CICADA | RESOURCES

IDENTITY | 60 MIN | ESSENTIAL | UPDATED NOVEMBER 2026

Give your team a password manager

The practical way to kill password reuse, shared logins and the spreadsheet called passwords.xlsx.

The short version

- ✓ Unique passwords only work if nobody has to remember them.
- ✓ Start with a business plan that supports shared vaults and admin controls.
- ✓ Move the critical accounts first; let the long tail follow.
- ✓ Shared vaults are for shared work, not for shared personal logins.

Pick a tool that fits a business

You need: individual vaults, shared vaults or collections, admin recovery, MFA on the vault itself, and a browser extension plus phone app. 1Password, Bitwarden, Dashlane and Keeper all fit; Microsoft and Google also offer built-in options if you already pay for them.

Don't run this on a free personal plan. You need admin controls and a recovery route when someone leaves.

Roll out in a week

01 **Day 1, owner and admin accounts.** Set up the vault, turn on MFA, store recovery codes offline, invite a second admin.

02 **Day 2, the money accounts.** Banking, accounting, payroll, payment platforms.

03 **Day 3, email and domain.** Email, domain registrar, website, social accounts.

04 **Day 4, the team.** Invite staff, install the extension, import from browsers, delete exported CSV files securely.

05 **Day 5, shared work.** Create vaults for shared responsibilities, not shared logins.

Handle shared logins properly

The best fix for a shared login is to stop sharing it: give each person a named account. Where that isn't possible (a legacy system, a single trade account), put it in a shared vault with MFA and an audit trail, and record who has access.

Never store the vault's master password in the vault, in email, or in a document on the shared drive.

> **EMERGENCY ACCESS**
>
> Set up emergency access or a sealed recovery kit so the business can recover if the owner is unavailable. Test it once.

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Action checklist

- [ ] Business plan with admin controls and MFA
- [ ] Critical accounts moved into the vault
- [ ] Every team member has their own vault
- [ ] Shared work in shared vaults, not shared logins
- [ ] Emergency access configured and tested
- [ ] Old password spreadsheets deleted securely

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