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KEEPASS PASSWORD MANAGER: USER SETUP GUIDE

This guide details the steps for setting up the KeePass Password Safe application on Windows Personal Computer.

What is KeePass?

KeePass is a free, open-source password manager that helps you manage your passwords securely. It stores all your passwords in a single, encrypted database, which you can unlock with a master password or key file.

Why use KeePass instead of an App Based Authenticator?

People may prefer to using KeePass on a PC for Easier database management, Better Auto-typing, greater security & simplified data backup

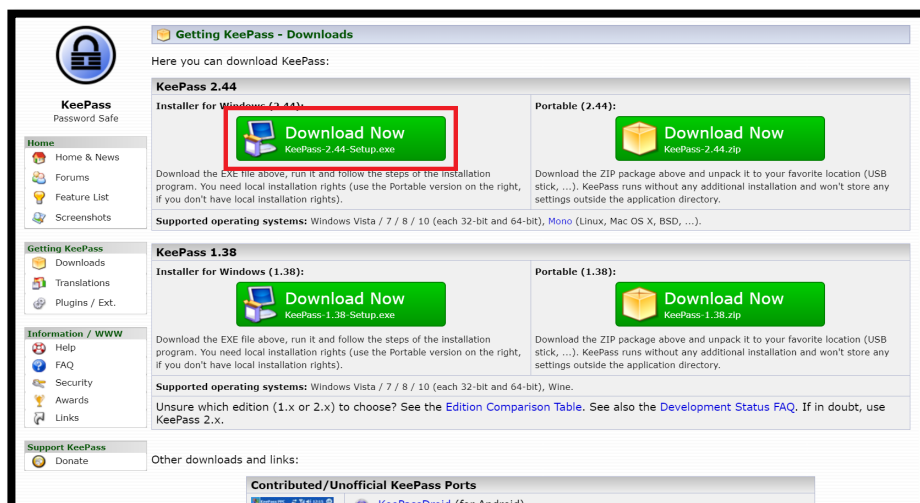
Step 1: Download and Install KeePass (For Internal Home Affairs Users – KeePass is already within your software centre)

1. **Go to the official KeePass website:** Visit <https://keepass.info/>.
2. **Download the latest version:** Click on the "Download" link. You'll see two versions:
 - o **KeePass 2.x:** This is the recommended version for most users and is actively developed. Download the ".exe" installer.
 - o **KeePass 1.x:** This is an older version and is generally only needed for specific legacy purposes.



3. **Run the installer:** Double-click the downloaded ".exe" file.

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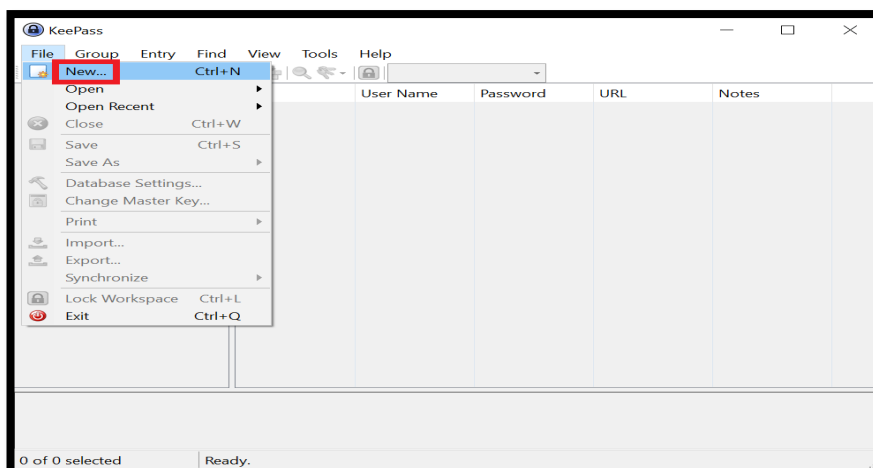


