



MyCena Desk Center App User Guide

How to get started

No password to create, type or remember

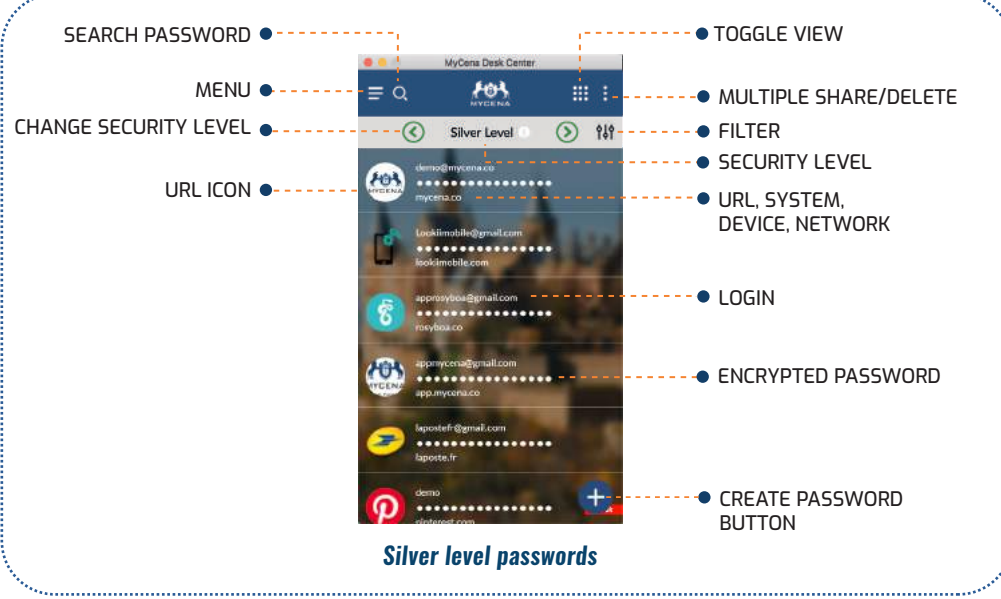
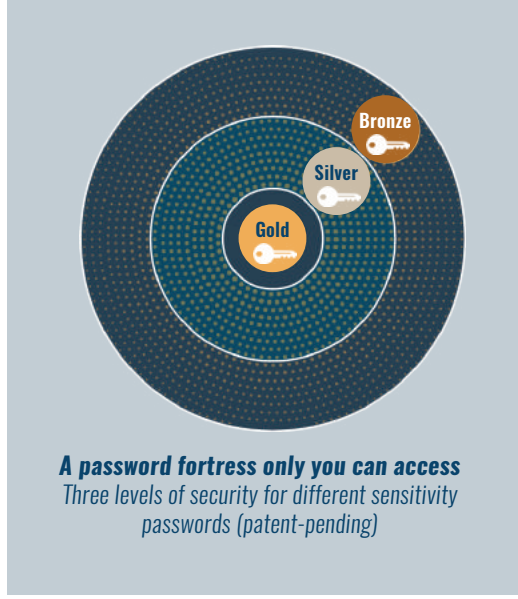
Congratulations for choosing MyCena Desk Center (MDC), a unique solution to manage and secure all your credentials without remembering any passwords.

MDC comes in two parts:

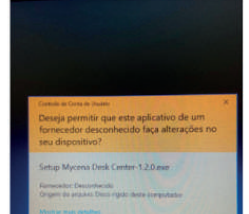
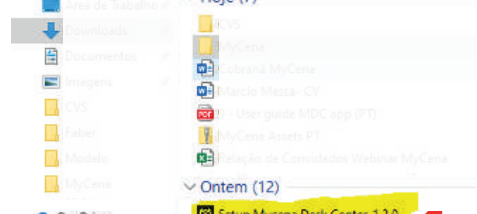
- a management console helps to distribute strong password rules and policies for every system, network, application, database, device... to all users.
- a desktop application

This is the user guide for the MDC desktop application.

