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Managing Passwords (and more) at Penn

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The University provides a premium password management service, Dashlane. Use this article to help you choose and configure the account type that is right for you, and for any Wharton-specific tips. The University also has information on setting up Dashlane.

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Dashlane Business

Dashlane Business accounts are available for *University faculty and staff/employees*. They allow you to share credentials with other colleagues securely.

> You **must** use Dashlane Business if:
>
> - you use credentials for University resources or work purposes.
> - you need to share collections (a shared Dashlane password folder) of credentials with other employees.

The Wharton School's Dashlane Business plan is open to *Wharton faculty and staff/employees* **only**. Please contact your Wharton Computing representative for an invitation.

If you run into issues with installing the browser plugin, please review Dashlane's article.

We also recommend that you **turn on an Account Recovery Method.** This will ensure you don't lose all your passwords if you forget your Master Password! More details in the "Enable Account Recovery Options" section below.

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Dashlane Premium

Dashlane Premium accounts are open to *all members of the Penn Community* for personal password management.

> Only personal credentials and files should be used with Dashlane Premium.

To obtain a Dashlane Premium account, follow ISC's Dashlane Premium instructions. If you run into issues with installing the browser plugin, please review Dashlane's article.

We also recommend enabling a password recovery option for your Dashlane account so you can access your passwords if you lose your master password. See Dashlane's article on Account recovery key set up.

Additional Information and Best Practices

General

Dashlane is available as an extension for your web browser and as a mobile/desktop app, but the Dashlane browser plugin is **required** to get the full Dashlane experience. If you run into issues with installing the browser plugin, please review Dashlane's article.

> **Note:** For Mac users, Dashlane offers both a plugin for Safari and a macOS app that can be used alongside the plugin.

> **Can I have 2 accounts?**
>
> You can have two separate Dashlane accounts, but they must have separate login credentials:
>
> - **Dashlane Business:** Use this for Penn/Wharton work.
> - **Dashlane Premium:** Use this for saving personal credentials (or use a different password manager).

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Questions?

For more information, contact Wharton Computing Client Support Services.