

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.



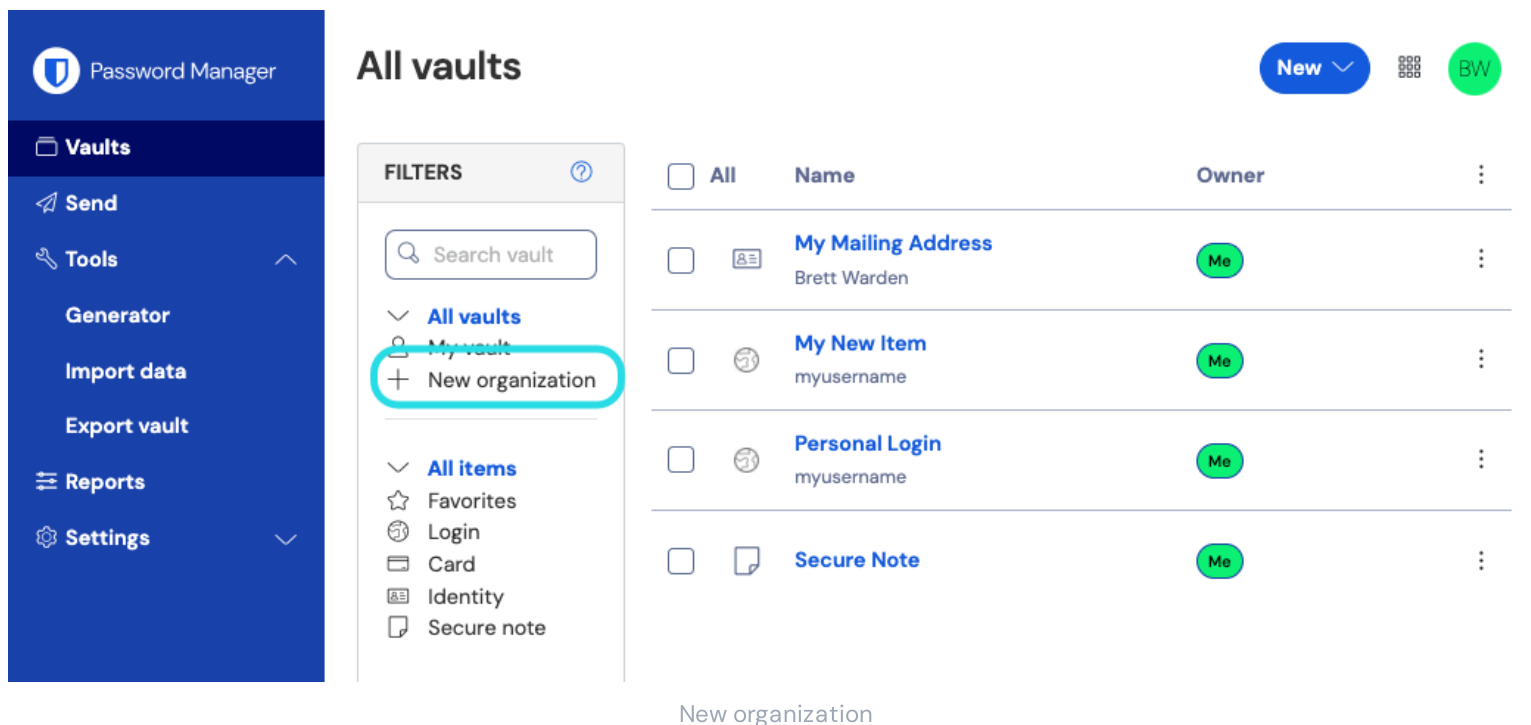
Check known data breaches for this password

Create account

Set a master password

Create an organization

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











All vaults

FILTERS

Search vault

- ▼ All vaults
- My vault
- + New organization**
- ▼ All items
- ★ Favorites
- 🔑 Login
- 📇 Card
- 👤 Identity
- 📝 Secure note

