign-on** option.
4. On the next screen, enter [*your-SSO-identifier*] in the **SSO identifier** box and select **Log in**.
5. Log in to [*IdP, e.g. JumpCloud*] with your existing credentials.
6. On the next screen, ensure that the **Remember this device** toggle is on, and select choose **Approve with master password**.
7. Enter your master password and select **Continue**.

The next time you log in on this web browser or app, you can use the **Enterprise single sign-on** option to log in and won't be required to enter your master password. You can add other trusted devices by completing these steps again with other apps.

⇒5

Your Bitwarden account's email address must match what you use to log in to [*IdP, e.g. JumpCloud*]. If it does not, [change your email address](#) and then complete the following steps to join our organization:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, choose the **Continue** option and log in to your Bitwarden account using your email and master password.

[If your master password does not meet the requirements of our organization, you will be prompted to update it.]

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

Once your membership is confirmed, you will be able to log in to Bitwarden using your [*IdP, e.g. JumpCloud*] credentials.

⇒6

Your Bitwarden account's email address must match what you use to log in to [*IdP, e.g. JumpCloud*]. If it does not, [change your email address](#) and then complete the following steps to join our organization:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, choose the **Continue** option and log in to your Bitwarden account using your email and master password.

[If your master password does not meet the requirements of our organization, you will be prompted to update it.]

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

Once your membership is confirmed, you will be able to log in to Bitwarden using your [IdP, e.g. JumpCloud] credentials. When you do, you will be required to enter an **SSO identifier**, which is currently set to [your-SSO-identifier] for our organization.

⇒7

To sign up for Bitwarden:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, select **Log in**.
3. Log in to [IdP, e.g. JumpCloud] with your existing credentials.
4. On the next screen, ensure that the **Remember this device** checkbox is checked and select **Continue**.

The first time you log in to other Bitwarden apps, like on your mobile device, this last step will instead require you to **Request admin approval** or **Approve from another device**. We recommend that you log in on a mobile device next, as you'll be able to approve subsequent devices from there

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒8

To sign up for Bitwarden:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, select **Log in**.

Tip

We recommend taking note of the **SSO identifier** that's pre-filled in on this screen. You'll need it when you log in to other Bitwarden apps.

3. Log in to [IdP, e.g. JumpCloud] with your existing credentials.
4. On the next screen, ensure that the **Remember this device** checkbox is checked and select **Continue**.

The first time you log in to other Bitwarden apps, like on your mobile device, this last step will instead require you to **Request admin approval** or **Approve from another device**. We recommend that you log in on a mobile device next, as you'll be able to approve subsequent devices from there

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⇒9

To sign up for Bitwarden:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.
2. On the screen that opens from opening the link, select **Log in**.

3. Log in to [IdP, e.g. JumpCloud] with your existing credentials.

4. On the next Bitwarden screen, set a master password. Bitwarden provides [guidance on how to create a strong master password](#).

[Make sure the master password you create complies with the requirements displayed above where you enter it.]

5. Click **Submit**.

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒10

To sign up for Bitwarden:

1. Check your inbox for an email from Bitwarden. Select the **Join Organization Now** button.

2. On the screen that opens from opening the link, select **Log in**.

💡 Tip

We recommend taking note of the **SSO identifier** that's pre-filled in on this screen. You'll need it when you log in to other Bitwarden apps.

3. Log in to [IdP, e.g. JumpCloud] with your existing credentials.

4. On the next Bitwarden screen, set a master password. Bitwarden provides [guidance on how to create a strong master password](#).

[Make sure the master password you create complies with the requirements displayed above where you enter it.]

5. Click **Submit**.

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒11

To sign up for Bitwarden:

1. Download and open the Bitwarden mobile app for [iOS](#) or [Android](#), or download and open the [Bitwarden desktop app](#).

2. *[Change the **Logging in on:** selector to [bitwarden.eu](#).]*

3. Enter your [[@company.com](#)] email address, which should be what you use to log in to [IdP, e.g. JumpCloud], and select **Continue**.

4. On the next screen, choose the **Enterprise single sign-on** option.

5. Log in to [IdP, e.g. JumpCloud] with your existing credentials.

6. On the next screen, ensure that the **Remember this device** toggle is on, and select **Continue**.

The first time you log in to other Bitwarden apps, like on your computer's web browser, this last step will instead require you to **Approve from another device**, which you can do from the mobile app or desktop app.

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒12

To sign up for Bitwarden:

1. Download and open the Bitwarden mobile app for [iOS](#) or [Android](#), or download and open the [Bitwarden desktop app](#).
2. *[Change the **Logging in on:** selector to [bitwarden.eu](#).]*
3. Enter your *[@company.com]* email address, which should be what you use to log in to *[IdP, e.g. JumpCloud]*, and select **Continue**.
4. On the next screen, choose the **Enterprise single sign-on** option.
5. On the next screen, enter *[your-SSO-identifier]* in the **SSO identifier** box and select **Log in**.
6. Log in to *[IdP, e.g. JumpCloud]* with your existing credentials.
7. On the next screen, ensure that the **Remember this device** toggle is on, and select **Continue**.

The first time you log in to other Bitwarden apps, like on your computer's web browser, this last step will instead require you to **Approve from another device**, which you can do from the mobile app or desktop app.

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⇒13

To sign up for Bitwarden:

1. In a web browser, navigate to *[[vault.bitwarden.com](#) or [vault.bitwarden.eu](#)]*.
2. Enter your *[@company.com]* email address, which should be what you use to log in to *[IdP, e.g. JumpCloud]*, and select **Continue**.
3. On the next screen, choose the **Enterprise single sign-on** option.
4. Log in to *[IdP, e.g. JumpCloud]* with your existing credentials.
5. On the next Bitwarden screen, set a master password. Bitwarden provides [guidance on how to create a strong master password](#).
[Make sure the master password you create complies with the requirements displayed above where you enter it.]
6. Click **Submit**.

You'll be logged in to Bitwarden. An administrator will be notified that you've accepted the invitation to join our organization and will need to confirm your membership. Once they do, you'll be granted access to shared vault data for your team.

⇒14

To sign up for Bitwarden:

1. In a web browser, navigate to *[[vault.bitwarden.com](#) or [vault.bitwarden.eu](#)]*.
2. Enter your *[@company.com]* email address, which should be what you use to log in to *[IdP, e.g. JumpCloud]*, and select **Continue**.
3. On the next screen, choose the **Enterprise single sign-on** option.
4. On the next screen, enter *[your-SSO-identifier]* in the **SSO identifier** box and select **Log in**.

5. Log in to [IdP, e.g. JumpCloud] with your existing credentials.

6. On the next Bitwarden screen, set a master password. Bitwarden provides [guidance on how to create a strong master password](#).

[Make sure the master password you create complies with the requirements displayed above where you enter it.]

7. Click **Submit**.

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