

LEARNING CENTER > PASSWORD MANAGER

# 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

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **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.



## 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**

Set a master password

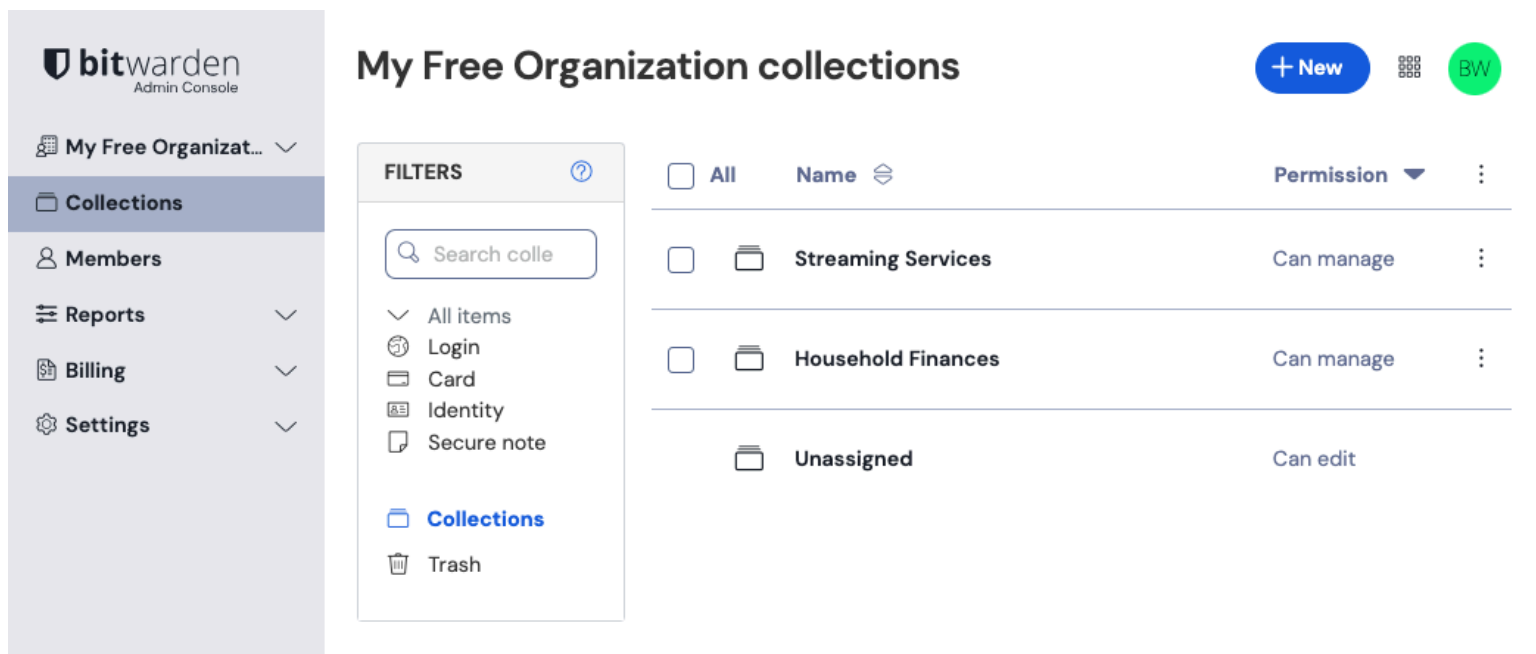
## Create an organization

[Create your organization](#) today by selecting the **New organization** button in the Bitwarden web app:

