

LastPass Installation and Activation Instructions

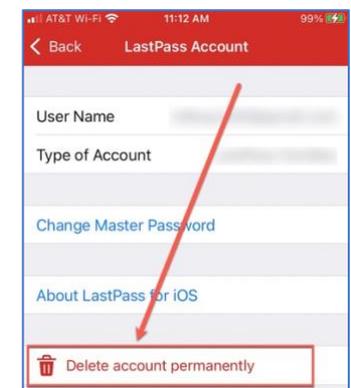
The LastPass password manager works as a browser extension. TDS officially supports LastPass on four browsers. On two of them, the Windows version will be automatically pushed to your machine. For other browsers, you will need to download the appropriate extension from the [LastPass downloads page](#).

Browser Support for LastPass

OS / Browser	Microsoft Edge	Google Chrome	Firefox	Safari	Internet Explorer	Other
Windows	Supported, auto-push	Supported, auto-push	Supported, manual install	Not available	Not supported	Not supported
Mac OSX	Supported, manual install	Supported, manual install	Supported, manual install	Supported, manual install	Not supported	Not supported

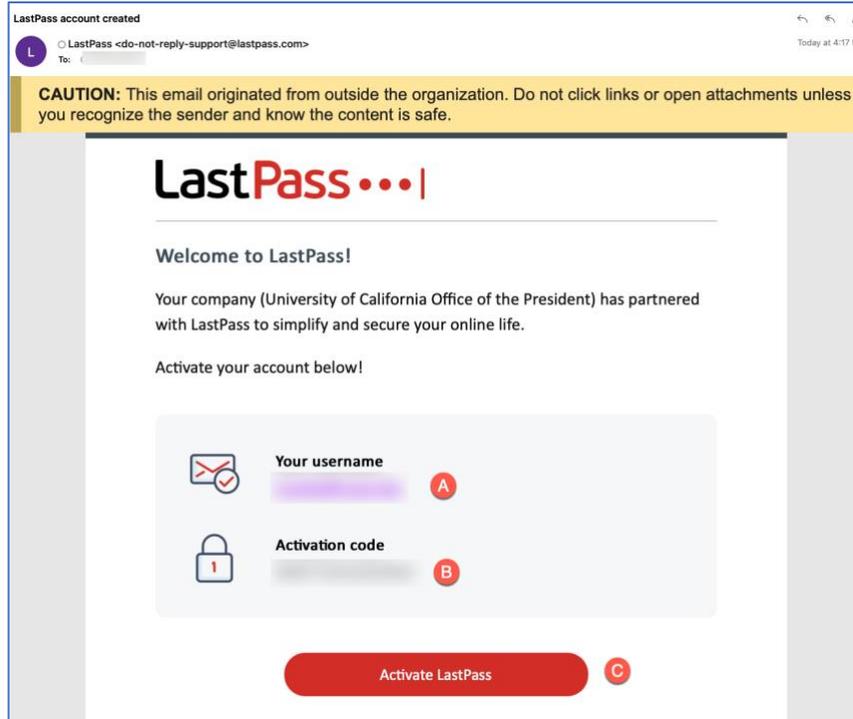
If you already have a LastPass Account under your ucop.edu email address

If you already have a free personal account under your ucop.edu email address, you'll get a new Enterprise account with no passwords in it. You'll need to export all your passwords from your personal account and import them to your new Enterprise account that is using your UPN address (jdoe@ucop.edu). You can still log into your personal account under your firstname.lastname@ucop.edu email address. The Enterprise account will use the UPN address for login. You'll continue to have two separate LastPass accounts unless you delete your personal account through the Settings → Your LastPass Account.



Getting Started with LastPass

1. You will receive an email from LastPass like the following:



2. The email will contain your LastPass username (A), an activation code (B) and a link to activate LastPass (C). You will only need to activate LastPass once even if you use the LastPass extension in more than one browser.
3. Select "Activate LastPass." You will see an activation screen in your web browser like the following. Your email will be automatically filled in and you will only need to enter, or copy

and paste, the activation code from the activation email:

A screenshot of the LastPass account activation screen. The title is "Account activation". Below the title is the instruction "Complete this form to activate your account". There are two input fields: "Email" with the value "jruzicka@ucop.edu" and "Activation code (from email)" which is currently empty. Below the fields is a large red "Continue" button. At the bottom of the screen, there is a disclaimer: "By completing this form, I agree to the Terms and Privacy Policy. I want to receive promotional emails, unless I opt out."

4. You will see this UCOP login page:

The screenshot shows the UCOP login page. At the top left is the University of California logo. Below it is the text "UCOP - Outlook Web App Login". The main heading is "Sign in with your organizational account". There are two input fields: the first contains the email address "jruzicka@ucop.edu" and the second contains a masked password "*****". Below the fields is a blue "Sign in" button. At the bottom, there is a note: "Use your Windows user name and password. For problems logging in, email servicedesk@ucop.edu or call (510) 987-0457."