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

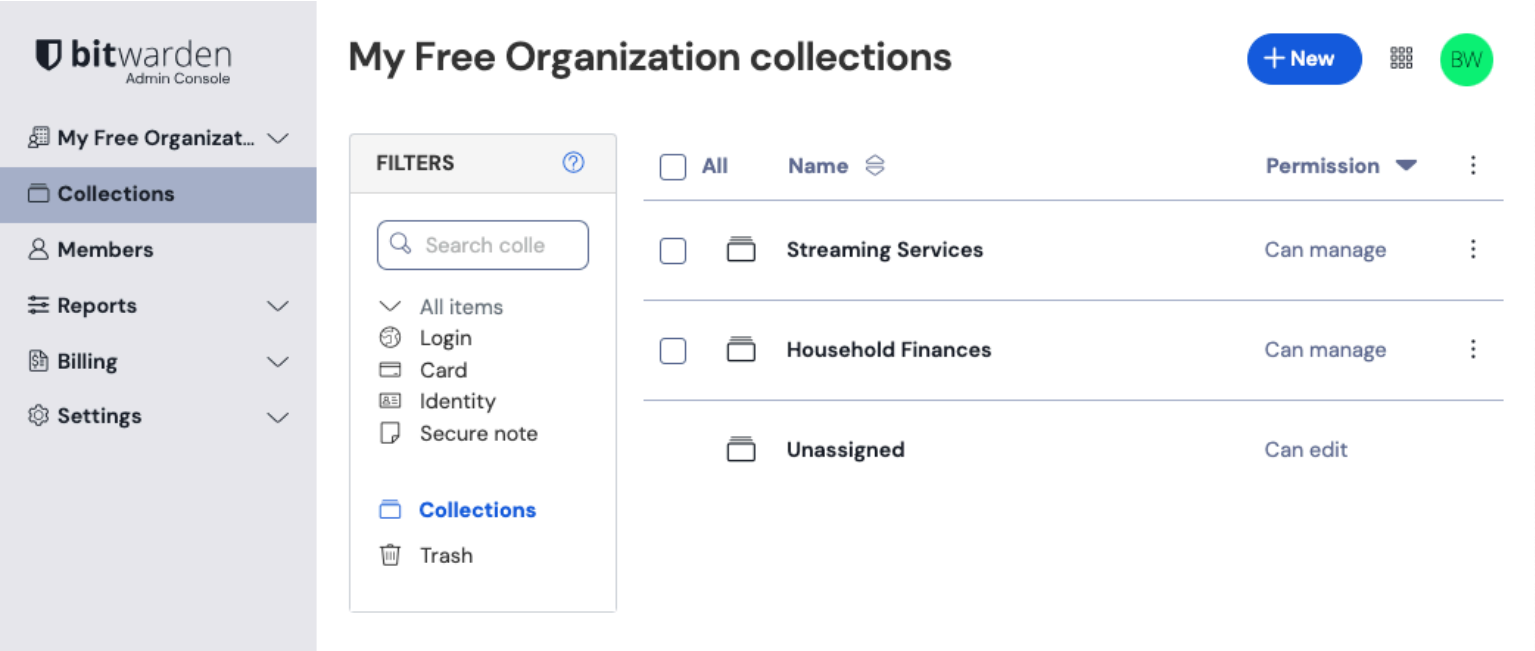
New organization

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

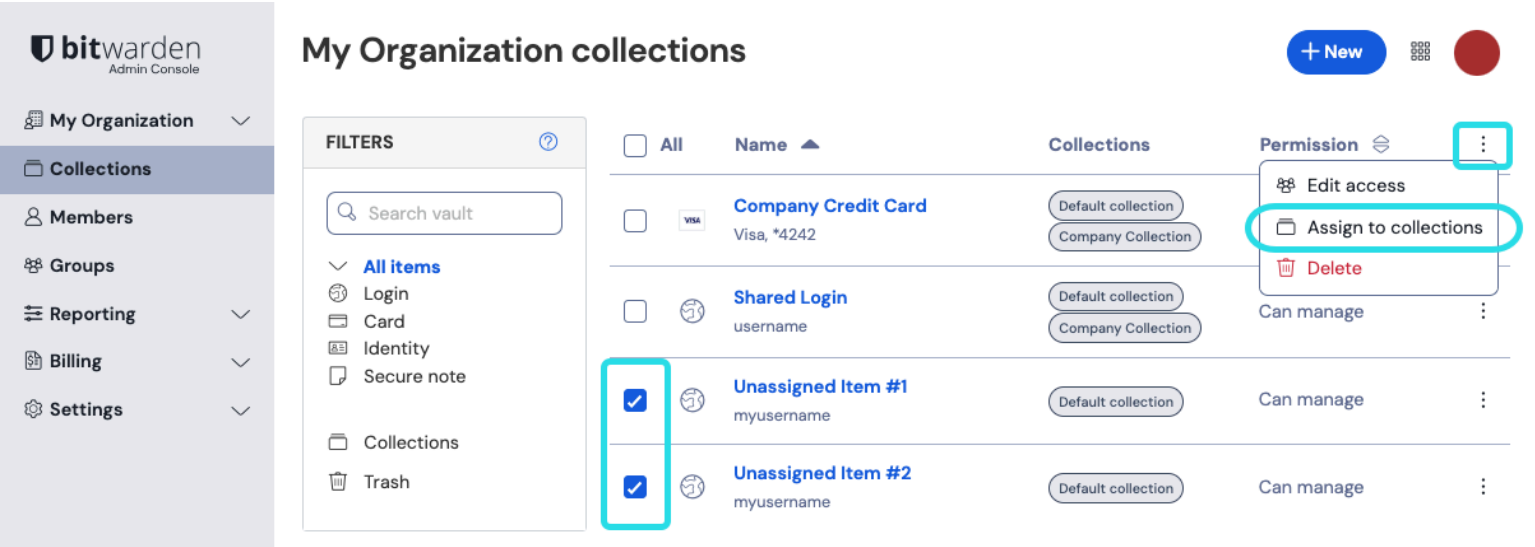
Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure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



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.



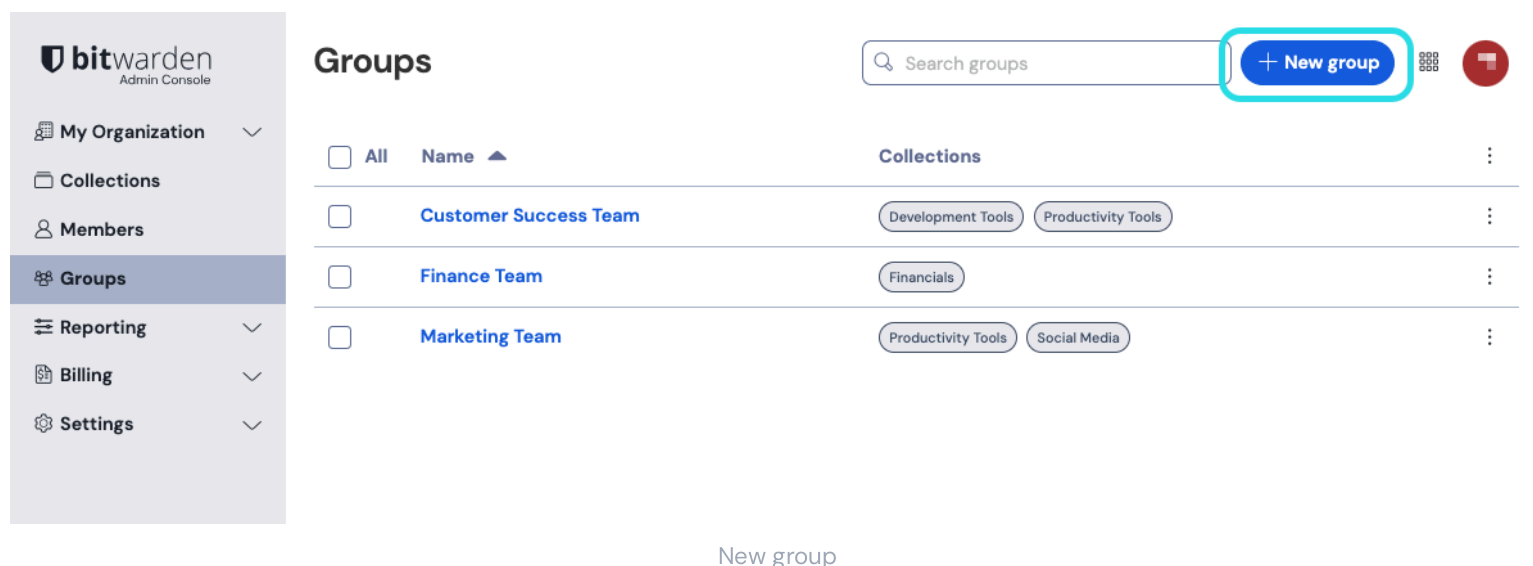
Data can also be imported directly to your organization! Learn how [here](#).