## New 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.

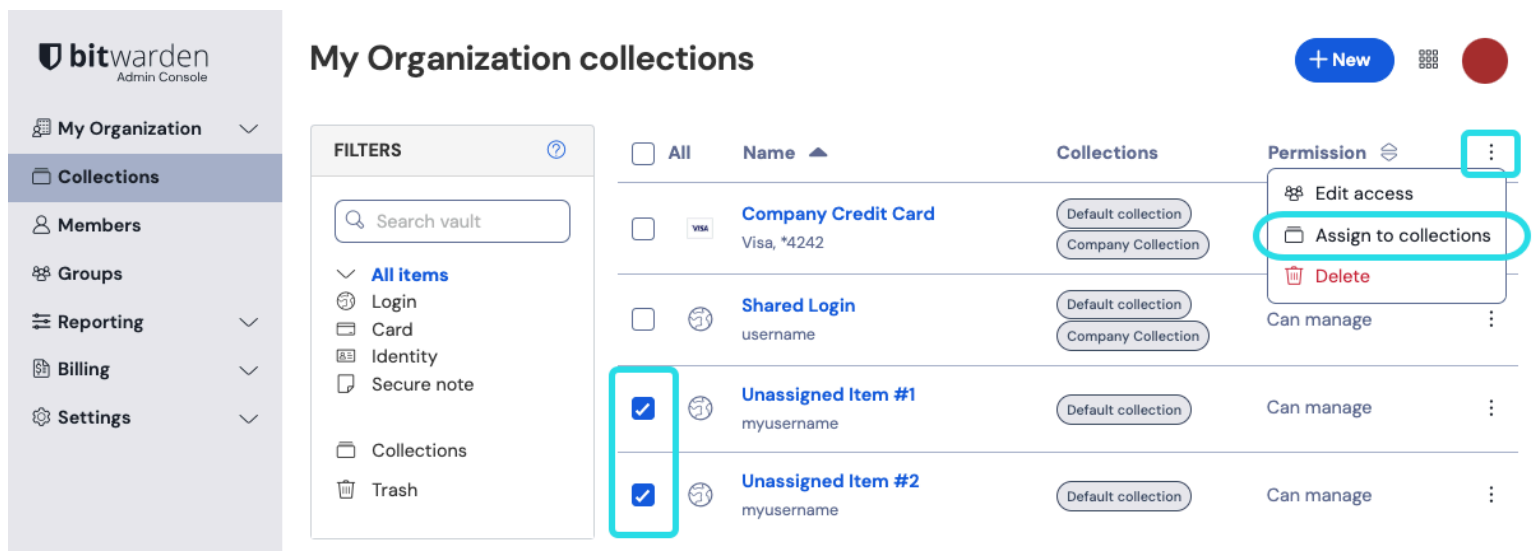
Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure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



Free organization Admin Console

## 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:



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.



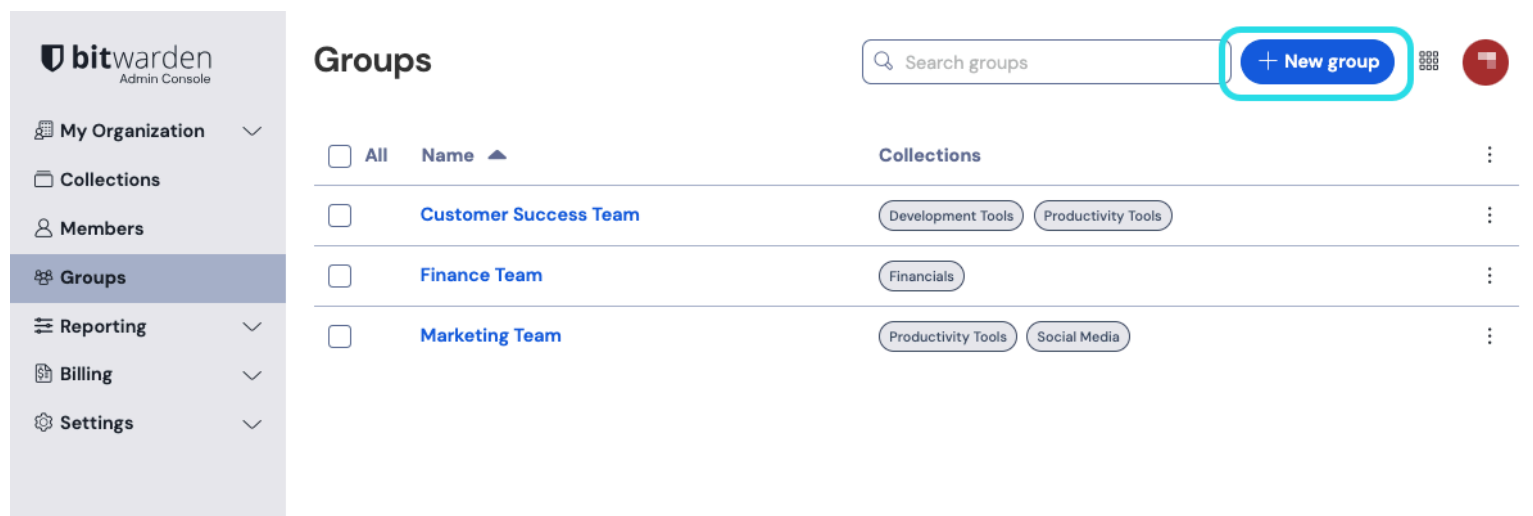
Data can also be imported directly to your organization! Learn how [here](#).

