

LEARNING CENTER > PASSWORD MANAGER

Get Started with Bitwarden: Administrator

View in the help center:
<https://bitwarden.com/help/get-started-administrator/>

Get Started with Bitwarden: Administrator

We're thrilled that you're considering Bitwarden for your business's secure credential sharing needs. Let's walk through the first steps we'll take towards successful partnership:

⇒Enterprise



Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. [Get started today](#).

Your master password

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **Memorable:** Bitwarden employees and systems have **no** knowledge of, way to retrieve, or way to reset your master password. **Do not forget your master password!**
- **Strong:** A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free [password strength testing tool](#) to test the strength of some memorable passwords you are considering.



Set a strong password

Finish creating your account by setting a password

Master password (required)

.....



Important: Your master password cannot be recovered if you forget it! 12 character minimum.

Strong

Confirm master password (required)

.....



Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.



Check known data breaches for this password

Create account

Set a master password

Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

 Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

All vaults

FILTERS

▼

All vaults

+

My vault

+

New organization

▼

All items

☆

Favorites

🔑

Login

🛖

Card

🪪

Identity

📝

Secure note

New

BW

☐	All	Name	Owner	
☐		My Mailing Address Brett Warden		⋮
☐		My New Item myusername		⋮
☐		Personal Login myusername		⋮
☐		Secure Note		⋮

New organization

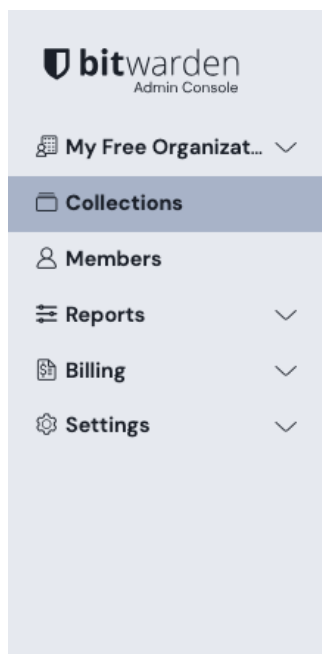
Or join an existing organization

If your organization has already been created, ask the IT team at your company or your manager for information on how you're expected to join Bitwarden. Some organizations send email invitations to your work inbox, others will allow you to enroll by simply logging in with your single sign-on (SSO) account.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

© 2025 Bitwarden Inc | Page 4 of 19



My Free Organization collections

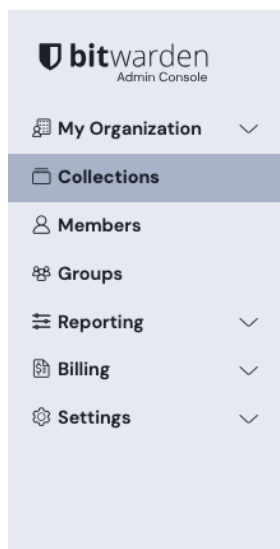


FILTERS		☐ All	Name	Permission	
Search colle ▼ All items - Login - Card - Identity - Secure note Collections - Trash		☐	Streaming Services	Can manage	⋮
		☐	Household Finances	Can manage	⋮
		☐	Unassigned	Can edit	

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your company or team. You can create directly from the web app and assign them to collections in order to share them with your team:



My Organization collections



FILTERS		☐ All	Name	Collections	Permission	
Search vault ▼ All items - Login - Card - Identity - Secure note - Collections - Trash		☐	Company Credit Card Visa, *4242	Default collection Company Collection	⋮ Edit access Assign to collections Delete	
		☐	Shared Login username	Default collection Company Collection	Can manage	⋮
		☒	Unassigned Item #1 myusername	Default collection	Can manage	⋮
		☒	Unassigned Item #2 myusername	Default collection	Can manage	⋮

Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users or groups to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.

- Organization-owned items **must** be included in at least one collection.



