



MIDWESTERN
STATE UNIVERSITY

Account Managers Group

mwsu.edu



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Welcome

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KeePass

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KeePass – What Is It?

- KeePass is a free open source secure database that stores, manages, and organizes your passwords
- Free (<http://keepass.info>) get version 1.31

PROGRAM



KeePass.exe

DATABASE FILE



KeePass2.kdbx

KeePass – Database

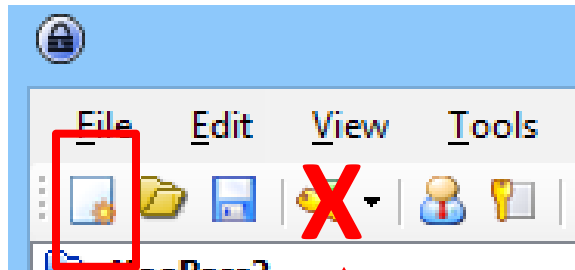
- AES 256bit encryption
- Stored on local machine, USB drive, or network
- Supports multiple databases
- Supports composite Master Key
- Can sync via http, WebDAV, ftp
- Supports syncing to cloud services (Dropbox)

DATABASE FILE



KeePass2.kdbx

KeePass – Create New DB



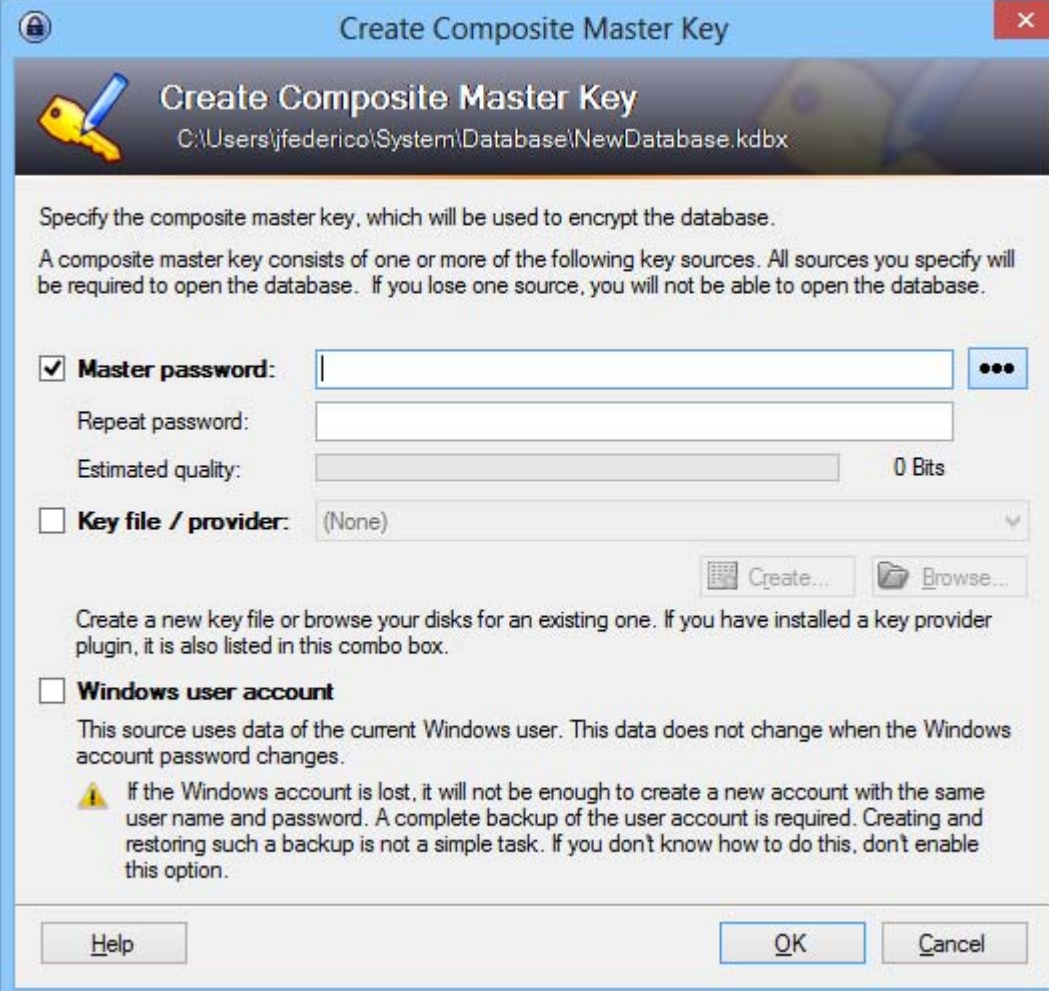
Click the
“New Database”
Button

Do not click the “New Entry” button.
This creates a new password entry.