## 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:



	Name	Collections
<input type="checkbox"/>	All	
<input type="checkbox"/>	Customer Success Team	Development Tools, Productivity Tools
<input type="checkbox"/>	Finance Team	Financials
<input type="checkbox"/>	Marketing Team	Productivity Tools, Social Media

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

### 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

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **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.



## 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

Set a master password

## Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:



Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

## All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	<b>My Mailing Address</b> Brett Warden		
<input type="checkbox"/>	<b>My New Item</b> myusername		
<input type="checkbox"/>	<b>Personal Login</b> myusername		
<input type="checkbox"/>	<b>Secure Note</b>		

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

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**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

## My Free Organization collections

+ New

FILTERS

All items

Login

Card

Identity

Secure note

Collections

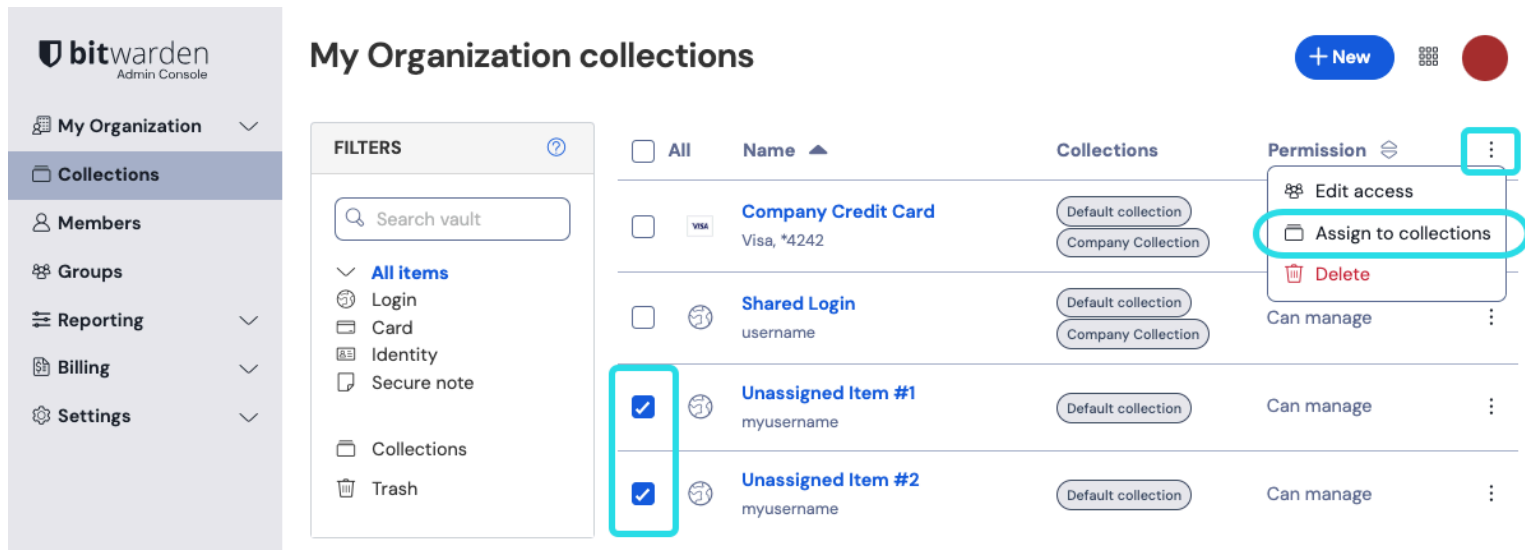
Trash

<input type="checkbox"/> All	Name	Permission	
<input type="checkbox"/>	<b>Streaming Services</b>	Can manage	
<input type="checkbox"/>	<b>Household Finances</b>	Can manage	
	<b>Unassigned</b>	Can edit	

Free organization Admin Console

## 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:



**My Organization collections**

[+ New](#)

**FILTERS**

Search vault

- All items
- Login
- Card
- Identity
- Secure note
- Collections
- Trash

	Name	Collections	Permission
<input type="checkbox"/>	<b>Company Credit Card</b> Visa, *4242	Default collection Company Collection	<a href="#">Edit access</a> <a href="#">Assign to collections</a> <a href="#">Delete</a>
<input type="checkbox"/>	<b>Shared Login</b> username	Default collection Company Collection	Can manage
<input checked="" type="checkbox"/>	<b>Unassigned Item #1</b> myusername	Default collection	Can manage
<input checked="" type="checkbox"/>	<b>Unassigned Item #2</b> 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

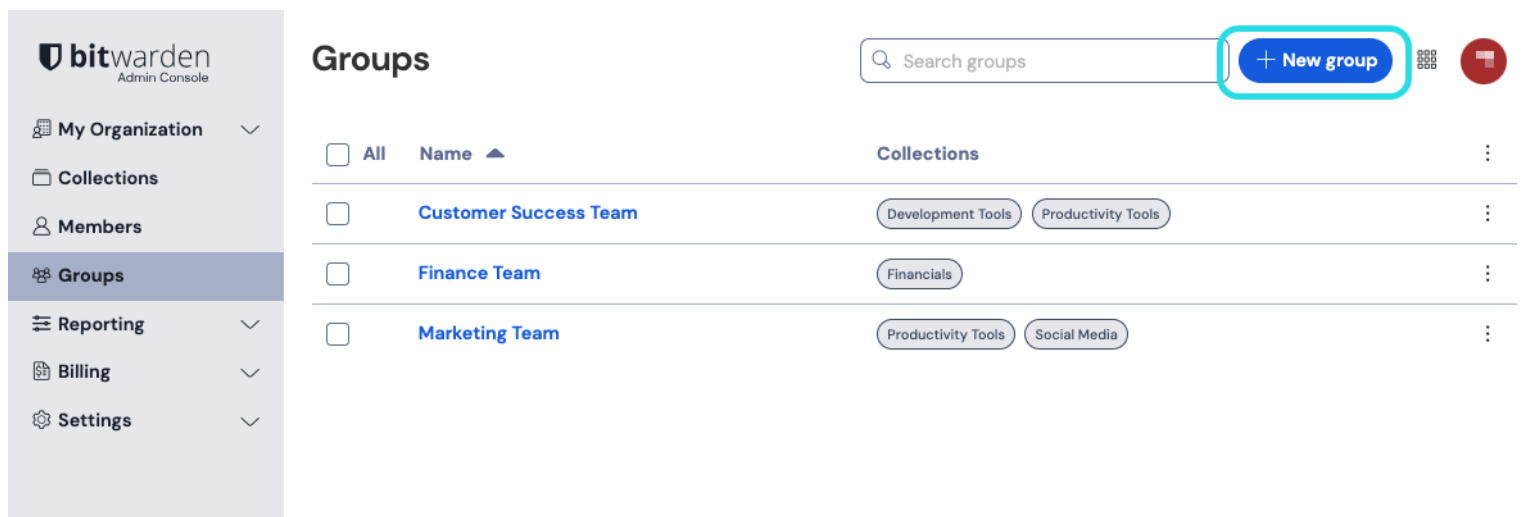
Data can also be imported directly to your organization! Learn how [here](#).

## 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:



New group

## Policies, integrations, and more

Teams 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:

- Auditing what credentials [organization members have access to](#).
- Integrating Bitwarden with your existing SIEM tool, like [Microsoft Sentinel](#).

## ⇒Families



### 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

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **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.



