TEKBOOX
HOUSE OF TECHNOLOGY

SECURE VAULT User Manual

Manage company passwords, credentials, and other confidential information

New Employee Onboarding Guide

Prepared by the Tekboox IT Support Team

Purpose:

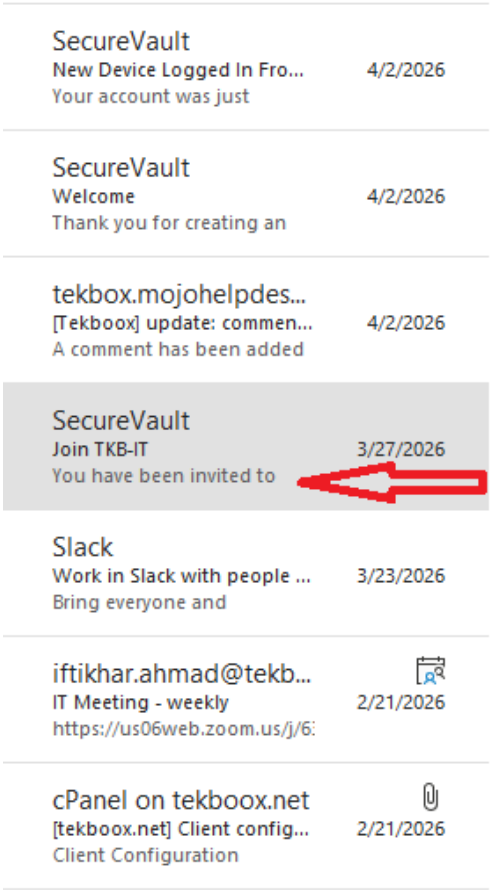
Secure Vault is a secure platform designed to store and manage confidential company information, passwords, and access credentials. It should be used by authorized employees. Secure Vault helps protect sensitive information from unauthorized access and provides a secure alternative to storing credentials in emails, personal notes, or unsecured files. Employees must use Secure Vault responsibly and follow all company IT and security policies.

How to Sign Up to Secure Vault

SecureVault is used to securely store and manage company passwords and credentials. Follow the steps below to accept your invite and set up your account.

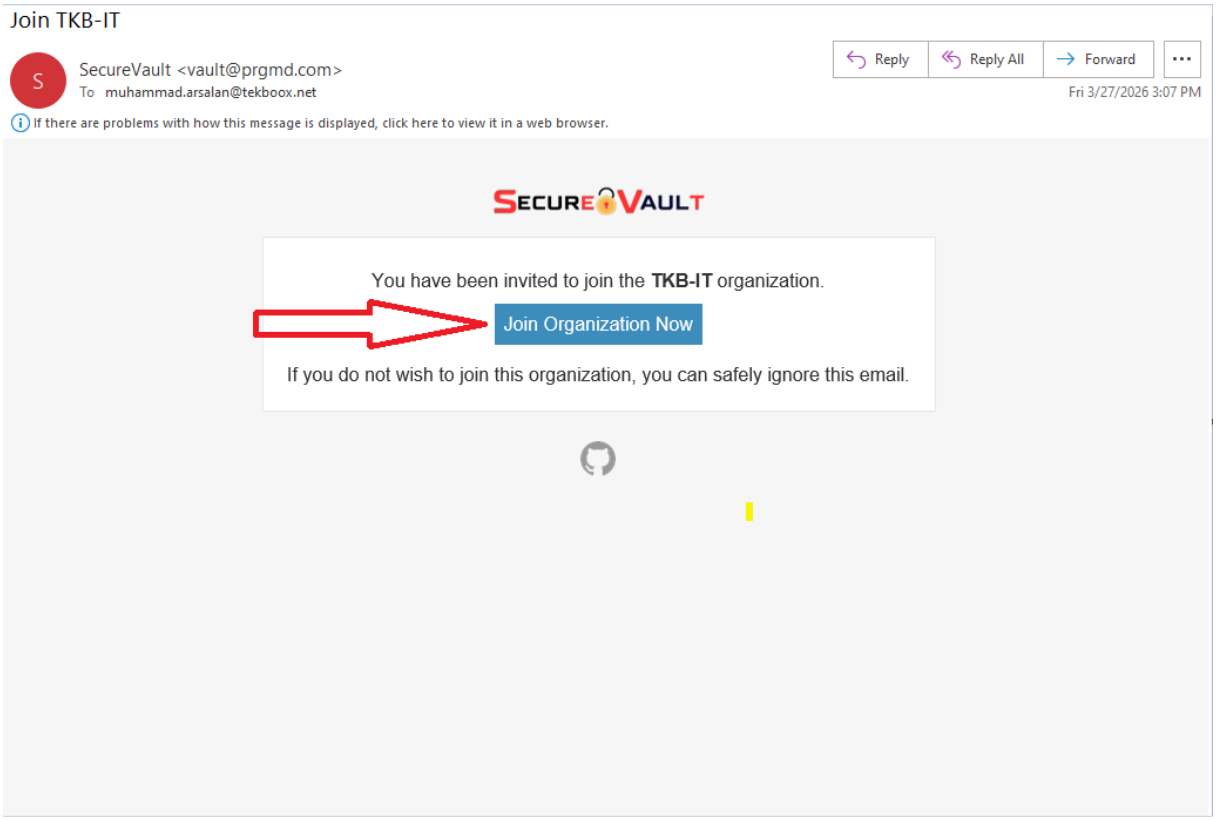
Step 1: Check Your Email for the Invite

Open Outlook and look for an invitation email.



