

Enrollment Process

This article will walk you through enrolling in 1Password.

If you did not receive a 1Password enrollment email, please contact [IT Support](#).

Enrollment

Within the email, please click the **Join Now** button to start the enrollment process. A new browser window will appear, requesting that you create an account password. This password is known as the *Master Password* by 1Password. The password should have a length of at least 24 characters. As with your domain password it's recommend you use a long sentence or a series of memorable words. Additionally, **do not use your domain password**. This ensures your 1Password account remains secure if your domain account is ever compromised.

Visit <https://www.useapassphrase.com/> for password ideas.

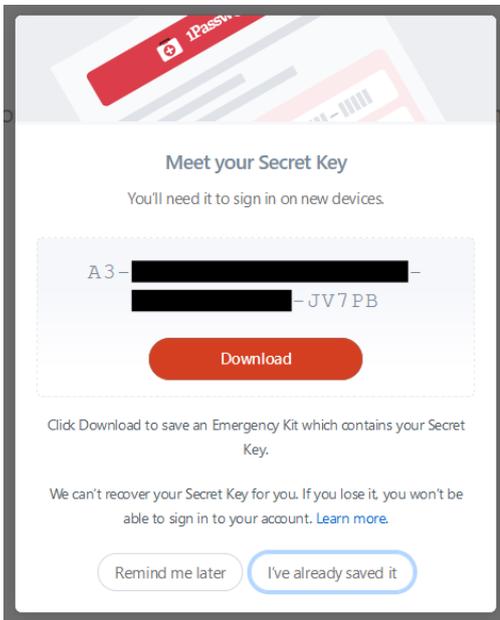


The screenshot shows a web interface for creating a password. At the top, it says "Create your password." Below that, a message reads: "This is the one password you need to remember. If you already have a password for 1Password, enter it below." There is a large input field with a blue border and a circular icon on the right side. The field contains 24 black dots, and a "SHOW" link is visible on the right. Below the input field, there are two columns of text. The left column has a lock icon and the text: "KEEP IT UP! Remember: the longer and more random your password, the better!". The right column has the text: "WANT HELP CHOOSING? Use our generator to create a strong and easy to remember password." At the bottom, there are two buttons: "Previous" on the left and "Continue" on the right.

Please input your password then select **Continue**.

1Password Emergency Kit

With your password chosen, 1Password will now provide you with a link to download your *1Password Emergency Kit*. This document is important as it requires all of the information you need when signing onto a new device for the first time.



For security reasons, please **DO NOT** store this document in electronic form, whether on the file server or your laptop. Instead please download the 1Password Emergency Kit, print the document out and immediately delete the electronic version.

If locate outside of the lower mainland please store the printed copy in a secure location. For employees located within the lower mainland, please provide this document to Administration so it can be securely stored within the office safe.

The Emergency Kit provides a spot to write your Master Password. Please **DO NOT** write down your master password. If this password is lost, your account can be easily recovered by IT.

When complete select **I've already saved it**.

Final Steps

Enrollment has been completed! Once the IT department has approved your account, you'll receive a welcome email from 1Password.

Welcome to 1Password

Here are your account details. You'll need them to sign in to 1Password.



Your sign-in address:

<https://georgebellconsulting.1password.com>

Your email address:

tyler.rasmussen@georgeandbell.com

Your Secret Key:

It's in your [Emergency Kit](#)

You're now ready to sign into 1Password using the 1Password app. Please see [Signing in for the First Time](#) for instructions.

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