## 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**

Set a master password

## Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

## All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	<b>My Mailing Address</b> Brett Warden		
<input type="checkbox"/>	<b>My New Item</b> myusername		
<input type="checkbox"/>	<b>Personal Login</b> myusername		
<input type="checkbox"/>	<b>Secure Note</b>		

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

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**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

## My Free Organization collections

+ New

FILTERS

All items

Login

Card

Identity

Secure note

Collections

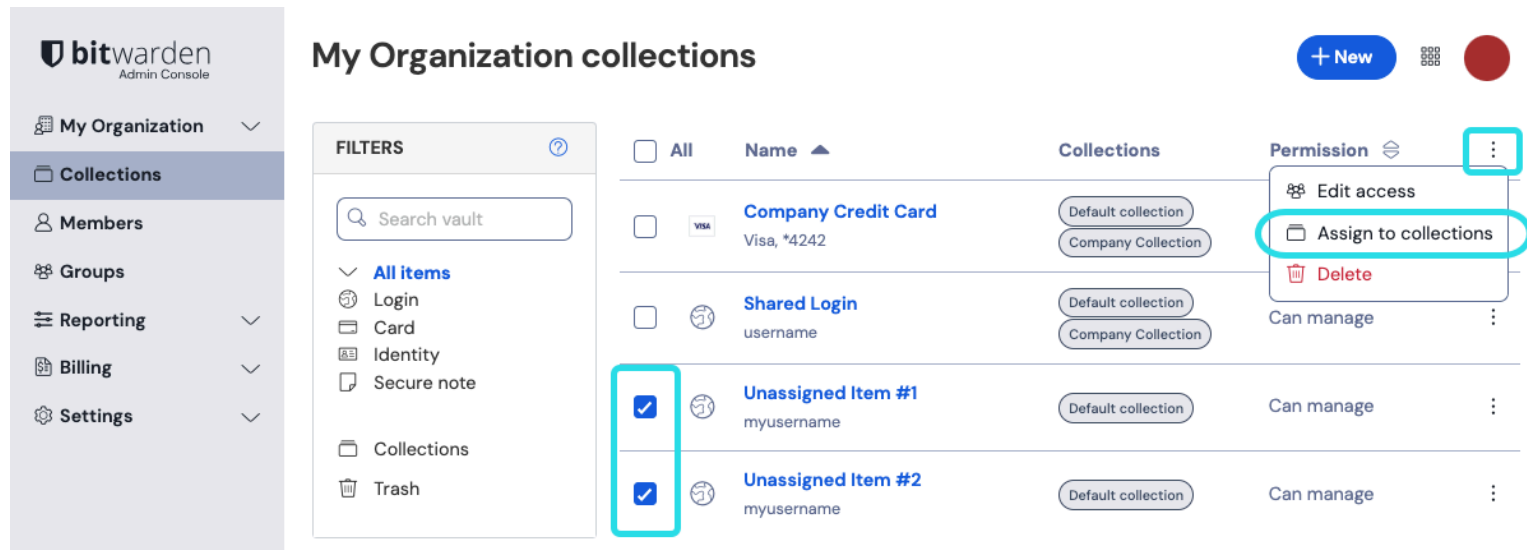
Trash

<input type="checkbox"/> All	Name	Permission	
<input type="checkbox"/>	<b>Streaming Services</b>	Can manage	
<input type="checkbox"/>	<b>Household Finances</b>	Can manage	
	<b>Unassigned</b>	Can edit	

Free organization Admin Console

## 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 family. You can create directly from the web app and assign them to collections in order to share them with your family:



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 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 family more broadly. Members can be added to your organization directly from the Admin Console's **Members** page ([learn more](#)):



My Free Organizat... ▾

Collections

**Members**

Reports ▾

Billing ▾

Settings ▾

## Members


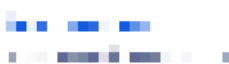
+ Invite member

All 1

Invited

Needs confirmation

Revoked

<input type="checkbox"/>	All	Name ▲	Collections	Role	Policies	
<input type="checkbox"/>			<div>Household Finances</div> <div>Streaming Services</div>	Owner		⋮

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



### 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

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **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.



## 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

Set a master password

## Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:



Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

## All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	<b>My Mailing Address</b> Brett Warden		
<input type="checkbox"/>	<b>My New Item</b> myusername		
<input type="checkbox"/>	<b>Personal Login</b> myusername		
<input type="checkbox"/>	<b>Secure Note</b>		

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

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**, and configure other organization **Settings**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