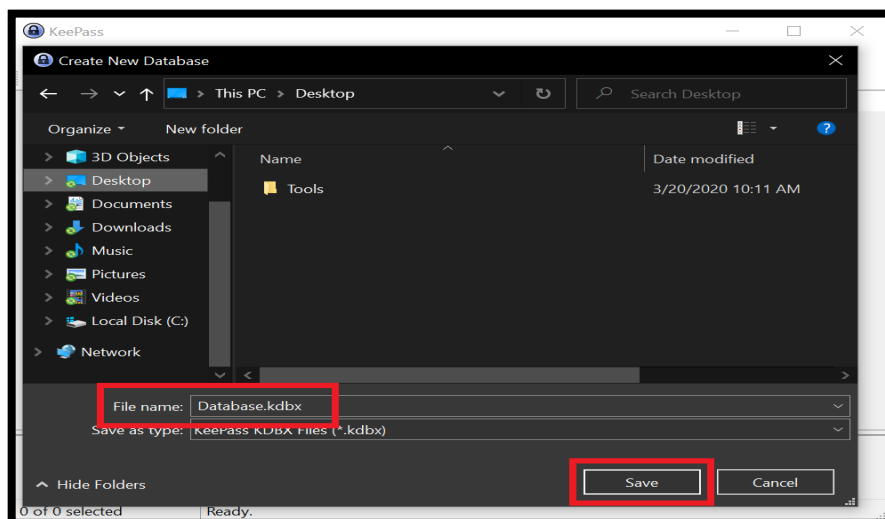
4. Follow the installation wizard:

- o Choose your language.
- o Accept the license agreement.
- o Select the installation location (the default is usually fine).
- o Choose the components to install (the default settings are usually sufficient).
- o Create shortcuts if desired.
- o Click "Install" and then "Finish."

Step 2: Create a New Password Database

1. **Launch KeePass:** Find the KeePass shortcut on your desktop or in the Start menu and open it.
2. **Create a new database:**
 - o Click "File" -> "New..." or press Ctrl+N.
 - o Choose a location to save your database file (e.g., your Documents folder).
 - o Give your database a meaningful name (e.g., "MyPasswords.kdbx").
 - o Click "Save."





Step 3: Set a Master Password

1. **Master Password Dialog:** The "Master Key Creation" dialog will appear.
2. **Enter a strong master password:**
 - o **Strong Password:** Use a long, complex password with a mix of uppercase and lowercase letters, numbers, and symbols.
 - o **Repeat Password:** Enter the password again to confirm.
 - o **Key File/Provider (Optional, but Recommended):**
 - **Key File:** Click "Create Key File..." to generate a key file. This file acts as an additional layer of security. Store it in a safe location (e.g., a USB drive). If you lose the key file, you'll lose access to your database.
 - **Windows User Account:** You can use your windows user account as an additional layer of security.
 - o **Transformation Settings:** The default settings are generally sufficient. If you wish to research this topic further, it relates to the number of encryption rounds. Increasing this number increases security, but also the time to open the database.
3. **Click "OK."**
4. **Master Key Printout (Optional):** You can print a backup of your master password information. This is useful in case you forget your password. Store it securely.
5. **Click "OK."**

Specify the composite master key, which will be used to encrypt the database.

A composite master key consists of one or more of the following key sources. All sources you specify will be required to open the database. If you lose one source, you will not be able to open the database anymore.

☒ **Master password:**

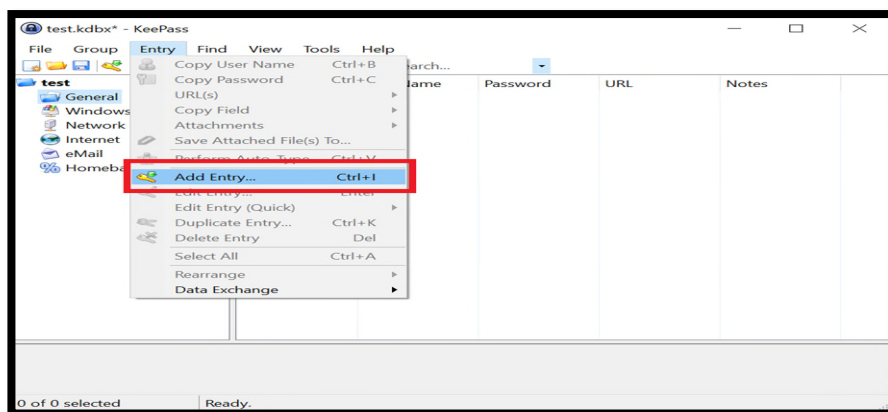
Repeat password:

Estimated quality: 0 ch.