- Click “New Database”
- Choose where you would like to save the database file (F: Drive, Dropbox, etc.)
- Choose “Master Password”

KeePass – Create New DB

(Most people only do this Once)



Create Composite Master Key
C:\Users\jfederico\System\Database\NewDatabase.kdbx


Specify the composite master key, which will be used to encrypt the database.
A composite master key consists of one or more of the following key sources. All sources you specify will be required to open the database. If you lose one source, you will not be able to open the database.

Master password: ...
Repeat password:
Estimated quality: 0 Bits

Key file / provider: (None) ▼
Create... Browse...

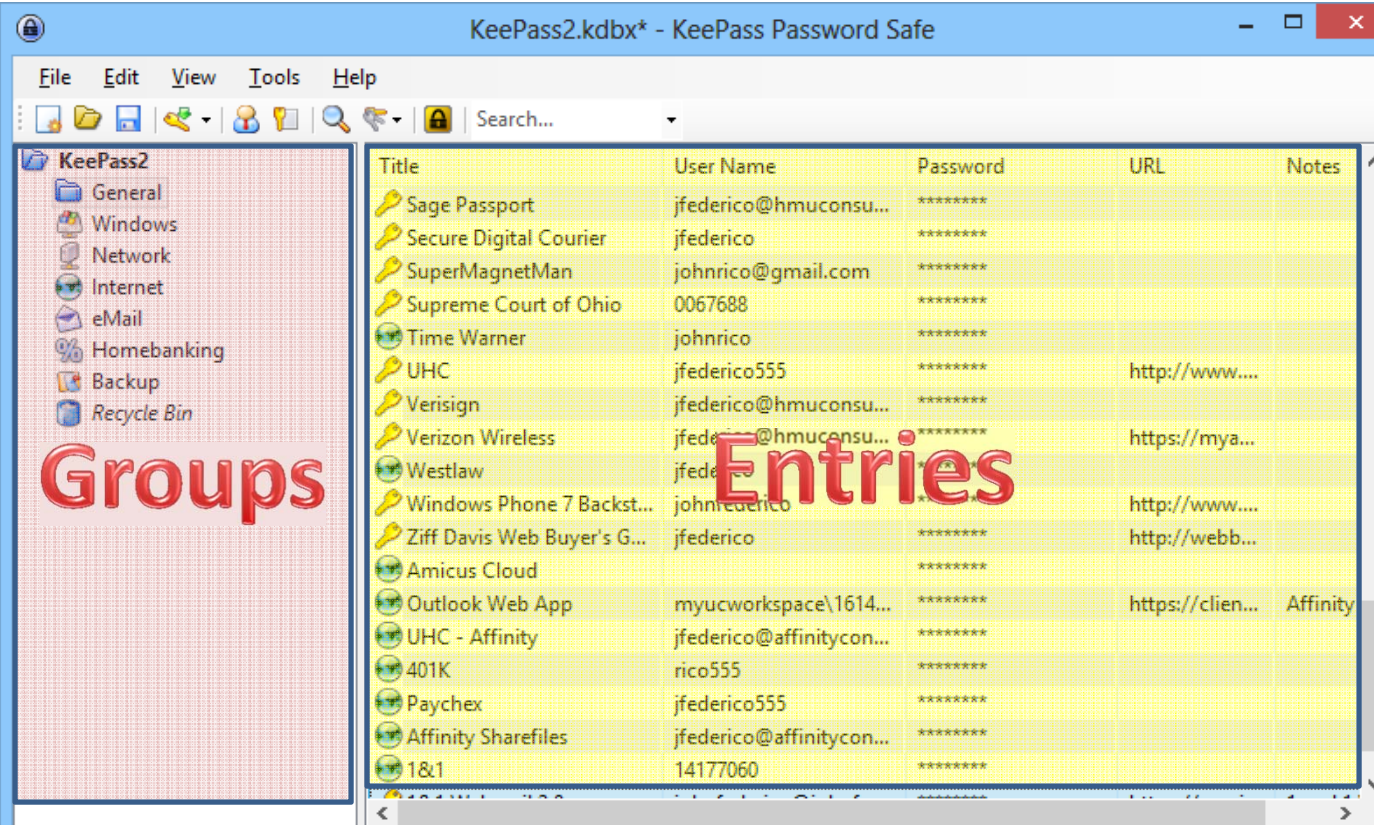
Create a new key file or browse your disks for an existing one. If you have installed a key provider plugin, it is also listed in this combo box.