## My Free Organization collections

+ New

FILTERS

All items

Login

Card

Identity

Secure note

Collections

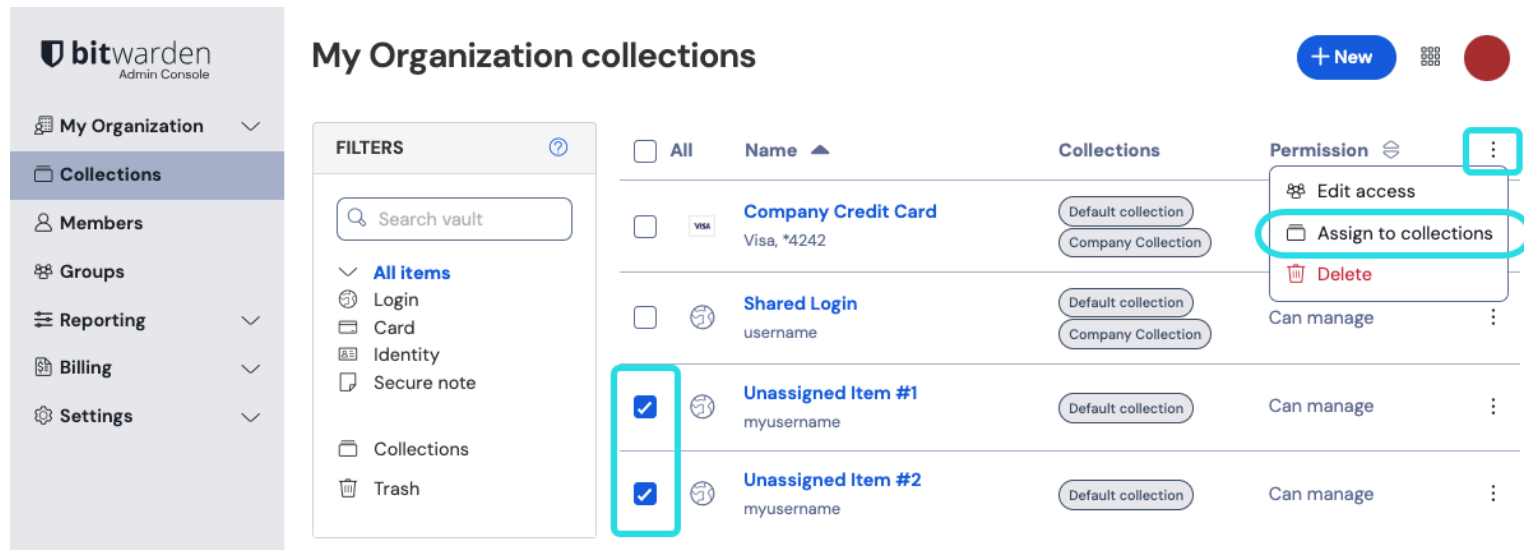
Trash

<input type="checkbox"/> All	Name	Permission	
<input type="checkbox"/>	<b>Streaming Services</b>	Can manage	
<input type="checkbox"/>	<b>Household Finances</b>	Can manage	
	<b>Unassigned</b>	Can edit	

Free organization Admin Console

## 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 organization. You can create directly from the web app and assign them to collections in order to share them:



The screenshot shows the 'My Organization collections' page in the Bitwarden Admin Console. On the left is a sidebar with navigation options: My Organization, Collections (selected), Members, Groups, Reporting, Billing, and Settings. The main area has a 'FILTERS' section with a search bar and a list of vault categories: All items, Login, Card, Identity, Secure note, Collections, and Trash. Below this is a table of collections. The table has columns for Name, Collections, and Permission. Two items are selected with checkboxes: 'Unassigned Item #1' and 'Unassigned Item #2'. A red box highlights the 'Assign to collections' option in the dropdown menu for the selected items.

Name	Collections	Permission
<b>Company Credit Card</b> Visa, *4242	Default collection Company Collection	Can manage
<b>Shared Login</b> username	Default collection Company Collection	Can manage
<b>Unassigned Item #1</b> myusername	Default collection	Can manage
<b>Unassigned Item #2</b> 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 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.
- As a free organization, you can have up to two collections.



Data can also be imported directly to your organization! Learn how [here](#).

## 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](#)):

bitwarden

Admin Console

My Free Organizat...

Collections

**Members**

Reports

Billing

Settings

Members

Search members

+ Invite member

BW

- All1InvitedNeeds confirmationRevoked

<input type="checkbox"/>	All	Name	Collections	Role	Policies	
<input type="checkbox"/>	<div><div>BW</div><div></div></div>		Household FinancesStreaming Services	Owner		

Invite member to an organization