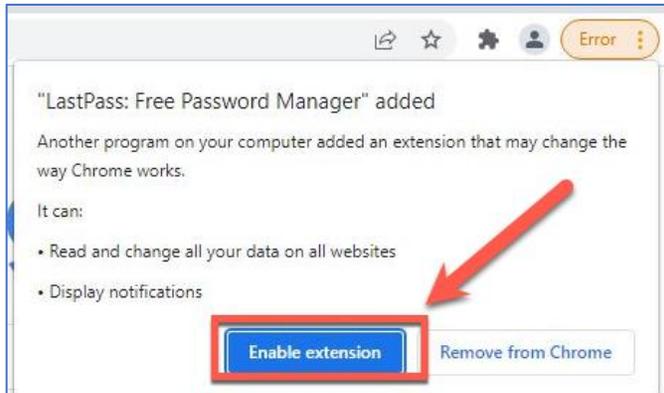
5. Sign in using your UCOP Active Directory credentials (using your UserName@ucop.edu, (not your first.lastname@ucop.edu) login.

6. You may be asked to verify your account with Duo as you already do with many other UCOP applications.

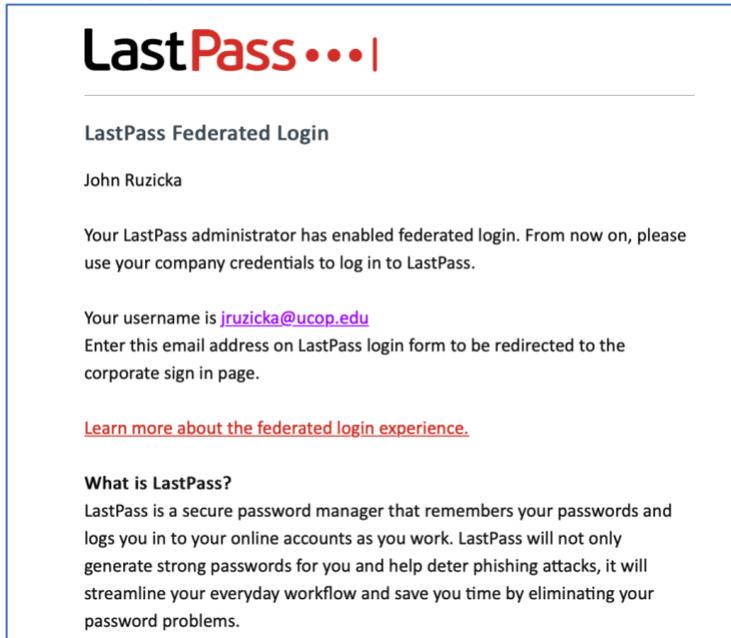
The screenshot shows the Duo account verification page. At the top, it says "Welcome AD\JRuzicka" and "For security reasons, we require additional information to verify your account". Below this is a box containing the UCOP logo and a "Settings" button. There are two large green buttons: "Send Me a Push" and "Enter a Passcode". At the bottom, there is a checkbox labeled "Remember me for 12 hours" which is currently unchecked.

7. After that, your LastPass account will be activated. The next section of this document shows how to manage browser extensions for some of the most common browsers.
8. If you plan to use LastPass on a browser other than Edge or Chrome on Windows, you will need to download the appropriate extension from the [LastPass downloads page](#). Once downloaded, follow the instructions for adding an extension to your specific browser:
- [How to install Safari extensions on your Mac](#)
 - [How to install add-ons \(extensions\) in Firefox](#)

9. If you are using Chrome or Edge on Windows, you will need to give permission for the LastPass extension to run:



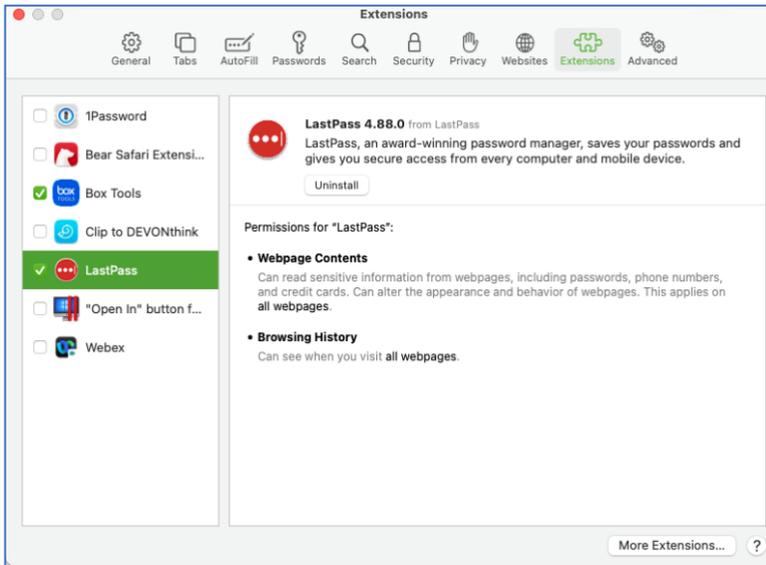
10. You will receive a second email from LastPass indicating that you are using LastPass with federated login (your UCOP SSO credentials).



Appendix: Extension screenshots for various browsers

Safari

After downloading LastPass, double-click the extension from your “Downloads” folder and follow the installation instructions. The screen for managing extensions in Safari looks like the following:



Firefox

