

# The Vault

**The Vault** is a password manager hosted by XR using BitWarden/Vaultwarden software. It is a place for XR groups to securely store and share the passwords to their online accounts.

## What is a password manager?

A password manager is a tool that lets you store all of your passwords together in a safe place. Browsers such as Firefox have this facility. It allows you to generate and securely store passwords that are very strong (e.g. `cj*XknvKPgg9b5`) because they are not guessable but you don't have to remember them. Instead, you have to know the one master password to access them. This makes life easier for you and much harder for hackers.

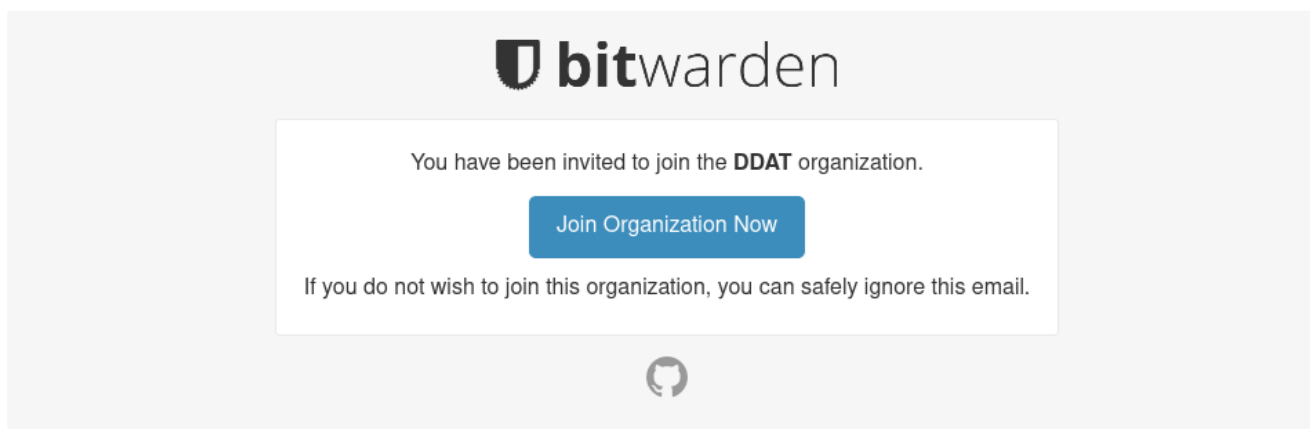
You can store lots of passwords, even ones you created years ago if you wish. And you can also store other codes like bike locks and notes you don't want to lose or leave lying around. That said, XR may not be around forever, so our servers will not be the best place for storing important personal information such as bank account logins!

Using our XR Vault you'll be able to access passwords from each of the XR groups that you're involved with as well as your own private storage area.

## How do I join the Vault?

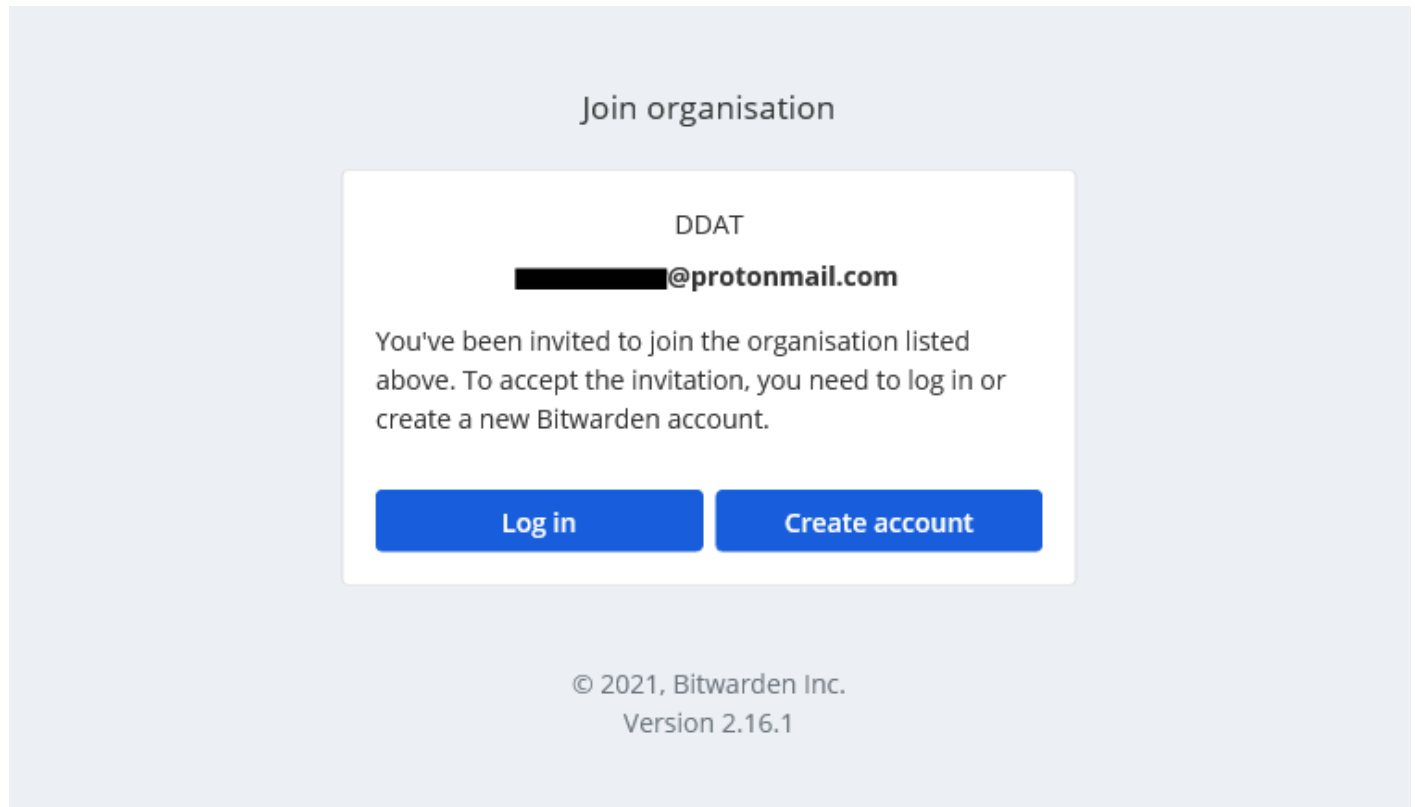
Ask your XR group's Group Admin to send you an invite to your group's organisation in the Vault. If your group doesn't yet have an organisation see [here](#)