- CONVENIENT**
Credentials always accessible within contained environment
- SECURE**
No password to create, type or memorize. No central identity.
- PRIVATE**
Only user can access own fortress in contained environment using combination of PIN, lock pattern and passphrase



Installation



- Click on link below to start download:
- Windows: <https://bit.ly/32sODbb>
- MacOS: <https://bit.ly/3bYyZYA>
- Linux: <https://bit.ly/2Fx5yko>
- Run the setup by clicking yes
- MDC icon will appear on your desktop or application folder

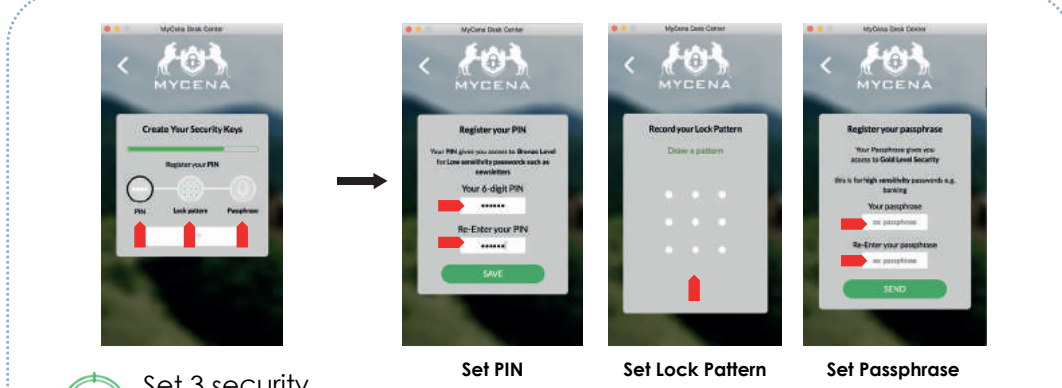
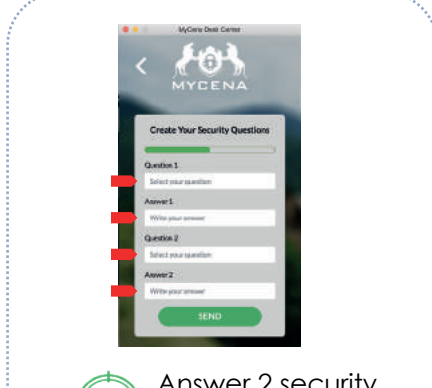
The file will be downloaded to your default download folder.

Get onboarded



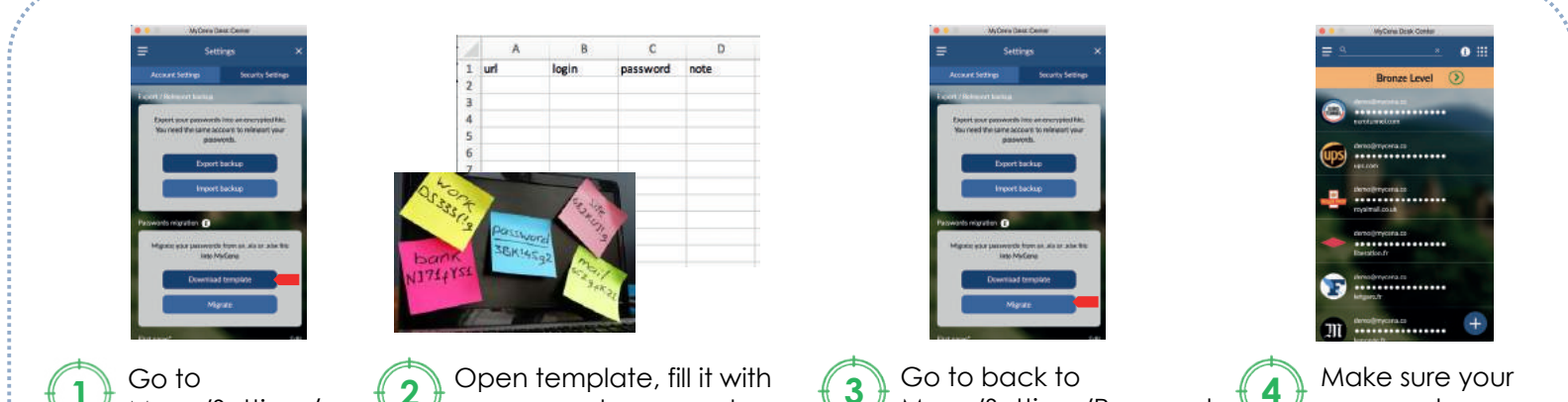
- Open MyCena Desk Center from desktop or application folder
- Enter email address or login ID
- Enter code received by email (only if using email)

