



IT GLUE PASSWORD CREATION FORMATS

USER COMPUTER PASSWORDS

USER EMAIL PASSWORDS

TWIZ (ADMIN) COMPUTER PASSWORDS

NETWORK DEVICE PASSWORDS

APPLICATION PASSWORDS

WEB SITE PASSWORDS

USER COMPUTER PASSWORDS

- Open the Passwords page for the user's organization and click on the green "+New" button in the upper right corner of the screen, then click on the "Password" option.
- NAME - Always follow the naming format shown in this example.
- CATEGORY – Always select "Computer" as the category.
- USERNAME – Always use the user's computer profile username.
- PASSWORD – Always use a unique passphrase of at least 16 characters; usually two or three words with the first letter capitalized, each word separated by a period (.), with special character at the beginning or end of the passphrase.
- URL – Enter "any.com"; this is important for the password to be shown in the IT Glue Chrome browser extension.
- Notes: Enter the date the password was created (if known).
- Click on the "Save" button.
- Related Items – Always add the user's computer Configuration record, their Contact record, their Email password record, and the Twiz Password record (if they are created) as Related Items.

Edit Password

Name*
ABS-Carlos Saura (PC)

Category
Computer

Username
CSaura

Password
Leave blank to keep the current password

One-Time Password
Enter text-based secret key

URL
www.any.com

Notes
As of 04/17/2020
Twiz: @Table.Current.One

Cancel Save

Delete

Attachments
No Attachments

Drop files to attach
Max file size 100MB each

Related Items

Add Related Item

- Configuration
ABS-NUC11
- Contact
Carlos Saura
- Password
ABS-Carlos Saura (O...)
- Twiz Password
ABS-NUC11 T...

Revisions

- Jun 30, 2022 2:00 PM Tech Wizards ...
- Apr 27, 2022 2:07 PM Tech Wizards ...
- Apr 27, 2022 2:06 PM Tech Wizards ...

See full access history



USER EMAIL PASSWORDS

- Open the Passwords page for the user’s organization and click on the green “+New” button in the upper right corner of the screen, then click on the “Password” option.
- NAME - Always follow the naming format shown in this example.
- CATEGORY – Select the Microsoft 365 license assigned to this user. In most (but not all) cases it will be “M365 Bus. Standard”.
- USERNAME – Always use the user’s full email address.
- PASSWORD – The user’s email password will usually (but not always) be the same as their computer password. In either case, always enter a passphrase of at least 16 characters; usually two or three words with the first letter capitalized, each word separated by a period (.), with special character at the beginning or end of the passphrase.
- URL – Enter “www.office.com”; this is important for the password to be shown in the IT Glue Chrome browser extension.
- Notes: Enter the date the password was created (if known).
- Click on the “Save” button.
- Related Items – Always add the user’s Contact record, computer Configuration record, Computer password, and the Twiz Password record (if they are created) as Related Items.

The screenshot shows a 'Create Password' form with the following fields and values:

- Name ***: ABS-John Wayne
- Category**: M365 Bus. Standard
- Username**: John@Absolute-Stone.com
- Password ***: [Redacted with dots]
- One-Time Password**: Enter text-based secret key
- URL**: www.office.com
- Notes**: Created 7/29/2022

At the bottom of the form are two buttons: 'Cancel' and 'Save'.



TWIZ (ADMIN) COMPUTER PASSWORDS

- Create or open the Configuration record for the computer, then click on the “Add Password” link that is directly below the “Embedded Passwords” section on the right side of the page.
- NAME – Enter the ComputerName of the computer the password is being created for.
- CATEGORY – Always select “Computer” as the category.
- USERNAME – Always enter “techwizards”.
- PASSWORD – The password should always be a unique passphrase of at least 16 characters; usually two or three words with the first letter capitalized, each word separated by a period (.), with special character at the beginning or end of the passphrase.
- URL – Enter “any.com”; this is important for the password to be shown in the IT Glue Chrome browser extension.
- Notes: Enter the date the password was created (if known).
- Click on the Add button.

NETWORK DEVICE PASSWORDS

- Create or open the Configuration record for the computer, then click on the “Add Password” link that is directly below the “Embedded Passwords” section on the right side of the page.
- NAME – Always follow the naming format shown in this example.
- CATEGORY – Always select “Network Devices” as the category.
- USERNAME – Enter “techwizards” or the username assigned to this device.
- PASSWORD – The password should always be a unique passphrase of at least 16 characters; usually two or three words with the first letter capitalized, each word separated by a period (.), with special character at the beginning or end of the passphrase.
- URL – Enter the URL of the online control panel of this device (if any), or enter “any.com”; this is important for the password to be shown in the IT Glue Chrome browser extension.
- Notes: Enter the date the password was created (if known).
- Click on the Add button.
- Related Items – Enter any items related to this device (LAN Configuration, etc.).

The image shows two screenshots of the 'Embedded Passwords' form in IT Glue. The top screenshot shows a form for a computer password with the following fields: Name (VLT-DT01), Category (Computer), Username (techwizards), Password (masked), URL (any.com), and Notes (Created 7/29/2022). The bottom screenshot shows a form for a network device password with the following fields: Name (ABS-Meraki MX80), Category (Network Devices), Username (bbrower@techwizardsonline.co), Password (masked), URL (https://account.meraki.com/log), and Notes (Created 01/01/2020). Both forms have 'Cancel' and 'Add' buttons at the bottom.



APPLICATION PASSWORDS

- Open the Passwords page for the user's organization and click on the green "+New" button in the upper right corner of the screen, then click on the "Password" option.
- NAME - Always follow the naming format shown in this example.
- CATEGORY – CATEGORY – Always select "Application (locally installed)" as the category.
- USERNAME – Enter the username assigned to this app. If creating a new username do not use "techwizards" unless only Tech Wizards will be accessing and using this app.
- PASSWORD – Enter the password assigned to this app. If creating a new password always use a unique passphrase of at least 16 characters; usually two or three words with the first letter capitalized, each word separated by a period (.), with special character at the beginning or end of the passphrase.
- URL – Enter "any.com"; this is important for the password to be shown in the IT Glue Chrome browser extension.
- Notes: Enter the date the password was created (if known) and any other important information about this app.
- Click on the "Save" button.
- Related Items – If this application is only used by one user and/or only used on one computer then add the user's Contact record and/or the computer Configuration record and Computer password as Related Items.

The screenshot shows a form for creating an application password. The fields are: Name (ABS-QuickBooks Enterprise (App)), Category (Application (locally installed)), Username (Administrator), Password (with a toggle for visibility), One-Time Password (text-based secret key), and URL (www.any.com). There is a Notes field with the text: "This applies to all Absolute Stone company files. Imported from a CSV file." At the bottom are Cancel and Save buttons.

WEB SITE PASSWORDS

- Same procedure as for Application Passwords (above) except for these fields:
 - NAME – Follow this format: "CAD-Synology Account (Web).
 - CATEGORY - Always select "Websites" as the category.
 - URL - Enter the URL of the login (or home page) of the web site; this is important for the password to be shown in the IT Glue Chrome browser extension.