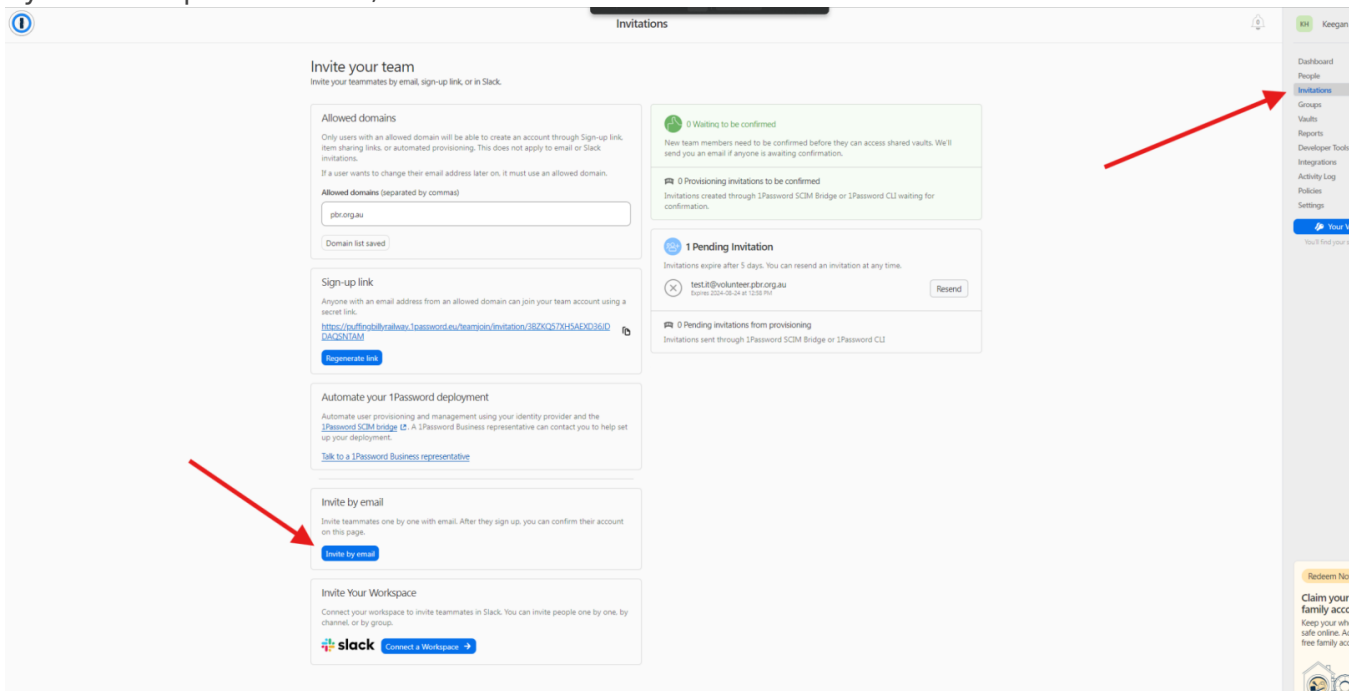# 1Password

- [Setting up a new user in 1password](#)

Setting up a new user in 1password

This article will show how to setup a new user in 1password.

1. Install 1password on the users machine. This can be done in PDQ.
2. An invite will have to be sent from your admin web portal page.

   https://puffingbillyrailway.1password.eu Select "invitations" from the sidebar and "invite by email". Input the email, the user will receive an email to activate their account.

3. This will take them to the online version and to Duo authenticate.
4. To sign in on the app, click "sign in" > "Enter account details". Enter the users email address with the sign-in address as below and hit next. You will need to authenticate with duo.

← Sign In   ✕

Email address

test.it@volunteer.pbr.org.au

Sign-in address

puffingbillyrailway . 1password.eu ⌄

Check your "Welcome to 1Password" email.
Or find it in your Emergency Kit.

Next

5. 1password will then ask to trust the device. You will need to input a code. Go back to the web portal where it will ask you to allow or deny the device. Once allowed it will give you a code to enter in the app version. Once completed the app can then trust the device and the app version can be used.

Allow new device?

ETRB181001L near Melbourne, AustraliaAU is trying to use your account

If this isn't you, deny the request, then contact your team administrator.