1. Check your emails. You should have received an email:



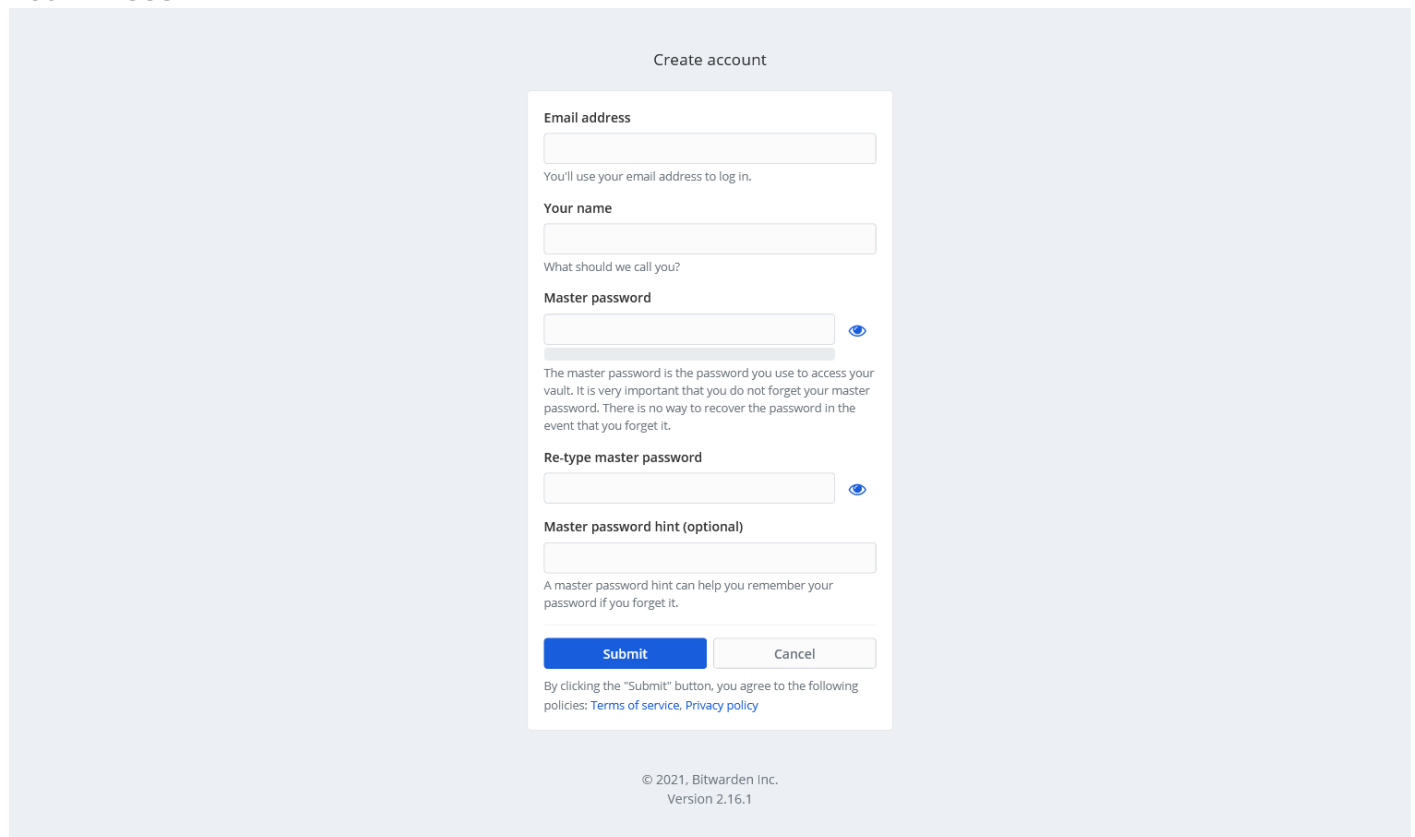
2. Click on **Join Organization Now**.

You will see:



### 3. Click on **Create account**

You will see:



4. Fill in your email address and name (an alias is fine)
5. Create your password [minimum of 12 characters]

It is important to **choose a master password that is really hard to guess** (the Vault will tell you whether it is a strong password or not) and you shouldn't use this password anywhere else. If there's any chance that you might forget this master password, make sure to record it somewhere safe. See also [Don't get locked out of your vault account](#) below

Type your master password then click **Submit**.

