

USER GUIDE Keepass XC

Internal Procedure

Title: Keepass XC User Guide

Date: 03/25/2026

Editor: Anthony IMBERGAMO

To :

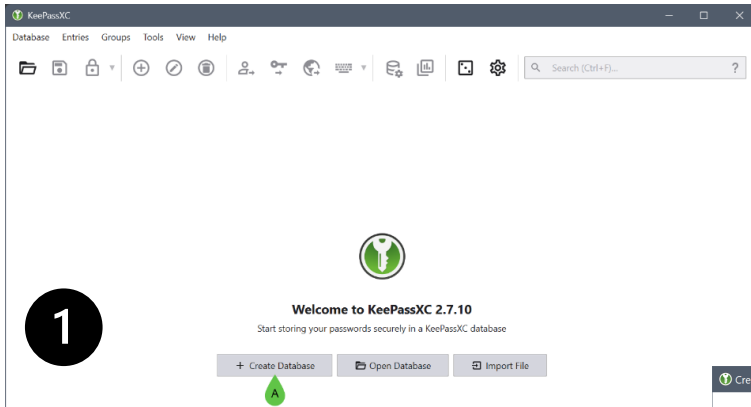
All teaching staff

All administrative staff

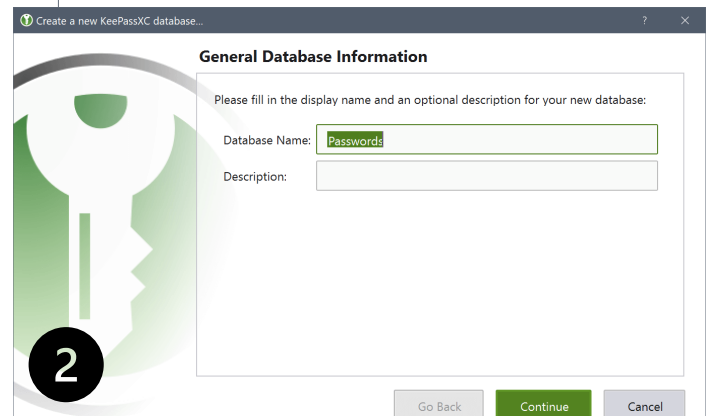
Create your first database

To start using KeePassXC, you first need to create a database to store your password and other details.

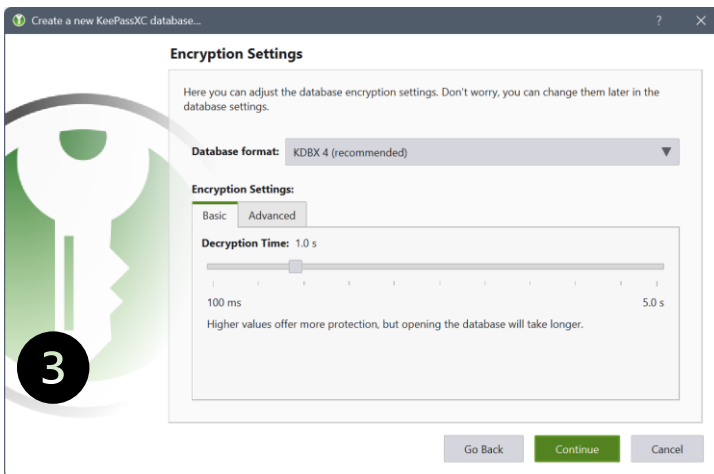
To create a database, follow these steps:
Open your KeePassXC app
Click on 'create database' (A) :



1. The database creation wizard appears. Enter the desired database name and a short description (optional):



2. Click Continue. The encryption settings screen will appear; we do not recommend making any changes other than adjusting the decryption time using the slider.