Allow

Deny

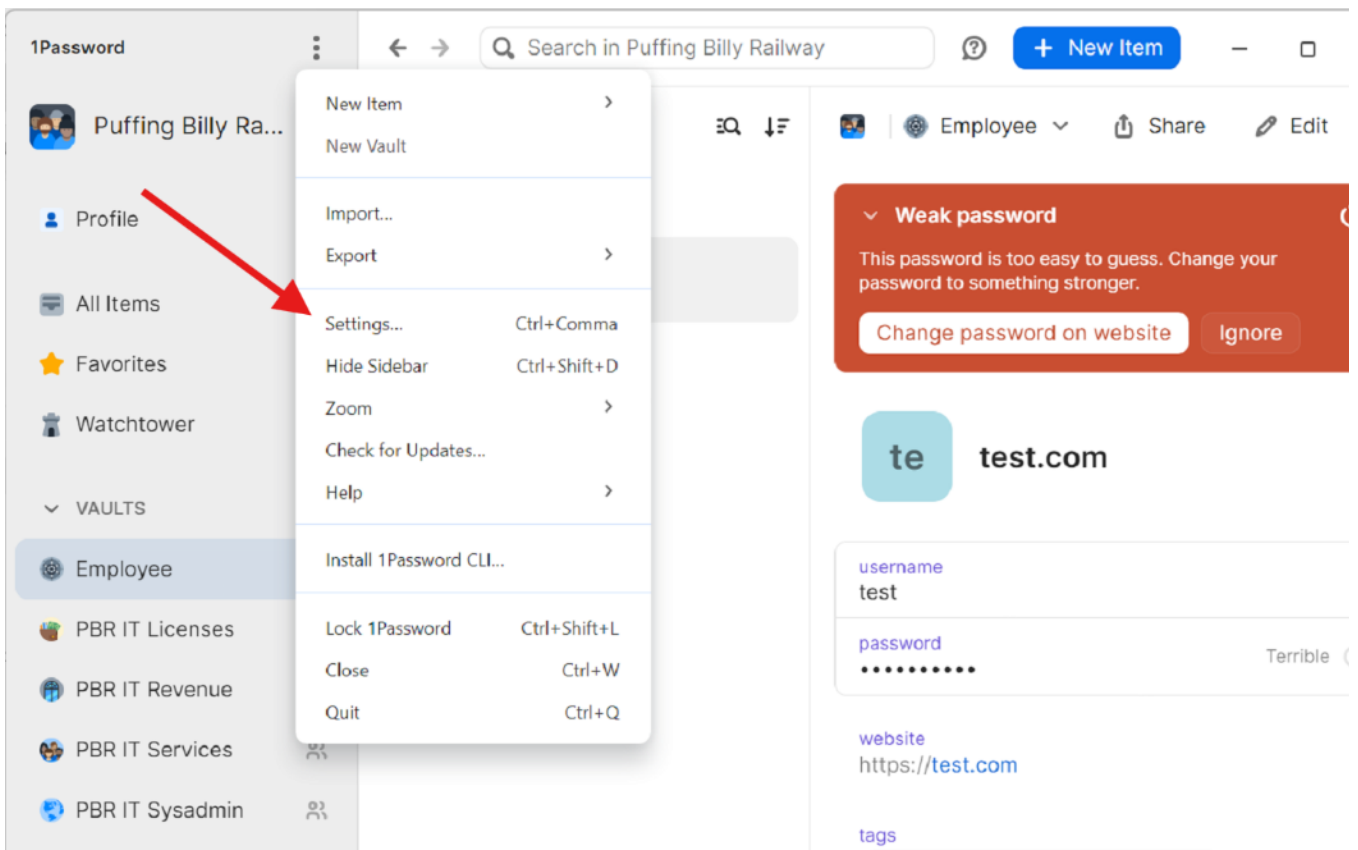## Your verification code

Don't share this code with anyone