6. You have now created an account on the Vault and can begin to use it to store your passwords.

**If you want access to the passwords shared by your group** you need to do some additional steps:

1. From your Vaultwarden homepage click on **Settings** in the left side menu, and then on **My account**

The screenshot shows the Vaultwarden web interface. On the left is a dark sidebar menu with the following items: Vaults, Send, Tools, Reports, Settings, My account, Security, Preferences, Domain rules, and Emergency access. The 'Settings' and 'My account' items are highlighted with red arrows. The main content area is titled 'All vaults' and contains a 'FILTERS' section with a search bar and a list of vaults. The vaults list has columns for 'All', 'Name', and 'Owner'. The first vault is 'Read This - Our vault protocol' owned by a user named 'Me'. The second vault is 'test' owned by 'tester'. The third and fourth vaults are redacted with grey boxes. A red callout box with a white border contains the following text:

**1: Click on 'Settings' to reveal the drop-down menu**

**2: Click on 'My Account'**

2. Under the **My Account** section note down your account's fingerprint phrase. This will be a string of five random English words (e.g. `alligator-transfer-laziness-macaroni-blue`).

## My account

Name



Email

Your account's fingerprint phrase: [?](#)

Master password hint

Save

3. Send this fingerprint phrase to your group admin. This will help them to identify you and give you access to the group's passwords.

## What if my XR group isn't already using the Vault?

If you want your group to be able to use the Vault, have your group's Secretary, Internal Coordinator, External Coordinator or Group Admin get in touch with the Digital Discussions

Applications Team using [this Mattermost channel](#). They can then create the Vault organisation and give you access so you can begin sharing passwords within your group.

## How do I access the Vault?

### Accessing the vault via the web interface

The most straightforward way to use the Vault on your computer is by simply going to its web page. Enter <https://vault.extinctionrebellion.uk/> into the URL bar of your web browser and you'll be presented with the login page.

However, it is more convenient to use, and more secure, to install a browser extension (see next paragraph).

### Accessing the Vault via laptop or PC (web browser extension)









For regular users of the Vault on laptop or PC it's very worthwhile to take a moment to install the Bitwarden browser extension.

To install one of these:

1. Go to the **Download** part of the **Bitwarden website** and scroll down to the **Web Browser** section:

### Web Browser

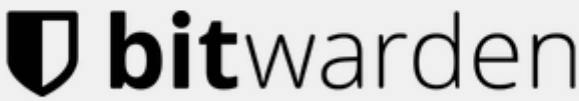
Integrate Bitwarden directly into your favorite browser. Use our browser extensions for a seamless browsing experience.

|   |   |
|---|---|
|  Google Chrome   |  Safari      |
|  Mozilla Firefox |  Vivaldi     |
|  Opera           |  Brave       |
|  Microsoft Edge  |  Tor Browser |


2. Click on the browser that you are using and install the extension.
3. You should now see a small shield icon at the top-right of the browser window:



If you click on this the following screen should pop up:

 **bitwarden**

Log in or create a new account to access your secure vault.

Logging in on: **bitwarden.com** 

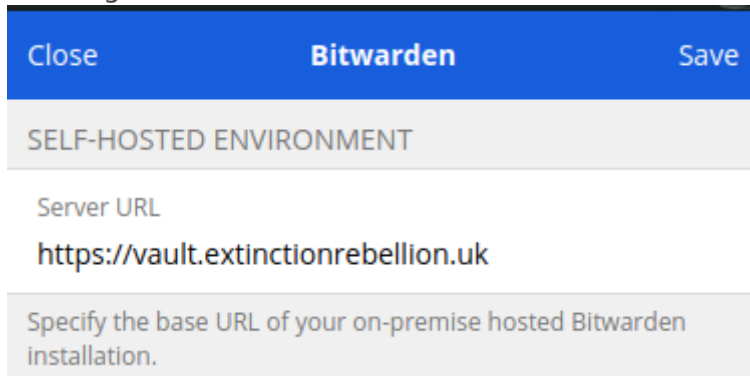
☐ Remember email

**Continue**

New around here? [Create account](#)

Click on the `Logging in on` drop-down menu (circled in red) and select `self-hosted`.

- Under `SELF-HOSTED ENVIRONMENT`, set the `Server URL` field to `https://vault.extinctionrebellion.uk` and click `Save`. You can ignore (leave blank) the fields under the 'Custom Environment' heading



The screenshot shows a web form titled 'Bitwarden' with a blue header bar containing 'Close' and 'Save' buttons. Below the header is a section titled 'SELF-HOSTED ENVIRONMENT'. Inside this section, there is a label 'Server URL' followed by a text input field containing the URL 'https://vault.extinctionrebellion.uk'. Below the input field is a light gray box with the text 'Specify the base URL of your on-premise hosted Bitwarden installation.'

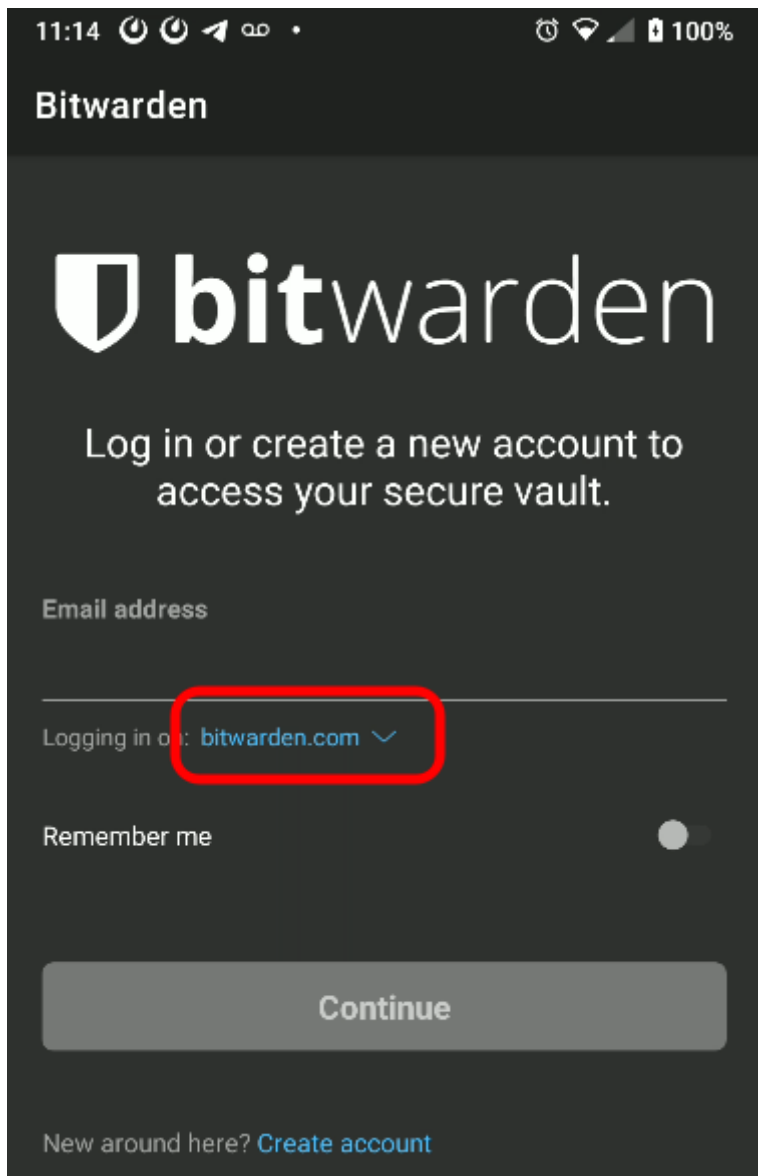
- Click `Log in`, enter your email address and master password and then click `Log in` (top-right corner).