Create your password fortress



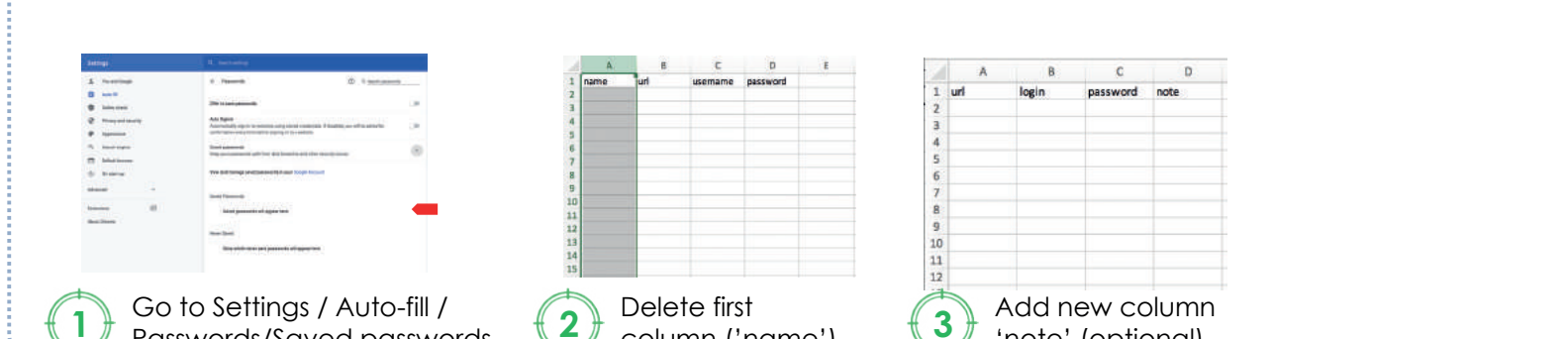
- Answer 2 security questions
- Set 3 security keys

Upload your existing passwords



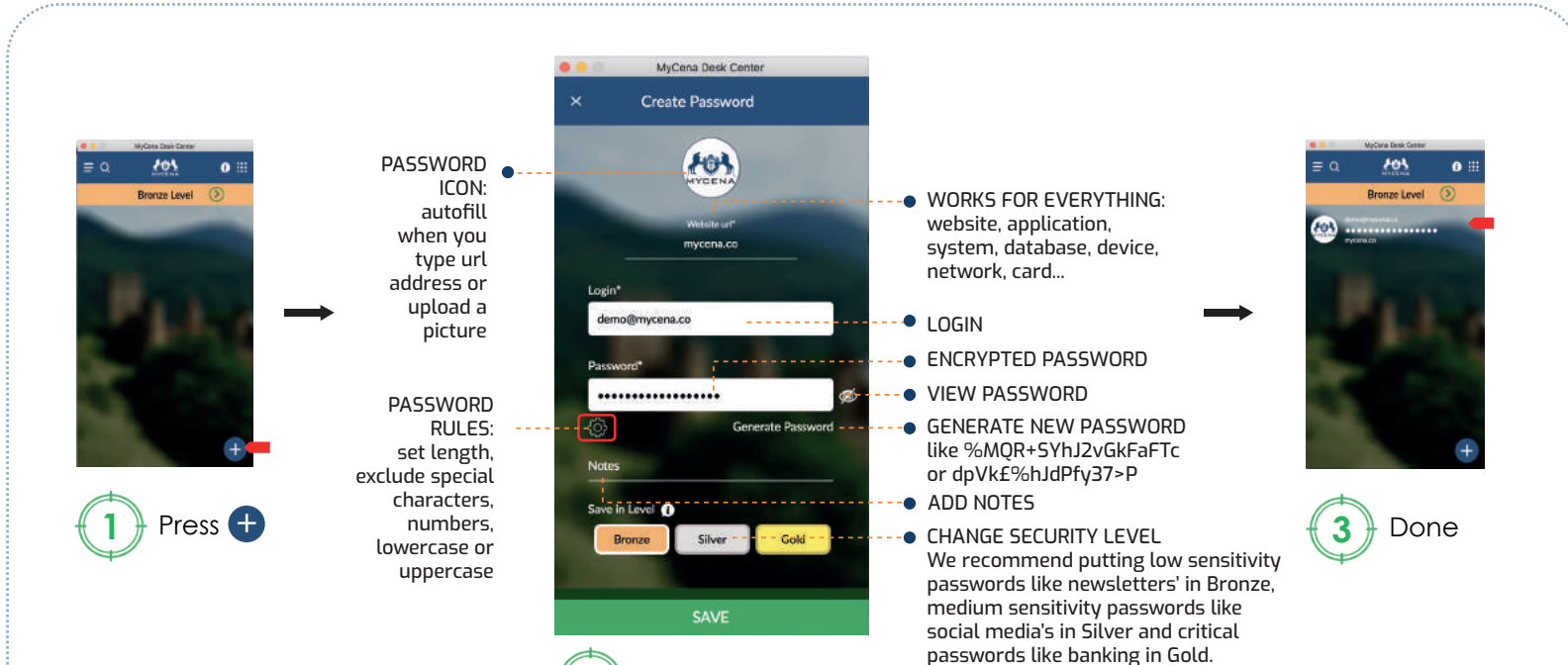
- Go to Menu/Settings/Passwords migration and click Download template
- Open template, fill it with your current passwords from your notebooks, paper, post-its, Chrome list, excel... and save the file
- Go to back to Menu/Settings/Passwords migration, click Migrate and upload the saved file
- Make sure your passwords are uploaded and delete the file