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	

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

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Set a strong password

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Master password (required)

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Strong

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Master password hint

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☒ 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

FILTERS

Search vault

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

New

BW

	All	Name	Owner	
		My Mailing Address Brett Warden	Me	
		My New Item myusername	Me	
		Personal Login myusername	Me	
		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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bitwarden
Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

My Free Organization collections

FILTERS

Search colle

All items

Login

Card

Identity

Secure note

Collections

Trash

+ New

BW

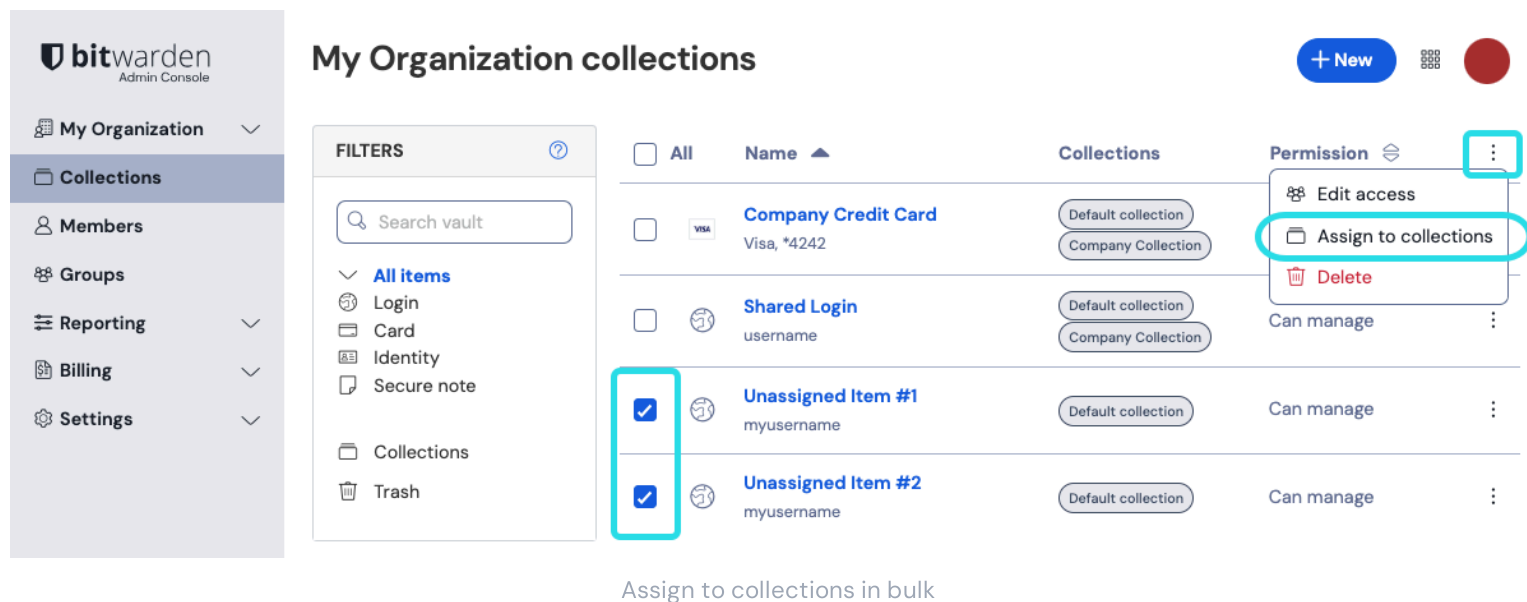
	All	Name	Permission	
		Streaming Services	Can manage	
		Household Finances	Can manage	
		Unassigned	Can edit	