## What doesn't work for laptop/PC access

**Don't use Bitwarden's Desktop Apps.** These apps (available for installation on Linux, MacOS and Windows) do not work properly with our self-hosted Vaultwarden software (tested April 2024). We don't believe this to be much of a problem since there are so many other ways to use the Vault

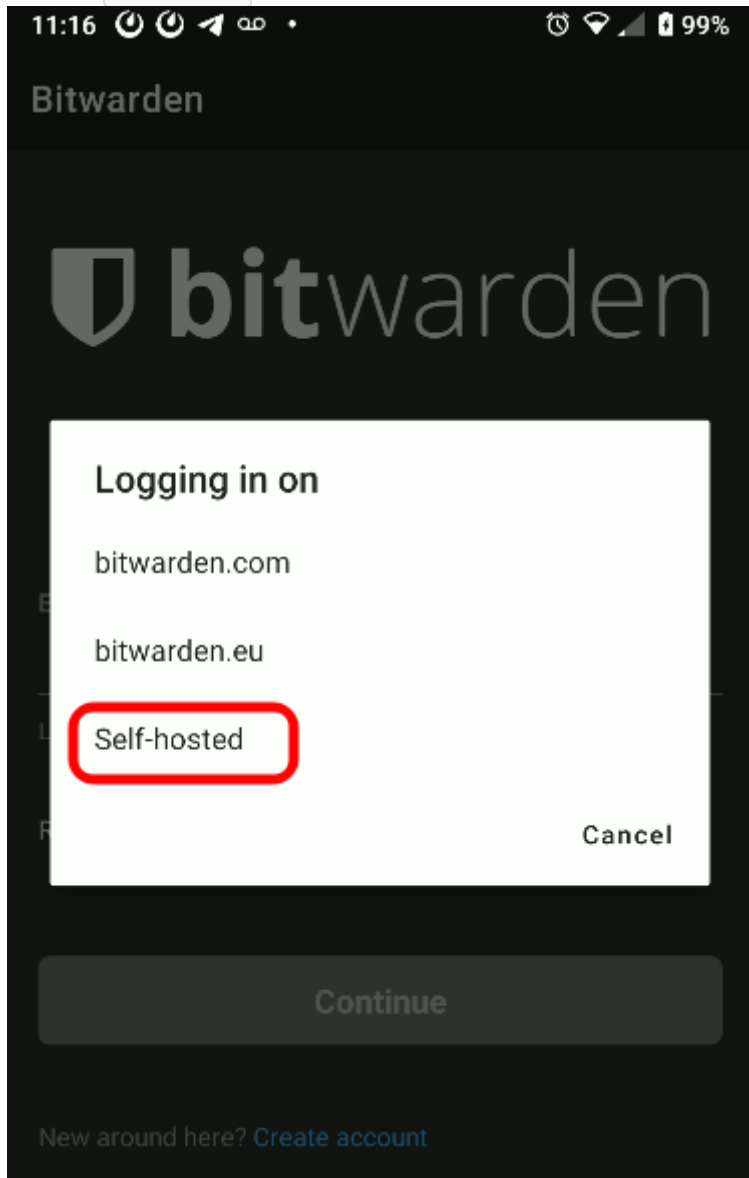
## To access the Vault on your mobile device:

- Install Bitwarden from either the [Google Play Store](#) or [Apple App Store](#)
- Open the app. You will see a screen that looks like this:

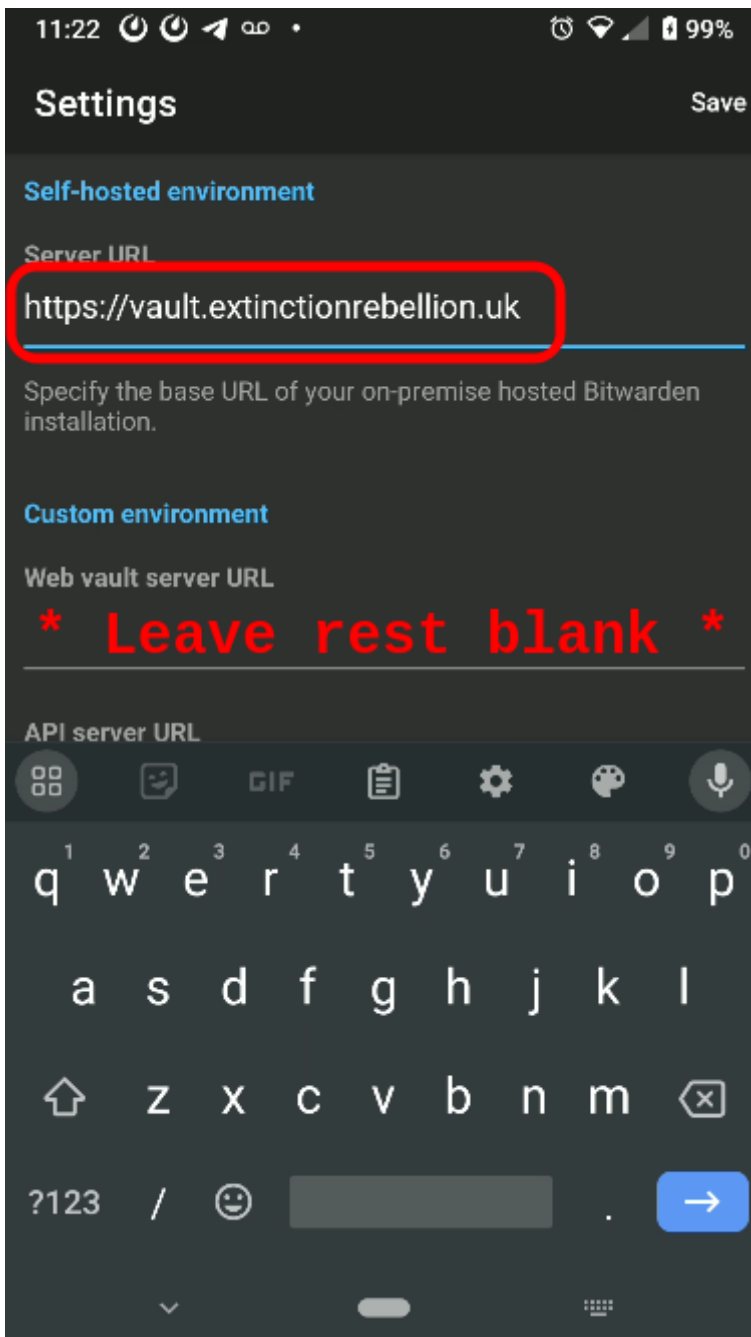


3. Click on the Logging in on drop-down menu (circled in red above)

4. Select



5. Enter  in the  field (circled red below) and then click  (top right of screen). You can leave all the other fields blank



6. Back at the log in screen enter your email address. You may wish to select ☐ Remember me to avoid repeating this step. Click
7. Enter your vault password in the  master password field and click on

## Using the Vault

The following instructions are mainly describing use via a laptop/pc web browser extension, but similar operations are also available via mobile devices and via direct web access

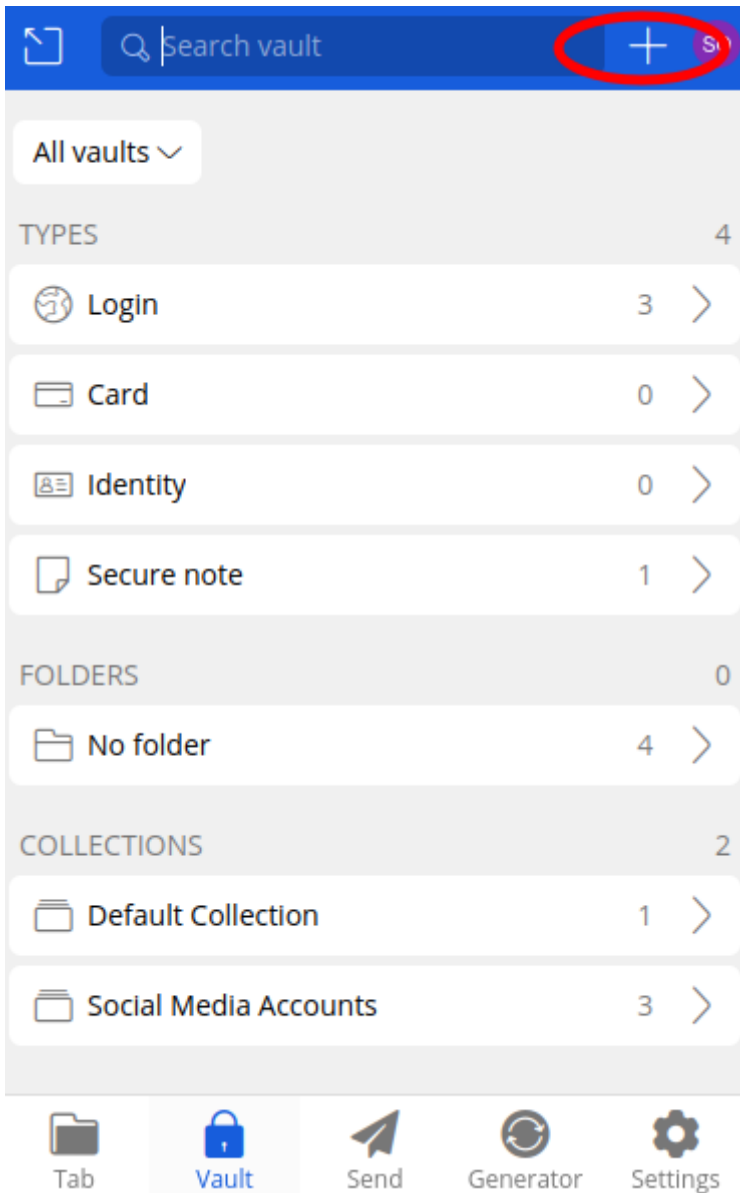
### Adding new passwords

To add new passwords to the Vault for either new or existing accounts:

1. Click on the small shield icon at the top right of your browser window and log in if necessary:



2. You should see a screen like this:



3. Click on the + icon in the top-right corner (circled in red). You should see a screen similar to this:

Cancel Add Item Save

ITEM INFORMATION

Type  
Login

Name  
rebeltoolkit.extinctionrebellion.uk

Username

Password

Authenticator Key (TOTP)

URI 1  
https://rebeltoolkit.extinctionrebellion.uk

+ New URI

4. Enter your username and password. If you want to generate a random secure password (strongly recommended!), click on the generate password icon circled in red.
5. Click **Save** (top-right).