Windows user account
This source uses data of the current Windows user. This data does not change when the Windows account password changes.

 If the Windows account is lost, it will not be enough to create a new account with the same user name and password. A complete backup of the user account is required. Creating and restoring such a backup is not a simple task. If you don't know how to do this, don't enable this option.

Help OK Cancel

KeePass – How Do I Use It?



The screenshot shows the KeePass Password Safe application window. The title bar reads "KeePass2.kdbx* - KeePass Password Safe". The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains icons for file operations and a search field. The left sidebar, labeled "Groups", lists various categories: "KeePass2", "General", "Windows", "Network", "Internet", "eMail", "Homebanking", "Backup", and "Recycle Bin". The main area, labeled "Entries", displays a table of password entries with columns for "Title", "User Name", "Password", "URL", and "Notes".

Title	User Name	Password	URL	Notes
Sage Passport	jfederico@hmuconsu...	*****		
Secure Digital Courier	jfederico	*****		
SuperMagnetMan	johnrico@gmail.com	*****		
Supreme Court of Ohio	0067688	*****		
Time Warner	johnrico	*****		
UHC	jfederico555	*****	http://www....	
Verisign	jfederico@hmuconsu...	*****		
Verizon Wireless	jfederico@hmuconsu...	*****	https://mya...	
Westlaw	jfederico	*****		
Windows Phone 7 Backst...	johnfederico	*****	http://www....	
Ziff Davis Web Buyer's G...	jfederico	*****	http://webb...	
Amicus Cloud		*****		
Outlook Web App	myucworkspace\1614...	*****	https://clien...	Affinity
UHC - Affinity	jfederico@affinitycon...	*****		
401K	rico555	*****		
Paychex	jfederico555	*****		
Affinity Sharefiles	jfederico@affinitycon...	*****		
1&1	14177060	*****		

Group: **General**, Title: 1&1 Webmail 2.0, User Name: johnfederico@johnfederico.com, Password: *****, URL: <https://email.1and1.com>, Creation Time: 4/24/2013 3:55:03 PM, Last Access Time: 4/25/2013 12:49:23 AM, Last Modification Time: 4/25/2013 12:35:07 AM

1 and 1 Webmail

1 of 71 selected | Ready.

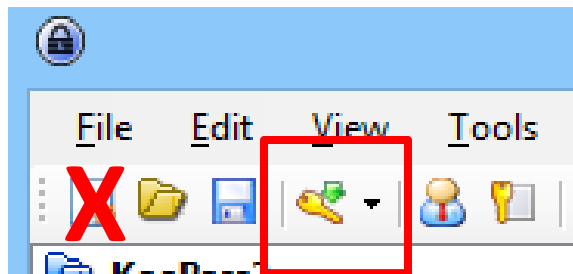
KeePass – How Do I Use It?



- Copy and paste
 - Right click
 - CTRL+B (copy username) CTRL+C (copy password)
- Drag and drop from columns to a web page
- AutoType (CTRL+ALT+A)
 - Entry title must match Window/Tab title
 - Works in any browser

There are many more but these are the basics!

KeePass – Create New Entry




Click the
“New Entry”
Button

Do not click the “New” button.
This creates a new database file.


Add Entry


Create a new password entry.