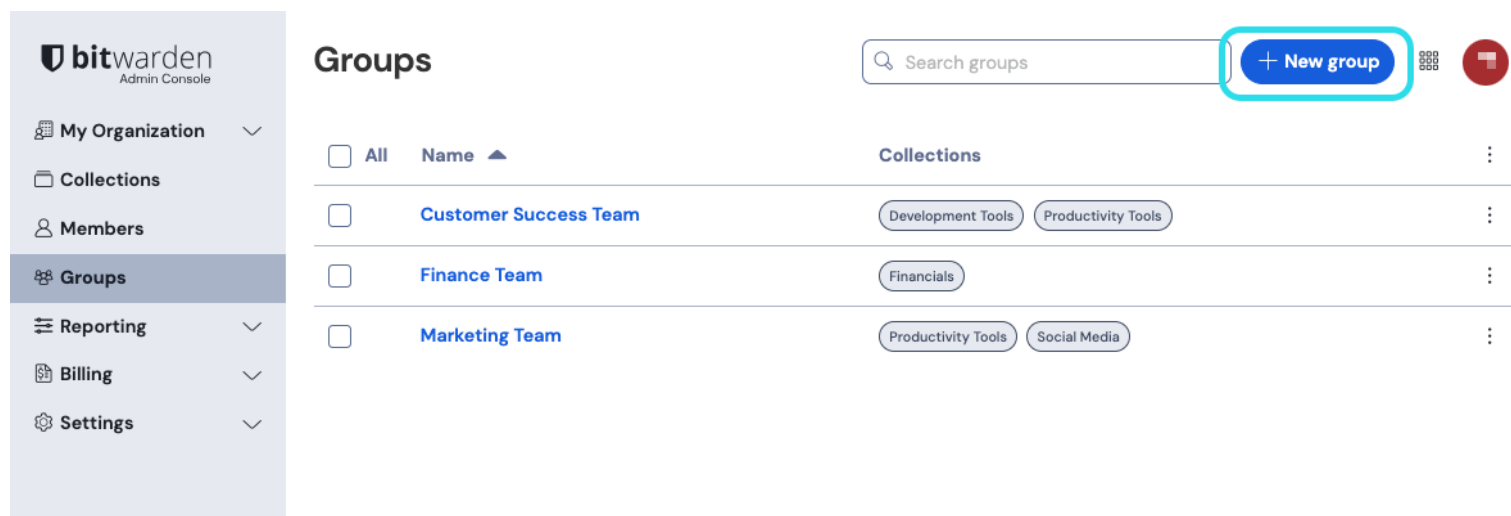
Data can also be imported directly to your organization! Learn how [here](#).

Managing members and groups

As an owner or admin, you might be responsible for managing members of your team or your company more broadly. Members can be added to your organization:

- Directly from the Admin Console's **Members** page ([learn more](#)).
- By integrating Bitwarden with your IdP using SCIM ([learn more](#)).
- By integrating Bitwarden with your directory service using Directory Connector ([learn more](#)).

Members can assigned directly to collections in order to regulate what vault data they have access to, but so can **groups**. Groups relate together individual members and provide a scalable way to assign access to and permissions for specific collections:



☐	Name	Collections	
☐	All		
☐	Customer Success Team	Development Tools Productivity Tools	
☐	Finance Team	Financials	
☐	Marketing Team	Productivity Tools Social Media	

New group

Policies, integrations, and more

Enterprise Bitwarden organizations provide powerful tools for improving your online security and integrating with existing workflows and tools. Some other things you might manage as an administrator of your organization include:

- Setting up [policies](#) to enforce security rules for users, for example mandating use of two-step login.
- Auditing what credentials [organization members have access to](#).
- Integrating Bitwarden with your existing [SSO](#) workflow.
- [Verifying your organization's domain](#) for an seamless login experience.

- [Setting up](#) a system for, or [approving](#), device trust requirements for members.
- Integrating Bitwarden with your existing SIEM tool, like [Microsoft Sentinel](#).

⇒Teams

Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. [Get started today](#).

Your master password

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **Memorable:** Bitwarden employees and systems have **no** knowledge of, way to retrieve, or way to reset your master password. **Do not forget your master password!**
- **Strong:** A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free [password strength testing tool](#) to test the strength of some memorable passwords you are considering.



Set a strong password

Finish creating your account by setting a password

Master password (required)

.....



Important: Your master password cannot be recovered if you forget it! 12 character minimum.

Strong

Confirm master password (required)

.....



Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

☒ Check known data breaches for this password

Create account

Set a master password

Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

☐ All	Name	Owner	
☐	My Mailing Address Brett Warden		
☐	My New Item myusername		
☐	Personal Login myusername		
☐	Secure Note		

New organization

Or join an existing organization

If your organization has already been created, ask the other member of your organization to send you an invite.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