Free organization Admin Console

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My Organization collections

+ New

My Organization

Collections

Members

Groups

Reporting

Billing

Settings

FILTERS

Search vault

All items

Login

Card

Identity

Secure note

Collections

Trash

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

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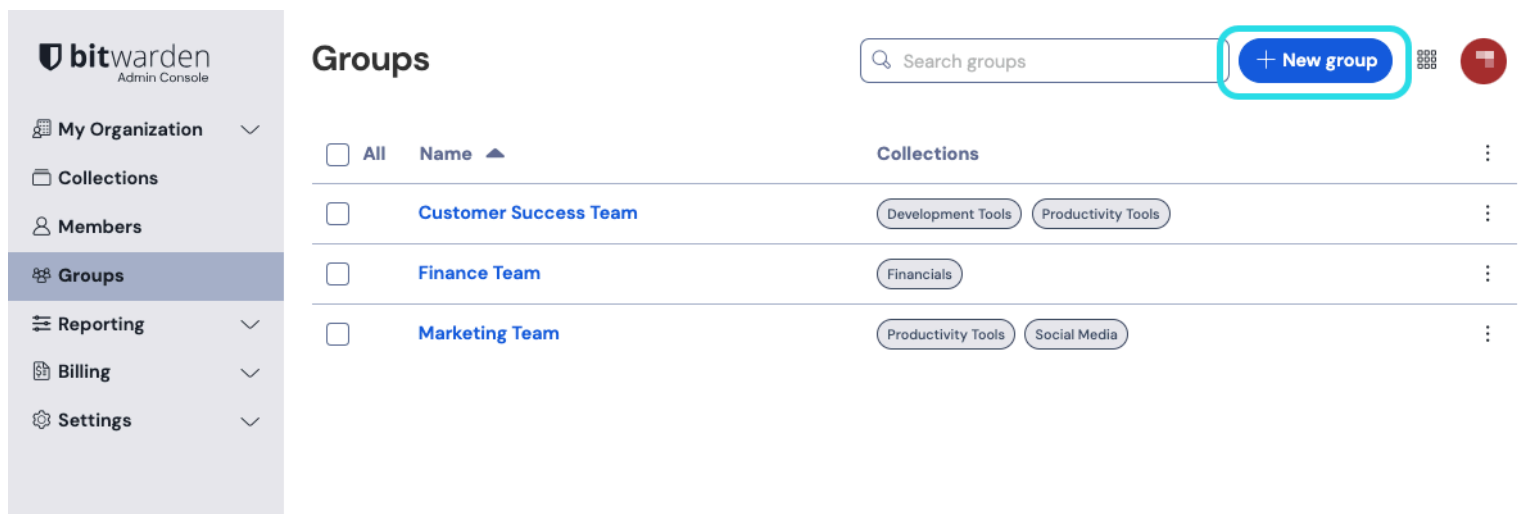
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New group