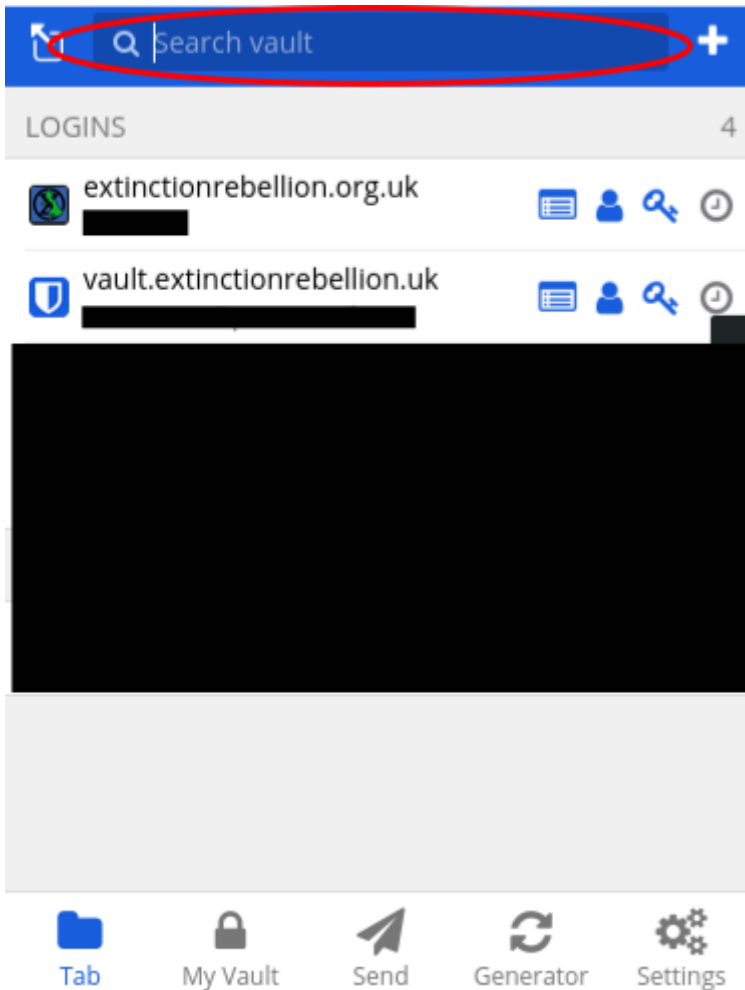
## Filling existing passwords

To access the information in the Vault when you want to log in to a website:

1. Click on the small shield icon at the top right of your browser window:



2. You will now see a screen like this:



3. If the correct account appears under **LOGINS** then click on it and the username and password fields on the website page should automatically be filled.  
If the account is not there then you will need to search for it in the search bar circled in red. Once you have found the correct account you will have to copy and paste the username and password into the website.

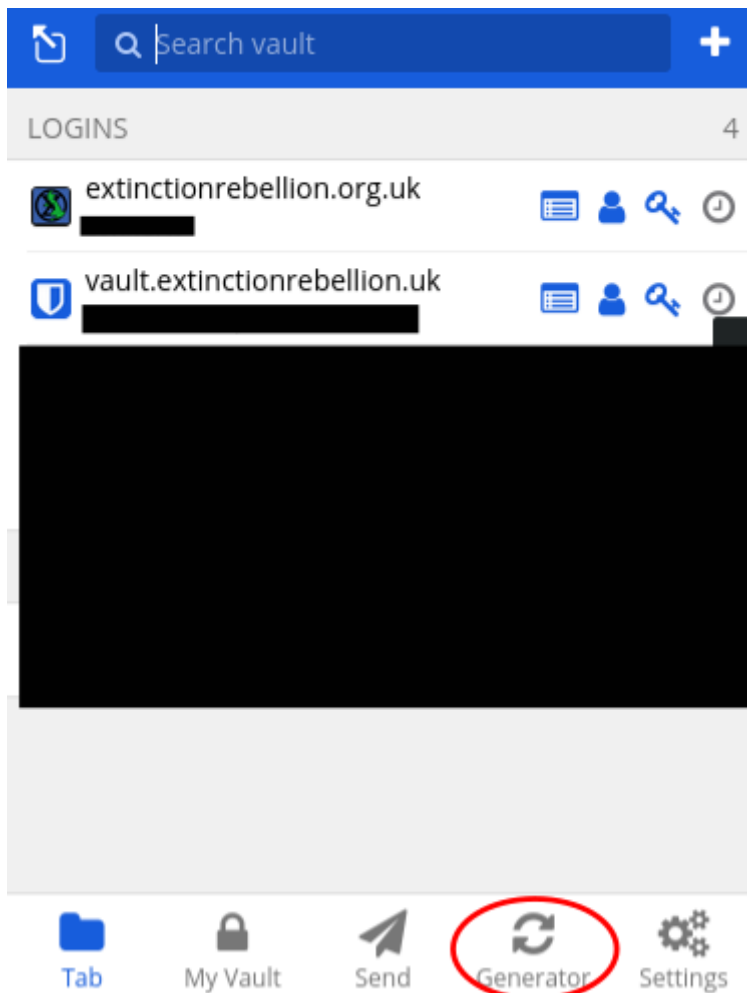
## Accessing your password history

If you generate a password and forget to save it to the Vault, you can retrieve it:

1. Click on the small shield icon at the top right of your browser window:



2. Click on **Generator** (circled in red):



3. Click **Password History** to access previously generated passwords.

## Sharing passwords

You can only share passwords you create within your **Organisation** in the Vault. The passwords within your organisation can be assigned to **Collections**, and you can share collections with other people. You have total control over who can see, edit, etc. which collection, and who can invite others.