My Free Organization collections

+ New

FILTERS

All items

Login

Card

Identity

Secure note

Collections

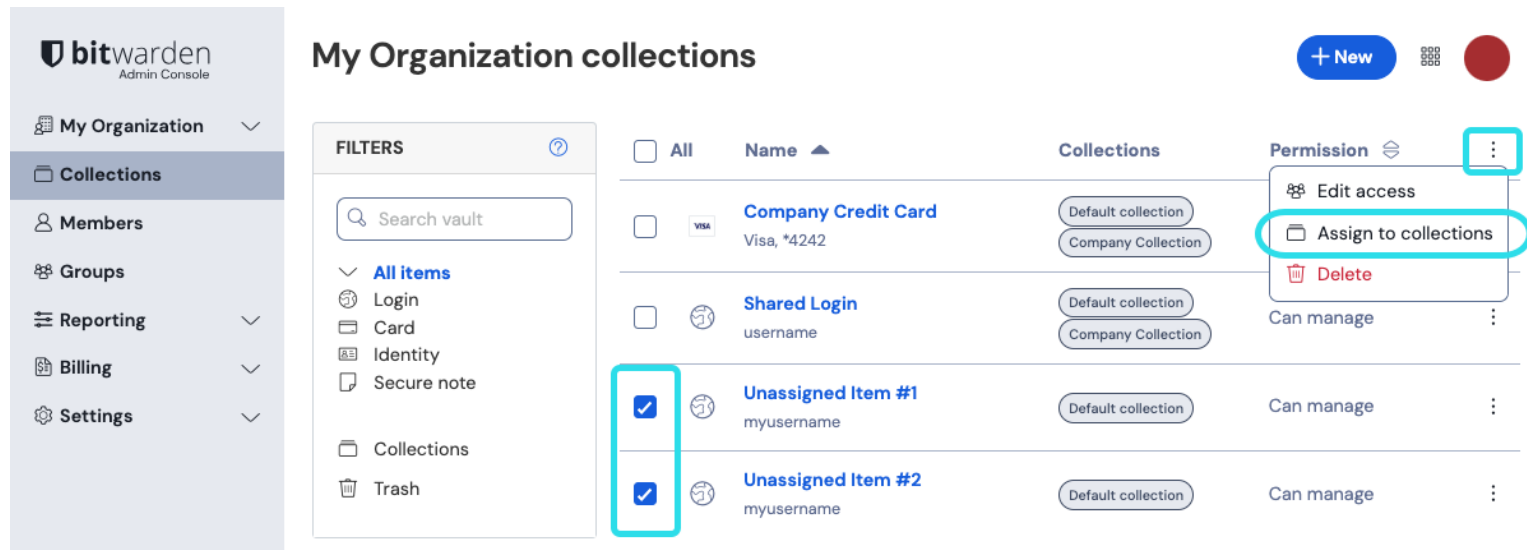
Trash

☐ All	Name	Permission	
☐	Streaming Services	Can manage	
☐	Household Finances	Can manage	
	Unassigned	Can edit	

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your company or team. You can create directly from the web app and assign them to collections in order to share them with your team:



	Filters	Selection	Name	Collections	Permission	Actions
	Search vault	☐	Company Credit Card Visa, *4242	Default collection Company Collection		Edit access Assign to collections Delete
	▼ All items	☐	Shared Login username	Default collection Company Collection	Can manage	
	Login	☒	Unassigned Item #1 myusername	Default collection	Can manage	
	Card	☒	Unassigned Item #2 myusername	Default collection	Can manage	
	Identity					
	Secure note					
	Collections					
	Trash					

Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users or groups to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.
- Organization-owned items **must** be included in at least one collection.