Entry | Advanced | Properties | Auto-Type | History

Title: Icon: 

User name:



Password: 


Repeat: 

Quality:  108 Bits

URL:

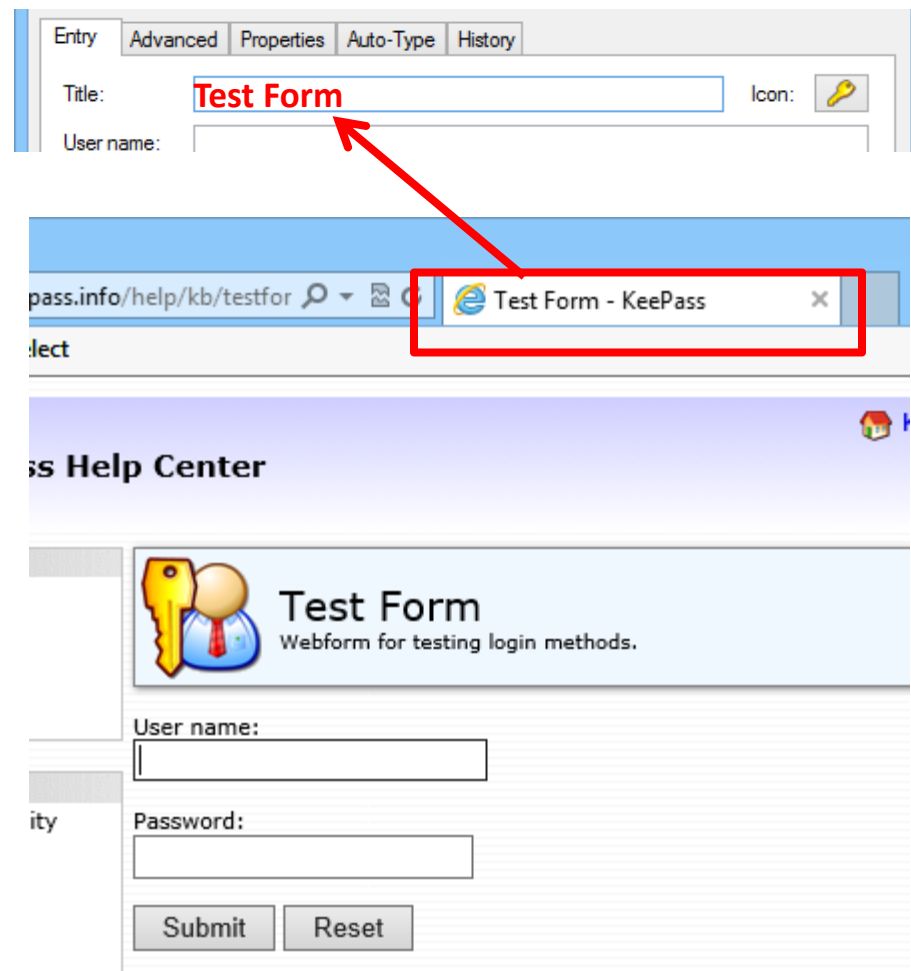
Notes:

Expires: 4/25/2013 12:00:00 AM  

 Tools

KeePass – Create New Entry

Title must match the web tab name



The image shows a screenshot of the KeePass application interface. At the top, there are tabs for 'Entry', 'Advanced', 'Properties', 'Auto-Type', and 'History'. The 'Entry' tab is active, and the 'Title' field is filled with 'Test Form'. A red arrow points from the 'Test Form' text in the KeePass title field to a browser tab titled 'Test Form - KeePass' in the background. The browser tab is highlighted with a red box. Below the browser tab, the web page content is visible, showing a 'Test Form' with a key icon and the text 'Webform for testing login methods.' The form includes fields for 'User name:' and 'Password:', and buttons for 'Submit' and 'Reset'.

KeePass – Passwords?



What makes a good password?

1. Start with a sentence or phrase that is meaningful to you, but not a common sentence or phrase.
2. Remove the spaces between the words in the sentence.
3. Convert the words into “shorthand” and/or intentionally misspell a word, e.g. HM for home. Add length with numbers and symbols that are meaningful to you.
4. Use at least eight characters with a mix of uppercase and lowercase letters, numbers, and special characters(!,@,#, etc.)

KeePass – Passwords?



What makes a good password? Example...

givewish This is a very weak password.

G1veW1sh This is stronger, but uses an easily recognized pattern of the 1st letter capitalized, and i's substituted by 1's.

g!v3w1Sh This is a MUCH stronger password as the capitalization and substitution of characters is not done in a predictable fashion.