☐ Show expert options:

Step 4: Organise Your Passwords

1. **Create Groups:**
 - o Right-click in the left-hand pane (the group pane).
 - o Select "Add Group..."
 - o Give the group a name (e.g., "Email," "Banking," "Social Media").
2. **Add Entries:**
 - o Select the group where you want to add a password.
 - o Click "Add Entry..." (the key icon) in the toolbar or press Ctrl+I.
 - o Enter the following information:
 - **Title:** A descriptive name for the entry (e.g., "Gmail Account").
 - **Username:** Your username.
 - **Password:** Your password (you can generate a strong password by clicking the "Gen" button).
 - **URL:** The website address.
 - **Notes:** Any additional information.
 - o Click "OK."



Step 5: Using KeePass

1. **Open your database:** Open KeePass and select "File" -> "Open..." or press Ctrl+O.
2. **Enter your master password (and key file, if used).**
3. **Copy passwords:**
 - o Select an entry.
 - o Right-click on the password field and select "Copy Password."
 - o Paste the password into the website or application.
4. **Auto-Type (Optional):** KeePass can automatically enter your username and password into websites or applications. Research how to use the Auto-Type functionality for more information.
5. By clicking the entry you are able to Edit and add your TOTP to sync with your ImmiAccount

Edit Entry
You are editing an existing entry.

General | Advanced | Properties | Auto-Type | History

Title: Icon:

User name:

Password:

Repeat:

Quality: 110 bits 20 ch.

URL:

Notes:

☒ Expires:

Tools OK Cancel

By clicking on Tools in the bottom left corner, a menu will appear and you will need to select OTP Generator Settings

Australian Government
Department of Home Affairs

lock, Tahnee Return to previous system Logout

Manage my ImmiAccount

Summary | Account details | Email address | Password | Secret questions | **Multi-factor authentication** | Alert preferences | Request access

Change authentication method

Scan or enter a code

Step 3

Your app should be asking you to scan a QR code, or enter a shared secret code.

In the app, scan the QR code below.

If you can't scan the QR code, enter the shared secret code below:

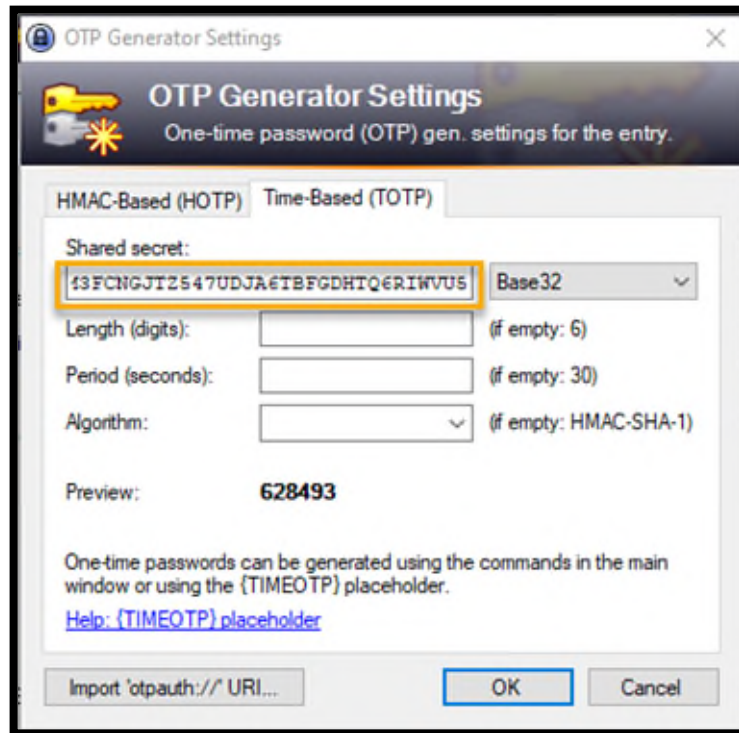
Shared secret code: FNW3ZUCGFX3E4VWLBXFURFTJ3GP57R3J

Previous Next

Enter the Shared Secret Key from the ImmiAccount page – Scan or enter a code

Preview will show a generated 6 Digit TOTP to enter into your ImmiAccount Page to authenticate your MFA.

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Once the 6 Digit TOTP has been entered, you will be able to access your MFA-enabled ImmiAccount.

Lock the database: When you're finished, click "File" -> "Lock Workspace" or press Ctrl+L to lock your database.