Use this code to finish signing in to
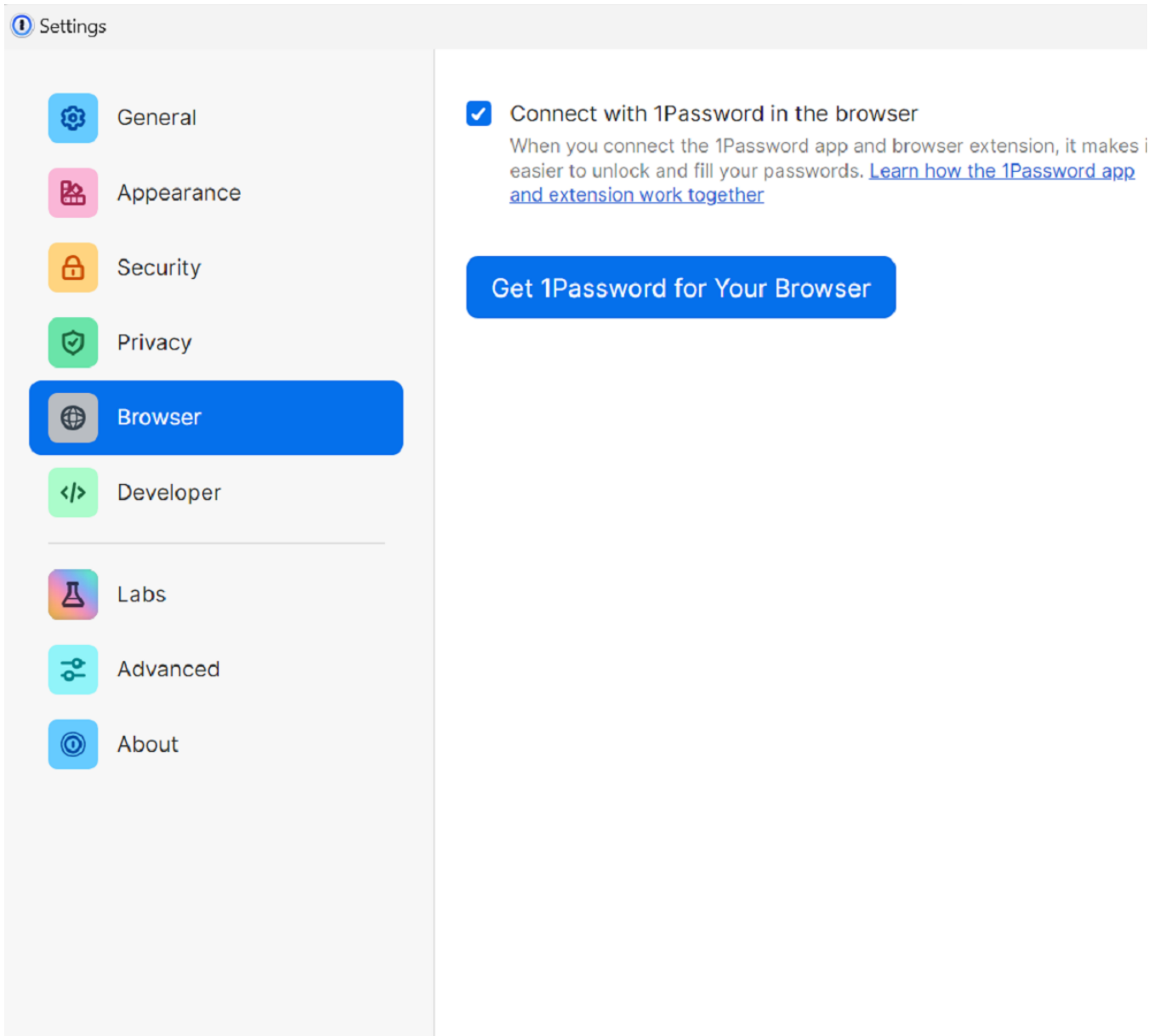ETRB181001L near Melbourne, Australiaᴬᵁ