All this is documented in [Get Started with Organizations](#) in the Bitwarden docs. Be aware that our Vault is a self-hosted installation, and there are no charges for using it - always use our Vault, rather than the commercial Bitwarden one.

## Vault management (for Vault owners)

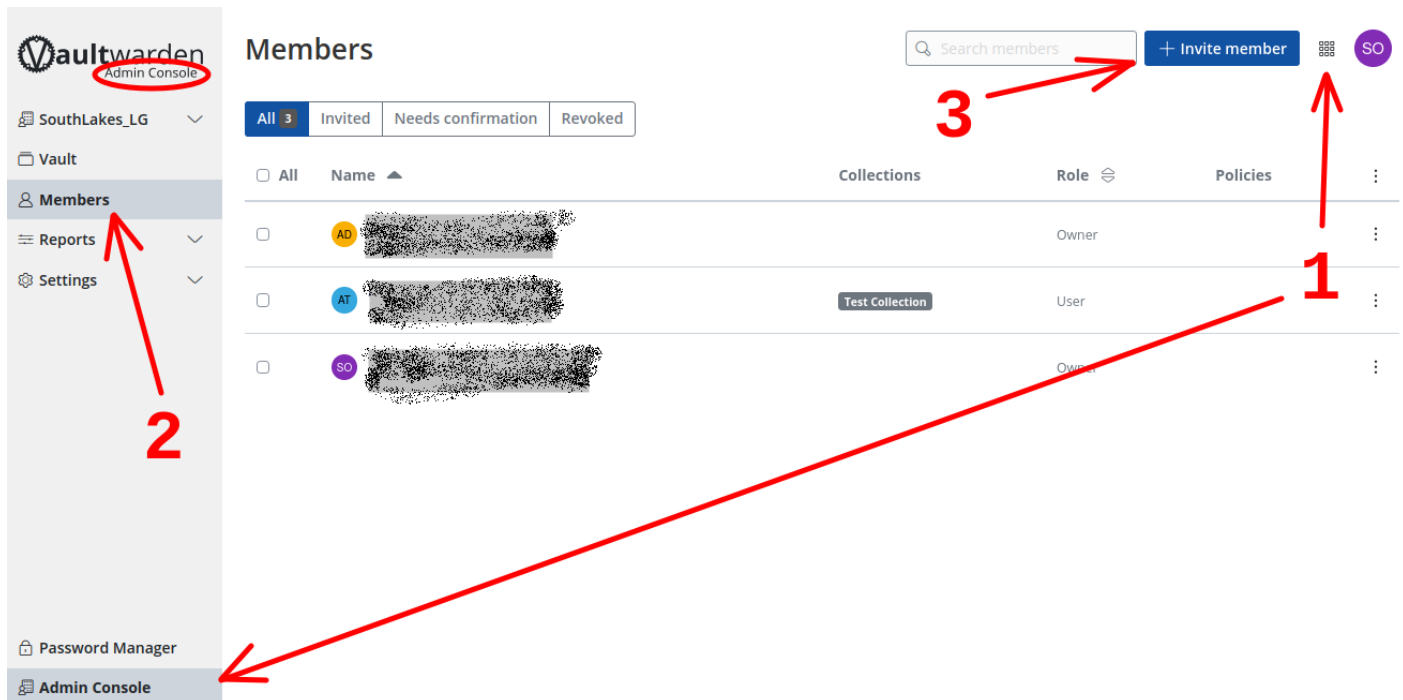
This section is for those with 'owner' status for a vault

### Granting access to a vault

If your vault account has 'owner' status for your group's vault then you are able to invite other members. To do this log into your account using the website <https://vault.extinctionrebellion.uk>

and follow these steps:

1. Click on the 'cube of cubes' (dice) button to the left of your avatar and select **Admin Console**, or click directly on **Admin Console** at the base of the left menu
2. In the left hand menu click on **Members**
3. Click on the **Invite Member** button



4. In the pop-up, enter the email address of the person to be invited
5. Select the member role / status as appropriate. If the person is a well known & trusted member of your group then it's probably best to make them a fellow 'owner'. Having a number of owners helps avoid access to the group's vault from being lost
6. Click **Save**

**Invite member** ✕

**Role** Collections

Invite a new user to your organisation by entering their Bitwarden account email address below. If they do not have a Bitwarden account already, they will be prompted to create a new account.

**Email** (required)

**enter.email@here** 4

Enter up to 20 emails by separating with a comma.

**Member role** ⓘ

☐ **User**  
Access and add items to assigned collections

☐ **Manager**  
Create, delete, and manage access in assigned collections

☐ **Admin**  
Manage organisation access, all collections, members, reporting, and security settings

☒ **Owner**  
Manage all aspects of your organisation, including billing and subscriptions

5

**Save** **Cancel** 6

Back on the members page you should now see 'Invitation sent' next to the email address of the person you've invited.