Tip

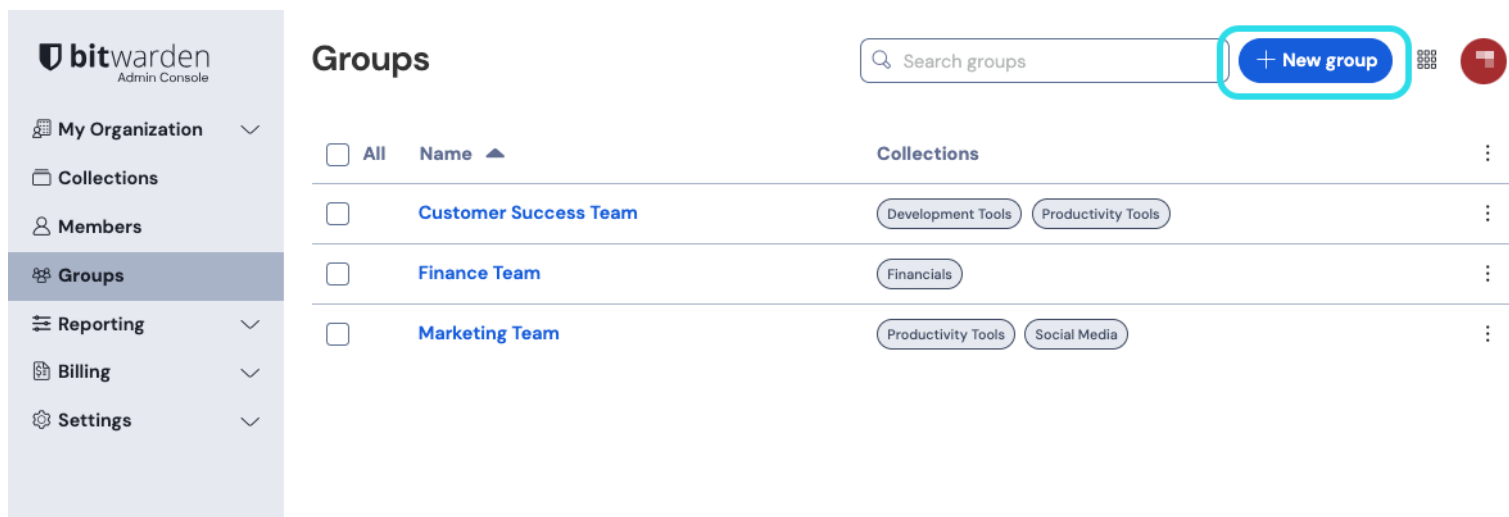
Data can also be imported directly to your organization! Learn how [here](#).

Managing members and groups

As an owner or admin, you might be responsible for managing members of your team or your company more broadly. Members can be added to your organization:

- Directly from the Admin Console's **Members** page ([learn more](#)).
- By integrating Bitwarden with your IdP using SCIM ([learn more](#)).
- By integrating Bitwarden with your directory service using Directory Connector ([learn more](#)).

Members can assigned directly to collections in order to regulate what vault data they have access to, but so can **groups**. Groups relate together individual members and provide a scalable way to assign access to and permissions for specific collections:



☐	Name	Collections	
☐	Customer Success Team	Development Tools Productivity Tools	⋮
☐	Finance Team	Financials	⋮
☐	Marketing Team	Productivity Tools Social Media	⋮

[New group](#)

Policies, integrations, and more

Teams Bitwarden organizations provide powerful tools for improving your online security and integrating with existing workflows and tools. Some other things you might manage as an administrator of your organization include:

- Auditing what credentials [organization members have access to](#).
- Integrating Bitwarden with your existing SIEM tool, like [Microsoft Sentinel](#).

⇒Families



Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. [Get started today](#).

Your master password

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **Memorable:** Bitwarden employees and systems have **no** knowledge of, way to retrieve, or way to reset your master password. **Do not forget your master password!**
- **Strong:** A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free [password strength testing tool](#) to test the strength of some memorable passwords you are considering.



Set a strong password

Finish creating your account by setting a password

Master password (required)

.....



Important: Your master password cannot be recovered if you forget it! 12 character minimum.

Strong

Confirm master password (required)

.....



Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

☒ Check known data breaches for this password

Create account

Set a master password

Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Star icon

 Favorites

Key icon

 Login

Card icon

 Card

ID icon

 Identity

Note icon

 Secure note

☐	All	Name	Owner	
☐		My Mailing Address Brett Warden		
☐		My New Item myusername		
☐		Personal Login myusername		
☐		Secure Note		

New organization

Or join an existing organization

If your organization has already been created, ask the other member of your organization to send you an invite.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