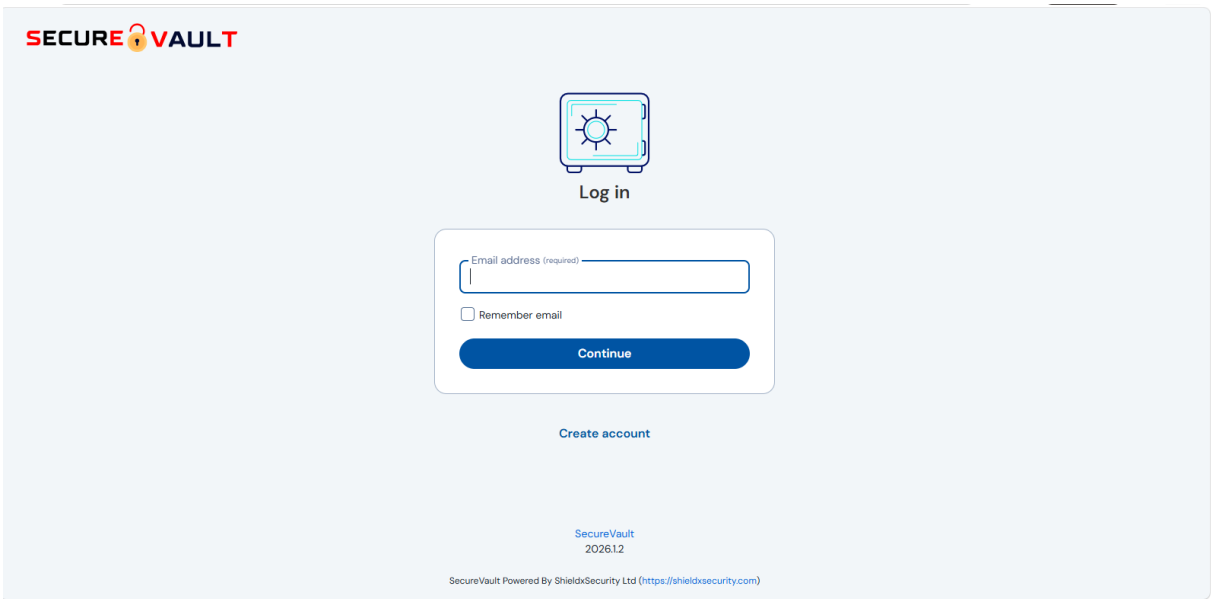
Step 2: Join the Organization

Open the email and click the "Join Organization Now" button.



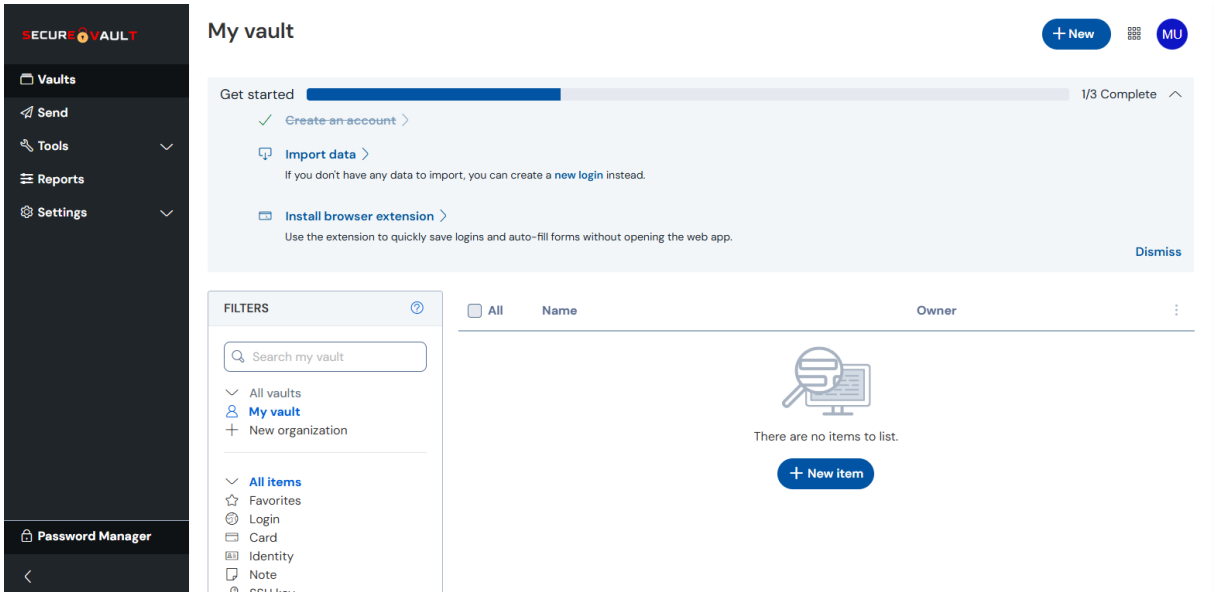
Step 3: Enter Your Email Address

On the page that opens, enter the email address provided by the IT team and click Continue.



Step 4: Set Up Your Password and Log In

A password setup window will appear — create your SecureVault password. Once set, you'll be logged in to your SecureVault dashboard ("My vault"), where you can begin adding and managing credentials.



TIP: Choose a strong, unique password for SecureVault — it protects access to all of your other saved credentials. Never share your SecureVault password with anyone, including IT.

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