Policies, integrations, and more

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⇒Families



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New organization

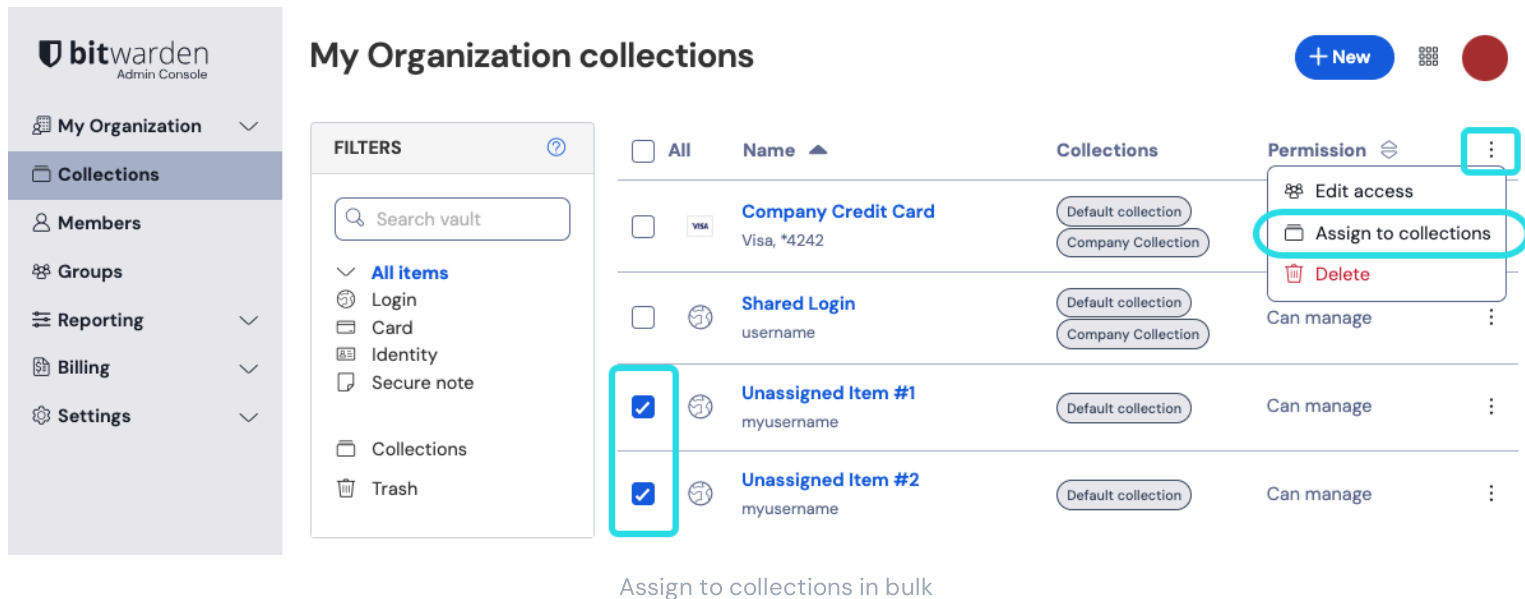
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Free organization Admin Console

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:



My Organization collections

[+ New](#)

FILTERS

Search vault

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

	Name	Collections	Permission
<input type="checkbox"/>	Company Credit Card Visa, *4242	Default collection Company Collection	Edit access Assign to collections Delete
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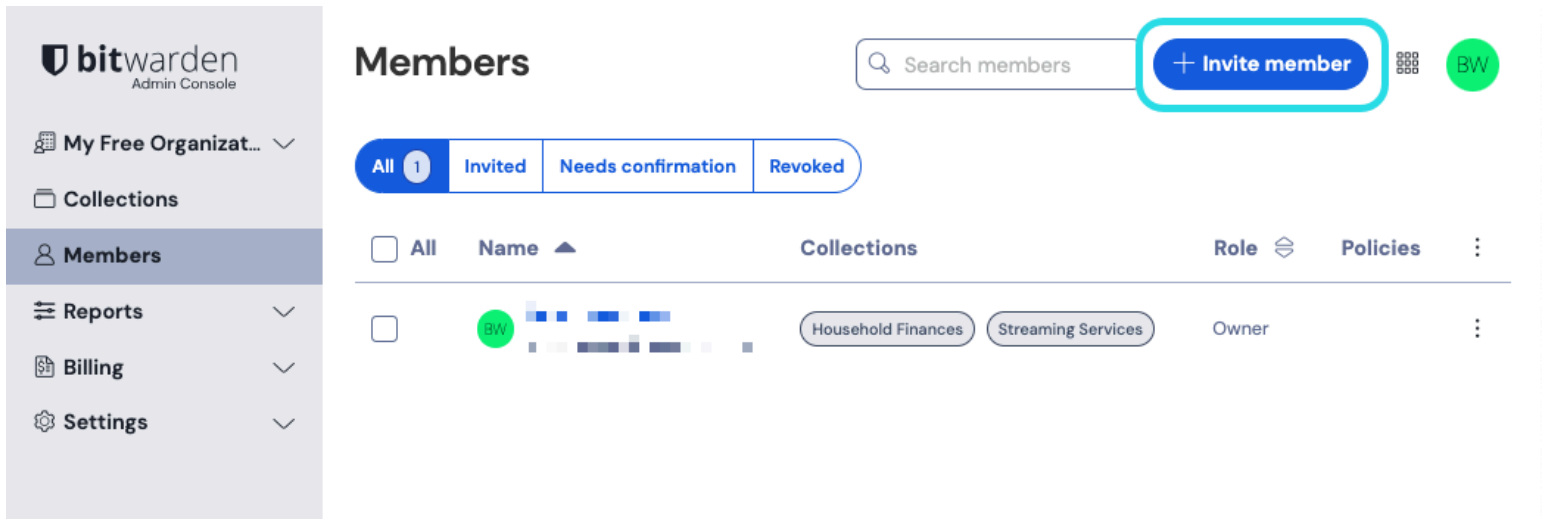
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Tip