My Free Organization collections

+ New

FILTERS

All items

Key icon

 Login

Card icon

 Card

ID icon

 Identity

Note icon

 Secure note

Collections

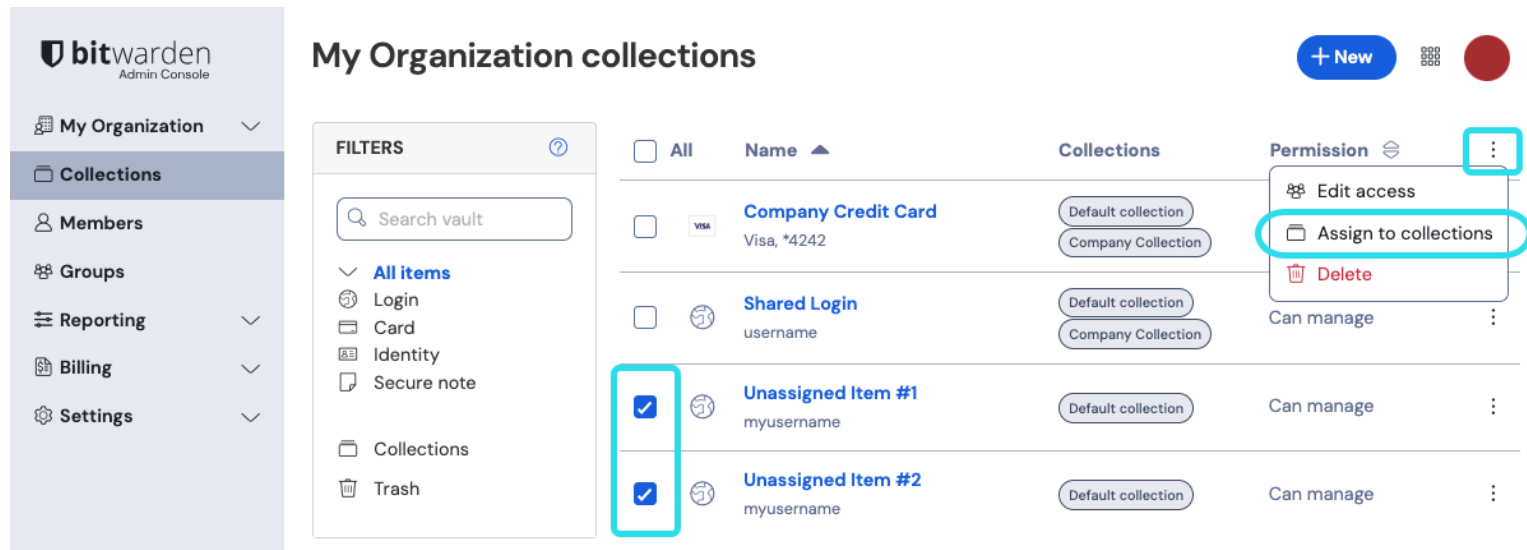
Trash

☐	All	Name	Permission	
☐		Streaming Services	Can manage	
☐		Household Finances	Can manage	
		Unassigned	Can edit	

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your family. You can create directly from the web app and assign them to collections in order to share them with your family:



Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.
- Organization-owned items **must** be included in at least one collection.

💡 Tip

Data can also be imported directly to your organization! Learn how [here](#).

Managing members and groups

As an owner or admin, you might be responsible for managing members of your family more broadly. Members can be added to your organization directly from the Admin Console's **Members** page ([learn more](#)):



My Free Organizat... ▾

Collections

Members

Reports ▾

Billing ▾

Settings ▾

Members

[+ Invite member](#)


All **1** Invited Needs confirmation Revoked

☐ All	Name ▲	Collections	Role	Policies	
☐	 [Name redacted]	Household Finances Streaming Services	Owner		

Invite member to an organization

Help your family be safe

Now that you're setup to securely share data with your family through Bitwarden, consider some other ways of making sure your loved ones stay safe online:

- Help your family set up [two-step login](#) to protect their Bitwarden accounts.
- Help your family set up [emergency access](#) so important data can be accessed in cases of emergency.

⇒Free



Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. [Get started today](#).

Your master password

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **Memorable:** Bitwarden employees and systems have **no** knowledge of, way to retrieve, or way to reset your master password. **Do not forget your master password!**
- **Strong:** A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free [password strength testing tool](#) to test the strength of some memorable passwords you are considering.



Set a strong password

Finish creating your account by setting a password

Master password (required)

.....



Important: Your master password cannot be recovered if you forget it! 12 character minimum.

Strong

Confirm master password (required)

.....



Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

☒ Check known data breaches for this password

Create account

Set a master password

Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

Password Manager

Vaults

Send

Tools

Generator

Import data

Export vault

Reports

Settings

All vaults

New

FILTERS

All vaults

My vault

New organization

All items

Favorites

Login

Card

Identity

Secure note

☐ All	Name	Owner	
☐	My Mailing Address Brett Warden		
☐	My New Item myusername		
☐	Personal Login myusername		
☐	Secure Note		

New organization

Or join an existing organization

If your organization has already been created, ask the other member of your organization to send you an invite.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, and configure other organization **Settings**:

Admin Console

My Free Organizat...