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MSU Alert

Jim Hall

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Construction Projects

Kyle Owen

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STUDENT HOUSING PROJECT



July 28, 2015



November 3, 2015



February 1, 2016



May 25, 2016



INTRAMURAL/ATHLETIC TURF



May 25, 2016



May 25, 2016



MASS COMM EXPANSION



May 25, 2016



WCA PARKING LOT



May 25, 2016



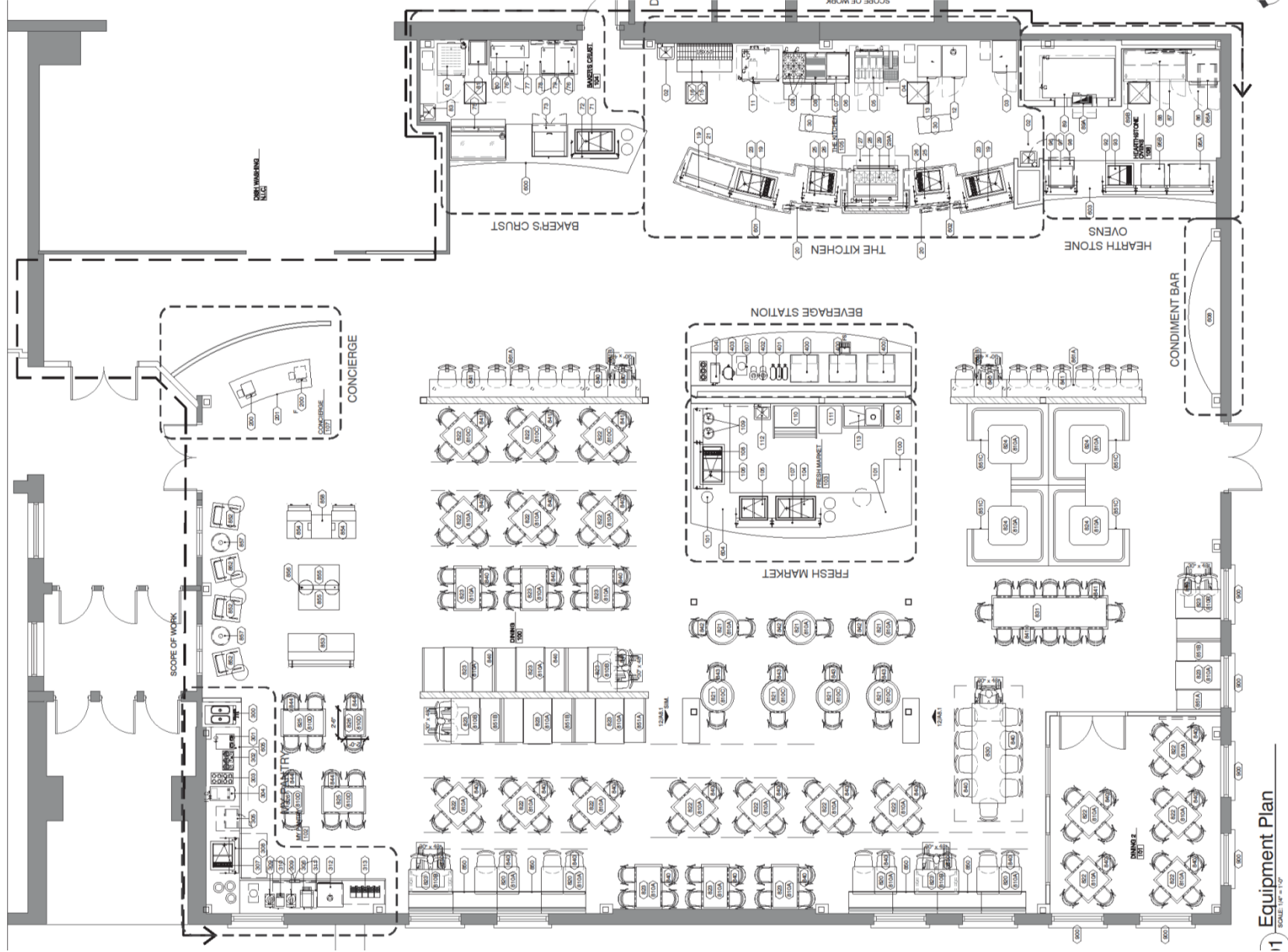
CSC-SHAWNEE THEATER



May 25, 2016



CSC-DINING HALL



MUSTANGS WALK EXTENSION



Upcoming TRB Projects:



- Health Sciences & Human Services Building
 - Currently early in design.
- TAS-ADA/Fire Marshal Upgrades to FFA, Bolin, Hardin
 - Currently early in design.
- Moffett Renovations
 - Begin design 6-9 months.
- Bridwell Renovations
 - After HS+HS building is occupied
- IT relocation
 - Part of HS+HS.