7. You may wish to prompt that person to check their emails and accept the invitation. Send them this link help with the next steps:  
<https://rebeltoolkit.extinctionrebellion.uk/link/1064#bkmrk-how-do-i-join-the-va>. If they leave it too long (about 10 days??) then the invitation may expire. If they already have an XR Vaultwarden account then they can just log into that in order to accept the invitation, otherwise they'll be requested to set one up. Once they've logged into their account (new or existing) and accepted the invitation then they should send you their account's 'fingerprint phrase'
8. At this stage you should see a 'Needs confirmation' label next to the new member's entry on the members page. Click on the '3 vertical dots' to the right of their entry
9. Click on **Confirm** in the pop-up menu

10. In the 'Confirm User' pop-up, compare the displayed 'fingerprint phrase' with the one that the new member sent you. If they're identical then click on Confirm

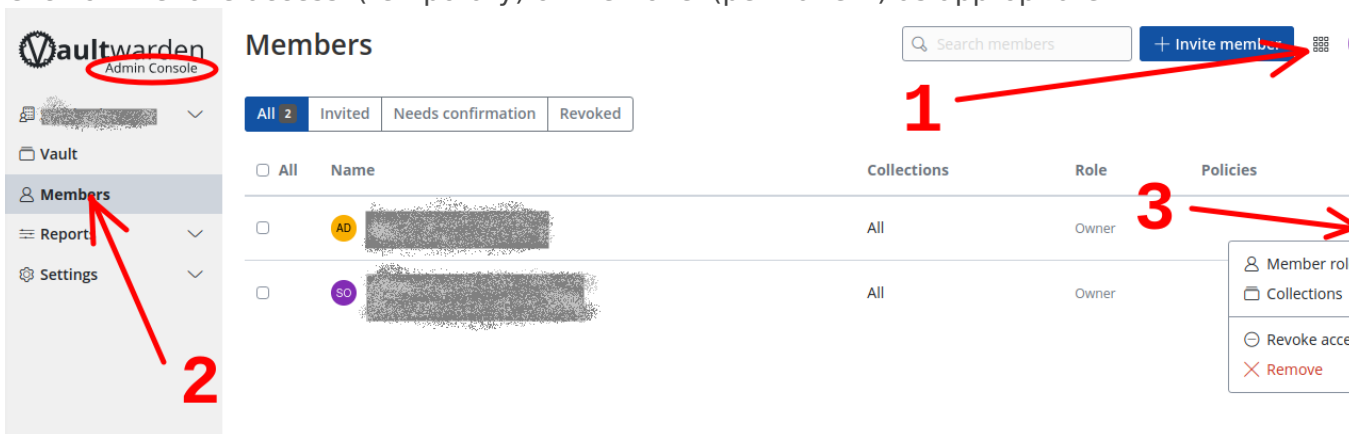
## Removing access

If someone loses their phone, gets arrested, or has their devices compromised, you should remove their access as soon as possible.

You (as a vault owner) can remove someone's access to the group, or change which collections they have access to, by logging into your account using the website

<https://vault.extinctionrebellion.uk> and accessing the 'Members' page as follows:

1. Click on the 'cube of cubes' (dice) button to the left of your avatar and select Admin Console, or click directly on Admin Console at the base of the left menu
2. In the left hand menu click on Members
3. Click on the '3 verticle dots' to the right of the person concerned
4. Click on 'Revoke access' (temporary) or 'Remove' (permanent) as appropriate



## What to do if someone leaves your group

If the person has had access to important passwords, you should assume they have a copy of them. So, as well as removing them from your group on the Vault, you should also **CHANGE ALL THE PASSWORDS** they had access to.

## Don't get locked out of your Vault account!

If your password is lost then there is no way to regain access to your account (it is designed to be secure after all). Any passwords that you've stored in your personal areas will be lost, although it will be possible for you to be re-invited to any shared group vaults after setting up a new account. If you were the sole 'owner' of a group's vault then control of that will also have been lost, although others in your group (who you'd previously granted access to) should still be able to gain access in order to retrieve passwords.

So it's best to take precautionary measures to ensure you never lose control of your vault.

These might include:

- Use a master password that you're sure you won't forget (but which is still complex enough to be secure), or storing the master password somewhere safe
- Set up a password 'hint' to be emailed to you when needed (but only do this if you can think of something cryptic enough that it wouldn't help anyone else guess your password)
- If your account is the 'owner' of a group's vault, invite a second trusted group member to also be an 'owner', and make sure to nominate someone to replace you if you leave the group
- You can nominate someone to be an **'Emergency Contact'**. This facility allows you to designate and manage trusted emergency contacts (who must also have XR Vault accounts set up), who can request access to your vault in a case of lost password. If you lose your password you then ask one of your emergency contacts to request access to your account. You will get an email to notify you of the request, and you then grant permission for them to proceed. When selecting your emergency contact, do consider that they will potentially have access to all group vaults to which you've been invited

## "Low KDF Iterations" warning

Following an update to the Vault software in August 2024 you will probably start seeing a "Low KDF Iterations" warning displayed on your main password manager page. Our advice is to please **ignore the message for the time being**. DDAT are considering whether any action actually needs to be taken, and will aim to draw up instructions on how to proceed if so.

The screenshot shows the Vaultwarden Password Manager interface. On the left is a dark sidebar with navigation options: Vaults, Send, Tools, Reports, and Settings. The main area is titled 'All vaults' and contains a table of vaults with columns for Name and Owner. A warning message box is overlaid on the right side of the interface. The warning box has a yellow header with a triangle icon and the text 'LOW KDF ITERATIONS'. The body of the message says: 'Update your encryption settings to meet new security recommendations and improve account protection.' Below the text is a button labeled 'Update KDF settings'. An orange arrow points from a callout box to the warning message. The callout box is orange with a white border and contains the text: 'Ignore this message for the time being!'.

**Ignore this message for the time being!**

## Where else can I find information?

- [Bitwarden help](#)
  - [Why You Should Use a Password Manager, and How to Get Started](#)
-