Collections

Members

Reports

Billing

Settings

My Free Organization collections

+ New

FILTERS

All items

Login

Card

Identity

Secure note

Collections

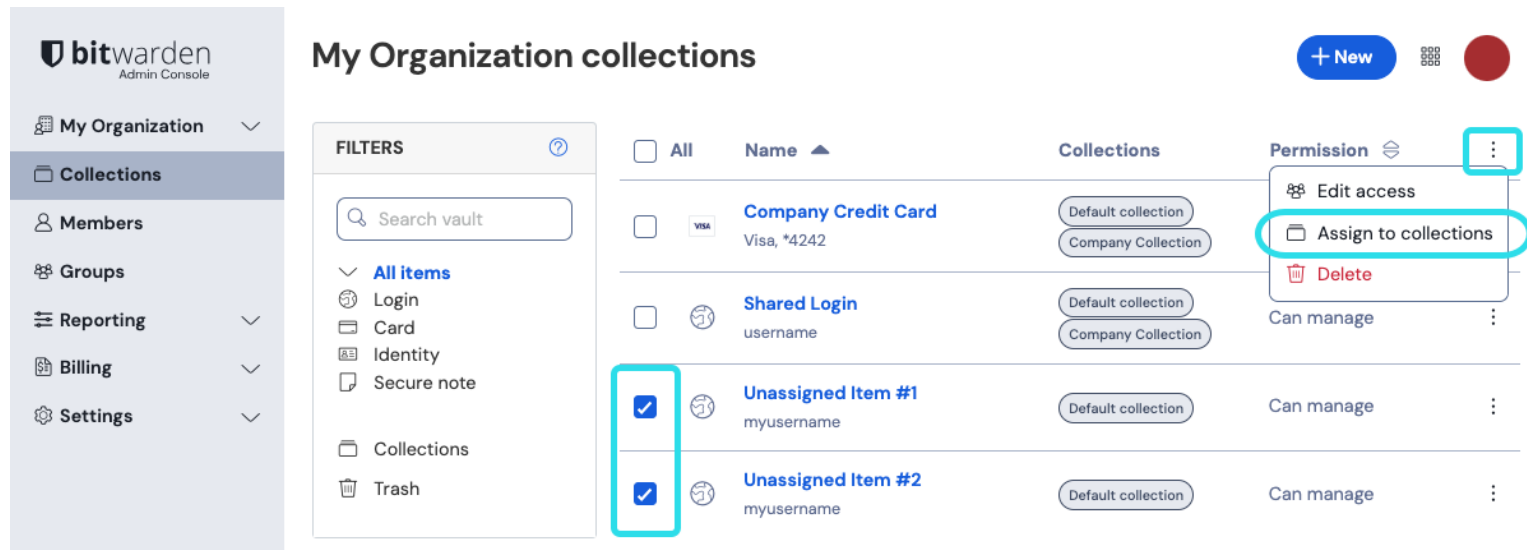
Trash

☐ All	Name	Permission	
☐	Streaming Services	Can manage	
☐	Household Finances	Can manage	
	Unassigned	Can edit	

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your organization. You can create directly from the web app and assign them to collections in order to share them:



The screenshot shows the 'My Organization collections' page in the Bitwarden Admin Console. On the left is a sidebar with navigation options: My Organization, Collections (selected), Members, Groups, Reporting, Billing, and Settings. The main area has a 'FILTERS' section with a search bar and a list of vault categories: All items, Login, Card, Identity, Secure note, Collections, and Trash. Below this is a table of collections. The table has columns for Name, Collections, and Permission. Two items are selected with checkboxes: 'Unassigned Item #1' and 'Unassigned Item #2'. A red box highlights the 'Assign to collections' option in the dropdown menu for the selected items.

Filters	Name	Collections	Permission
☐ All	Company Credit Card Visa, *4242	Default collection Company Collection	Edit access Assign to collections Delete Can manage
☐ Shared Login username	Default collection Company Collection	Can manage	
☒ Unassigned Item #1 myusername	Default collection	Can manage	
☒ Unassigned Item #2 myusername	Default collection	Can manage	

Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.
- Organization-owned items **must** be included in at least one collection.
- As a free organization, you can have up to two collections.



Data can also be imported directly to your organization! Learn how [here](#).

Managing members and groups

As an owner, you'll be responsible for inviting the other member to your organization directly from the Admin Console's **Members** page ([learn more](#)):

bitwarden
Admin Console

My Free Organizat... ▾

Collections

Members

Reports ▾

Billing ▾

Settings ▾

Members

+ Invite member

BW

- All 1
- Invited
- Needs confirmation
- Revoked

☐	All	Name ▲	Collections	Role	Policies	
☐	BW		Household Finances Streaming Services	Owner		

Invite member to an organization