

Secret Server quickstart guide

Overview

This document provides steps for using Delinea Secret Server. For purposes of this document, a "secret" refers to a saved password for an account.

Procedure

Step 1: Submit a request to the OMES ServiceDesk to enable your secret server account.

- a. If you have never logged into secret server before, your account is likely flagged inactive due to inactivity.
- b. Cybercommand-Defense will receive the request and enable your account.

Step 2: Saving passwords to Secret Server.

- a. Go to Secret Server's URL <u>https://omes.secretservercloud.com/</u> once account enabled.
- b. Select the Azure Active Directory log in option (Figure 1).



Figure 1. Azure Active Directory.

- (1) Log in with your State of Oklahoma email address.
- (2) Once logged in, you will see all the secrets that have been shared with you.
- c. Select **Create Secret** in the top right to save a password in secret server (Figure 2).

All Secrets			
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Figure 2. All Secrets.

- d. Select an appropriate template for the type of account (Figure 3).
 - If unsure which template to use, select the default Web Password template.
 - (2) Fill out the related fields for the account password you're saving.

Create New Secret
This folder is for work related Secrets only. Do not store personal non-work Secrets, such as your Online Banking password, in this folder.
Personal Folders/Shaun Patrick Change Clear
Choose a Secret Template
webj
Legacy Web and Services
SonicWall NSA Web Admin Account
SonicWall NSA Web Local User Account
Web Password
Cancel Create Secret

e. Select **Create Secret** to save, once finished (Figure 4).

Figure 3. Select Template.

Create New Secret						
This folder is for work related Secrets	only. Do not store personal non-work Secrets, such as your Online Banking password, in t	his folder.				
Secret Template	Web Password Change					
Folder	Personal Folders/Shaun Patrick 🛞					
Secret Name *						
URL*						
Username *						
Password *	۲	Generate				
Notes						
		/3				
Auto Change Enabled	0					
	Cancel	Create Secret				

Figure 4. Create Secret.

Step 3: Install Delinea web password filler for applicable browser, if preferred for quicker access.

- a. Edge browser.
 - (1) Open Delinea Web Password Filler for Edge.
 - (2) Select the **Get** button in the upper right side of the screen (Figure 5).



(4) Select Extensions (puzzle piece icon).



Get

Figure 5. Get Icon.

Figure 6. Add Extension, Microsoft Edge.

- (5) Paste https://omes.secretservercloud.com/ into the Enter URL text box (Figure 7).
- (6) Select Next.
- (7) Select the Azure Active Directory login option (Figure 1).
- (8) Log in with your State of Oklahoma email address.

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63	Extensions
Delinea Web Password Filler	oft ~ Sign in
Enter URL	

Figure 7. Enter URL.

b. Chrome browser.

- (1) Open Delinea Web Password Filler for Chrome.
- (2) Select the Add to Chrome button in the upper right side of the screen (Figure 8).
- (3) Select Extensions (puzzle piece icon).

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Figure 8. Add to Chrome.

- (4) Paste https://omes.secretservercloud.com/ into the Enter URL text box (Figure 7).
- (5) Select Next.
- (6) Select the Azure Active Directory login option (Figure 1).
- (7) Log in with your State of Oklahoma email address.

c. Firefox browser.

- (1) Open Delinea Web Password Filler for Firefox.
- (2) Select the Add to Firefox button (Figure 10).
- (3) Select Add Extension when prompted (Figure 6).
- (4) Select Extensions (puzzle piece icon).
- (5) Paste <u>https://omes.secretservercloud.com/</u> into the Enter URL text box (Figure 8).
- (6) Select Next.
- (7) Select the **Azure Active Directory** login option (Figure 1).
- (8) Log in with your State of Oklahoma email address.



Figure 9. Add to Firefox.