GWRXQXYZ

This code will expire after 10 minutes. If this
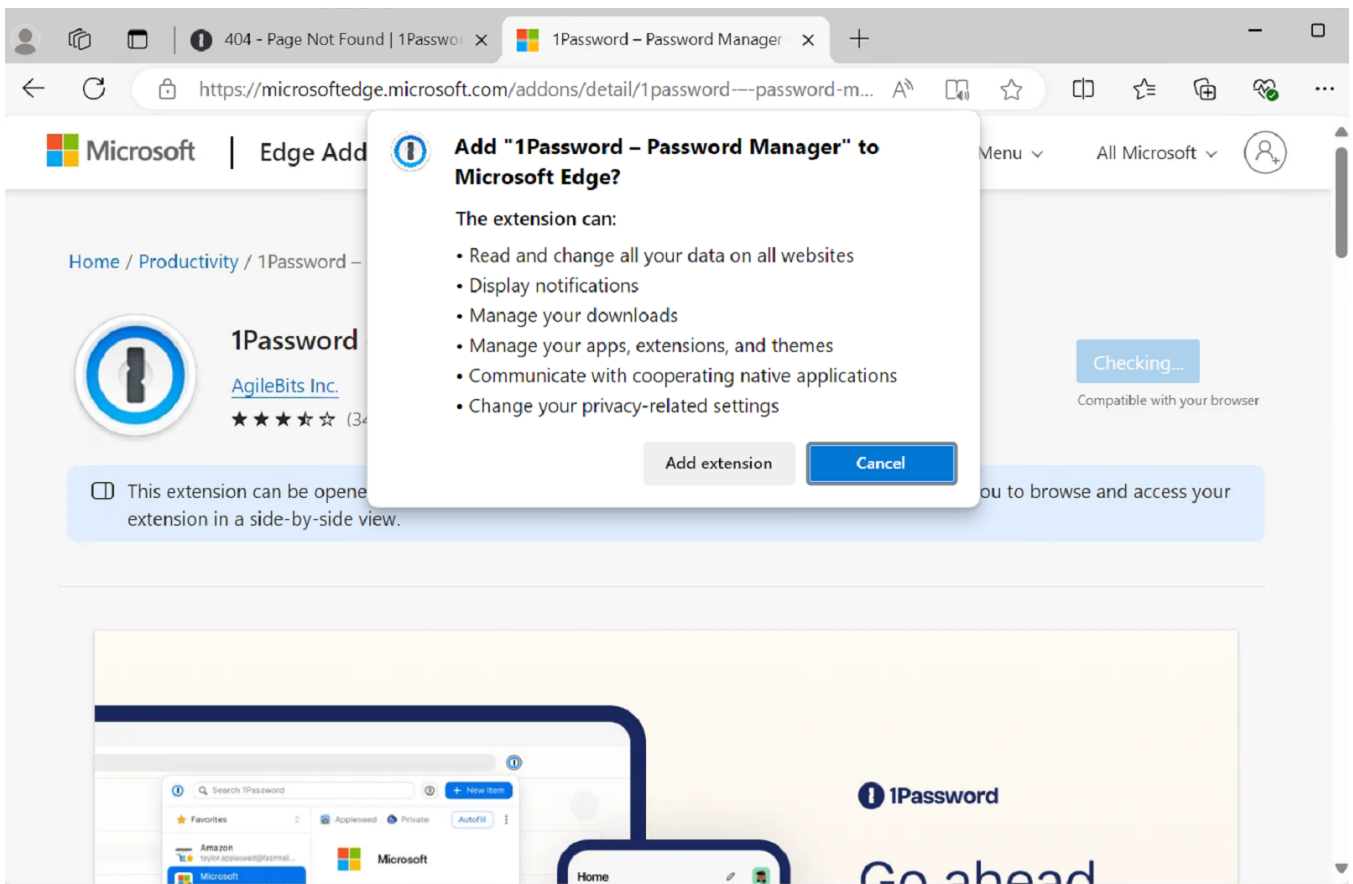isn't you, report it to us.

Cancel

6. The web browser extension can also be installed from the app. Click the 3 dots and select settings.

7. Select "Browser" and "Get 1Password for Your Browser" (If the link does not work, copy the link and paste it into a new tab)

General

Appearance

Security

Privacy

Browser

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Advanced

About

☑ Connect with 1Password in the browser
When you connect the 1Password app and browser extension, it makes i
easier to unlock and fill your passwords. Learn how the 1Password app
and extension work together

Get 1Password for Your Browser

8. Select "Get" and "Add Extension"

9. Make sure to delete passwords from the browser and disable and browser settings. If you need to import existing passwords from chrome or edge, see bookstack

https://bookstack.pbr.org.au/books/1password-pPd/page/importing-password-from-browser-to-1password