

# Password Managers

## Facilitation Guide

*Introduce learners to the benefits of using password managers as part of their overall password hygiene and online security.*

### Overview

This activity will introduce learners to password managers, including what they are, why they are useful, and how to begin setting up and using password managers.

### Outcomes

By the end of this module, participants will be able to:

- Define and describe password managers
- Describe why password managers are useful
- Identify ways to begin using password managers

### Format + Time Frame

This module provides an informational overview to password managers and a how-to guide for setting up and beginning to use password managers as part of an overall password hygiene best practice.

This lesson will take approximately 15 to 20 minutes. With an optional activity, this module can extend to about 30 minutes.

### Materials

Materials needed for this module include:

- Slide deck
- Facilitation guide
- Handout

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### Lesson Plan

Activity	Materials	Time Needed
<b>Introduction and welcome</b> Greet learners and share the plan for this module.	Slides 1 and 2	2 minutes
<b>Overview of password managers and their benefits</b> Provide an overview of what password managers are, what they are used for, and their benefits. Pause to see if anyone has any questions or things to add.	Slides 3 through 7	8 minutes
<b>Activity: Selecting a password manager [optional]</b> Give learners the guided handout and give them a chance to explore different password managers and see which ones might be appealing to them. Ask them to share their impressions and ideas.	Handout	10 minutes
<b>Wrap up, final tips, and final questions</b> Review the closing thoughts and share the suggested resources. See if anyone has any final questions.	Slides 8 through 11	5 minutes

### Considerations

Depending on your audience and how you'd like to deliver this content, you might consider leaving additional time for discussion and individual exploration.

You might get questions about whether or not certain password managers can be trusted and why they might be preferable to other methods (such as storing passwords on paper!). The video for this module provides helpful talking points and considerations around these valid questions. You can also use this as a moment to search for information on a password manager's reputation and walk patrons through the process of running that kind of search.

### Options and Variations

You can combine this lesson with other, related modules on privacy and security settings for a longer workshop experience, from a half hour to a full hour or more.

If you are delivering this content via a workshop, you can opt to build in some additional time for your learners to explore different password managers or talk with you about their password challenges and needs.

The information here can also easily be delivered to patrons at service points via the provided handout.

### Assessment

The following are some suggested assessment questions that you can use and adapt for your own purposes. These questions can help you assess various things, including knowledge retention, personal views and preferences, and concept application.

You might consider asking these as a pre or post test, or you can have learners answer these as part of an exit survey or a follow-up survey. Keep reading for suggested questions and an answer key with further details and explanations.

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### Questions for Participants

What is a password manager?

- A. A tool that encrypts and stores your password securely so you don't have to remember all of them
- B. A resource that gives you a hint if you forget your password
- C. A site for generating a password
- D. A site that gives you a security token to login to a site

Password managers require you to have a strong master password for accessing the password manager itself. True or false?

- A. True
- B. False
- C. Unsure

Do you have a difficult time keeping track of your passwords?

- A. Yes
- B. No
- C. I'm not sure

Please elaborate on your answer below:

[free text]

### Answer Key

What is a password manager?

*Answer: A, a tool that encrypts and stores your password securely so you don't have to remember all of them*

Password managers are sites that encrypt and store passwords. This lets you create stronger passwords and help you not have to remember every password since the manager does that for you.

Password managers require you to have a strong master password for accessing the password manager itself. True or false?

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*Answer: A, True*

True! Password managers have you create an extra strong master password for logging in. The idea is that this is the only password you need to remember.

Do you have a difficult time keeping track of your passwords?

*Answer: opinion, no correct answer*

## Connections to Other Modules

This module connects to many other modules. The following suggestions provide opportunities for exploration, connection, and potential programming. However, feel free to explore and make connections between other modules not listed here as well!

1.2 Multi-factor authentication

1.2 Password Hygiene

1.3 Data Breaches

1.3 Social Media Account Hacks

2.2 Social Media Settings

These and other modules can be found at this project's website, [nycdigitalsafety.org](https://nycdigitalsafety.org).

## About This Project

These materials were released in October 2022 as part of NYC Digital Safety: Privacy & Security.

NYC Digital Safety: Privacy & Security is a partnership between New York City's three library systems — Brooklyn Public Library, The New York Public Library, and Queens Library — and METRO Library Council. With support from the New York City Office of Technology and Innovation, this project ensures that NYC residents can rely on public libraries for their questions about internet privacy and security. Visit [nycdigitalsafety.org](https://nycdigitalsafety.org) for more information.