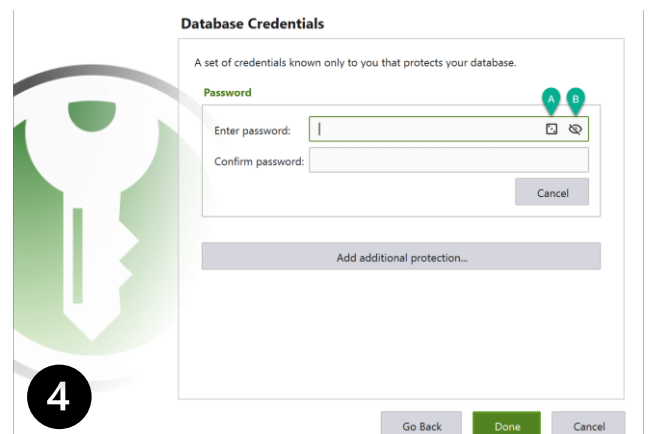


3. Setting the decryption timeout slider to higher values means that the database will benefit from a higher level of protection, but the time taken to open it will increase.

4. Click the Continue button. The database credentials screen will appear; enter your chosen database password. We recommend using a long, random password.

(A) Open the password generator

(B) Toggle password visibility



Losing your database password could result in your database being permanently locked, and you will be unable to retrieve the information stored in it.

5. Click "Finish". You will be prompted to select a location to save your database file. The database file is saved to your computer with the default file extension. You can store your database wherever you like; it is fully encrypted at all times, preventing any unauthorised access.

Database Storage

You can store your database file securely in the cloud (OneDrive) or on the server in your personal folder.

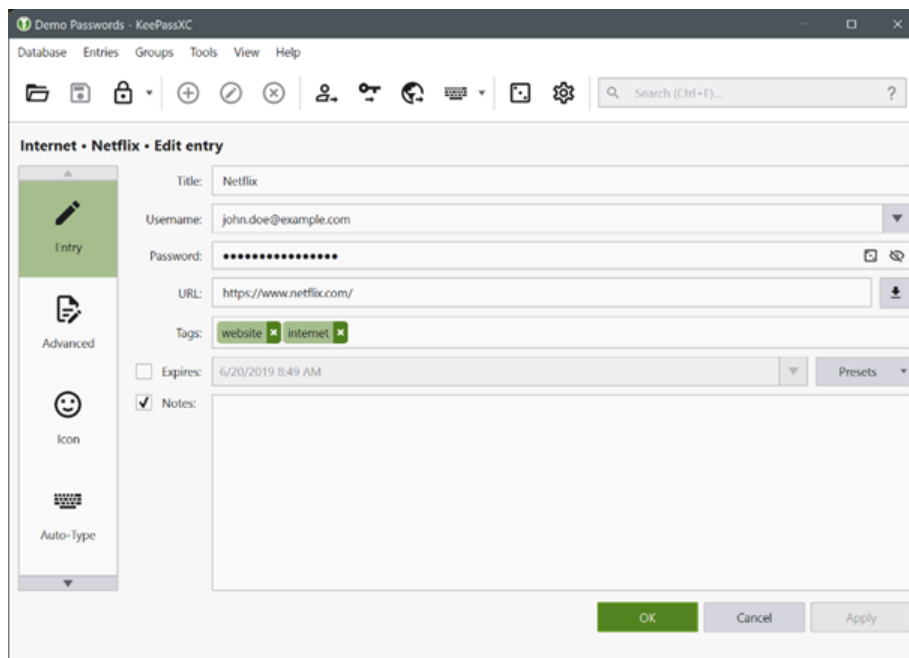
You can also store it on your computer, but be careful: if your PC breaks down, you will lose your data.