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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](#)):



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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Check known data breaches for this password

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Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

All vaults

FILTERS

Search vault

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

New

BW

	All	Name	Owner	
		My Mailing Address Brett Warden	Me	
		My New Item myusername	Me	
		Personal Login myusername	Me	
		Secure Note	Me	

New organization

Or join an existing organization

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bitwarden
Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

My Free Organization collections

FILTERS

Search colle

All items

Login

Card

Identity

Secure note

Collections

Trash

+ New

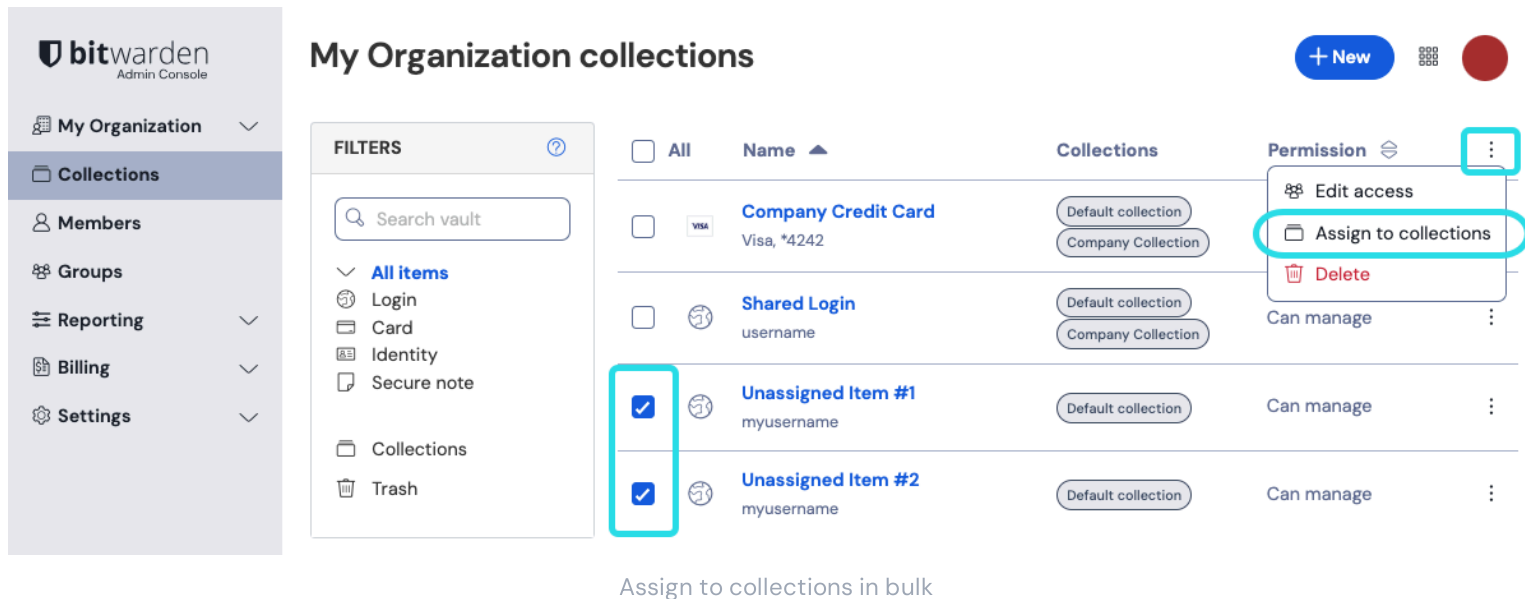
BW

	All	Name	Permission	
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Free organization Admin Console

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My Organization collections

[+ New](#)

FILTERS

Search vault

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

	Name	Collections	Permission
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- 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

- All 1
- Invited
- Needs confirmation
- Revoked

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

Invite member to an organization