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Keeping Positive

Terry Ortiz

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Budget Pools



Check FGIBAVL before submitting any expenses!

Examples:

- Purchase Requisitions
- Direct Payment Vouchers
- Procurement Card Transactions
- Electronic Personnel Action Forms (EPAF's)
- Print Shop Transactions
- Request for Travel Authorizations

Budget Pools Q & A



- Why is it so important to keep all of our budget pools positive?

To avoid any possible overspending within the account.

Budget Pools Q & A



- How am I suppose to know how much to move?

Add up your expenses and check your budget.

Example:

You are in the process of submitting three Travel Vouchers. Add up all three vouchers and go to FGIBAVL. Do you have enough?

- ✓ Yes, then move forward with submitting them to the correct department.
- ⊘ No, please complete an online budget transfer.

Budget Pools Q & A



- What happens if I choose not to participate?
 - At times, your items will not be processed or could be delayed. Electronic items such as Purchase Requisitions and EPAF's may not be approved until budget is available.
 - You will receive an e-mail from the Budget Office requesting you to move budget around. If action is not completed in a timely manner, then your supervisor may be notified.

Budget Pools Summary



Think of...



- FGIBAVL as all the money you have with your bank.
- each budget pool as a separate account.



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SOFTWARE



Tips

Terry Ortiz

- Banner - Vendor Payments
- Outlook - Quick Steps

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FAIVNDH



Oracle Fusion Middleware Forms Services: Open > FAIVNDH

File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 8.9.0.13 (PROD)

Vendor: Vendor Hold Selection: All

Fiscal Year: Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
133400019680344	I0092010	Y	N	N	P	N	81.60	18-DEC-2013	18-DEC-2013	11054923
133400019680349	I0092011	Y	N	N	P	N	12.55	18-DEC-2013	18-DEC-2013	11054924
133420019682185	I0092048	Y	N	N	P	N	1,463.37	19-DEC-2013	19-DEC-2013	11054955
133450019718583	I0092049	Y	N	N	P	N	1,188.49	19-DEC-2013	19-DEC-2013	11054956
133420019682186	I0092051	Y	N	N	P	N	7,824.56	19-DEC-2013	19-DEC-2013	11054957
133380019655434	I0092355	Y	N	N	P	N	6,998.05	07-JAN-2014	07-JAN-2014	11055053
140070019946718	I0093012	Y	N	N	P	N	54.10	23-JAN-2014	24-JAN-2014	10007878
140050019922726	I0093013	Y	N	N	P	N	9,904.40	23-JAN-2014	24-JAN-2014	10007878
140090019962206	I0093014	Y	N	N	P	N	122.15	23-JAN-2014	24-JAN-2014	10007878
140080019959352	I0093015	Y	N	N	P	N	68.43	23-JAN-2014	24-JAN-2014	10007878
140080019959417	I0093016	Y	N	N	P	N	95.62	23-JAN-2014	24-JAN-2014	10007878
140080019959422	I0093017	Y	N	N	P	N	14.62	23-JAN-2014	24-JAN-2014	10007878
140090019963130	I0093018	Y	N	N	P	N	1,469.22	23-JAN-2014	24-JAN-2014	10007878
140080019959420	I0093019	Y	N	N	P	N	22.73	23-JAN-2014	24-JAN-2014	10007878
Total:							791,731.24			

Record: 244/?

If check number begins with:

- “1” – Check
- “!” - Direct Deposit
- “N” - Internal Finance Document (no check was issued)

SHRED DAY

- Next scheduled date:
 - July 13th, 2016
- Documents must be sent to central warehouse prior to these dates
- No cost to your department



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Next meetings:



- ✓ June 30, 2016 – Dillard 189
- ✓ July 28, 2016 – Dillard 189

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Open For
Questions and Answers



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Thank you!

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