Add an entry

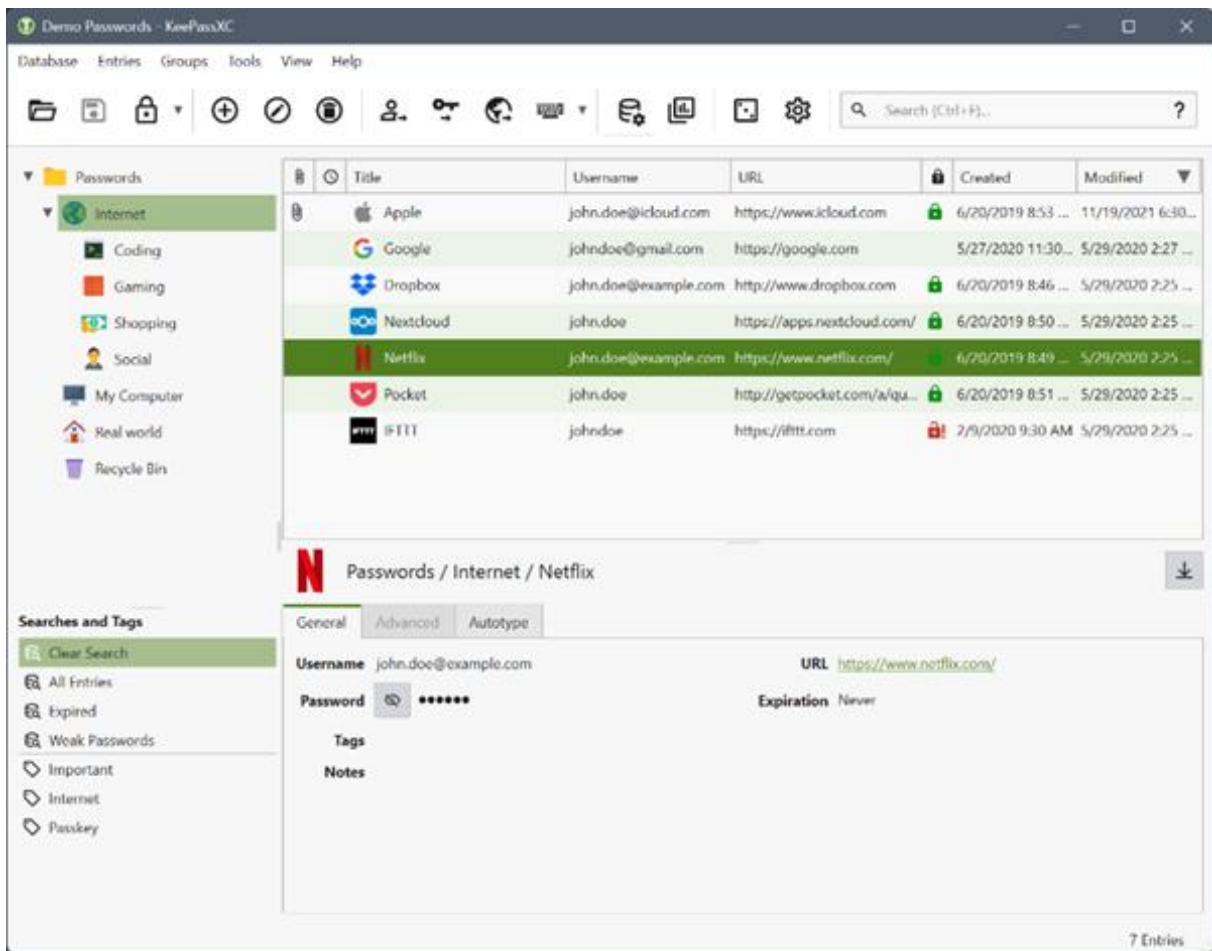
All details, such as usernames, passwords, URLs, attachments, notes, etc. are stored in database entries. You can create as many entries as you like in the database.

To add an entry, follow these steps:

1. Go to Entries > New Entry (or press Ctrl+N). The following screen will appear



Here is the result with the entries added:



You can find the full official KeePassXC guide via this link:

[KeePass Guide](#)

Other features are also available, such as TOP, which is a two-factor authentication system.

This allows you to secure your account without needing to use an app on your phone.

If you have any further questions, please do not hesitate to contact the SDN team: sdn@icn-artem.com

Contact

Anthony IMBERGAMO

IT Support (SDN)

anthony.imbergamo@icn-artem.com

icn-artem.com