TIP: How to prepare your template with passwords saved in Chrome



- Go to Settings / Auto-fill / Passwords/Saved passwords and download list
- Delete first column ('name')
- Add new column 'note' (optional)

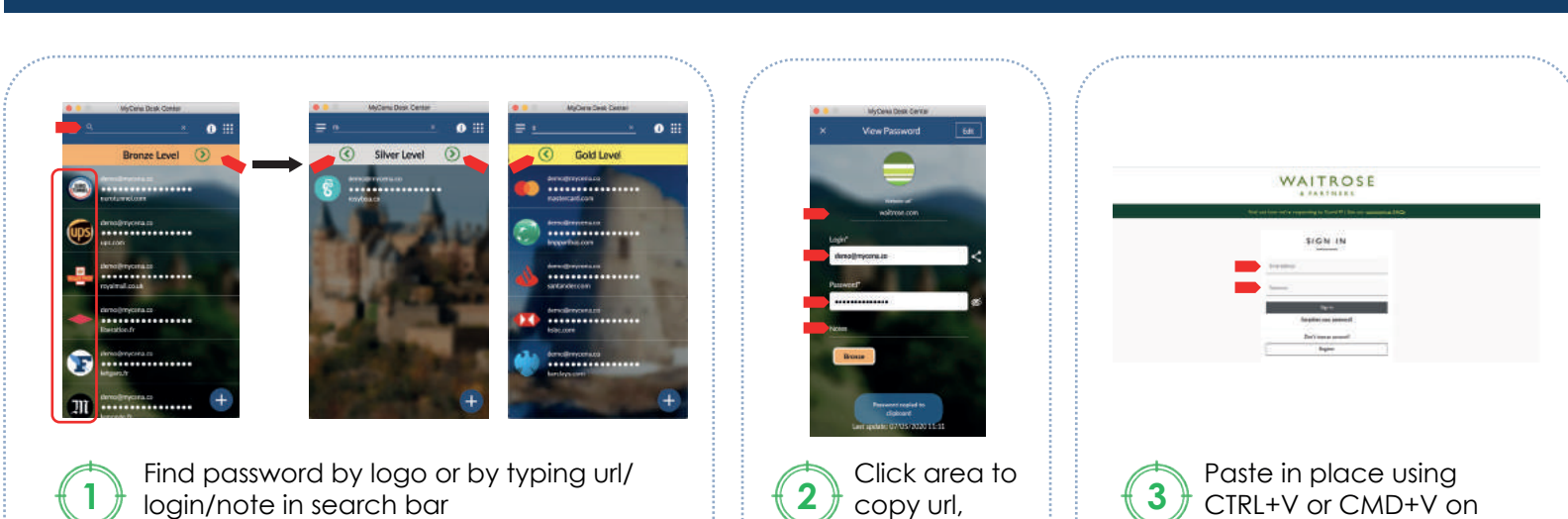
Create a password



- Press +
- Create password
- Done

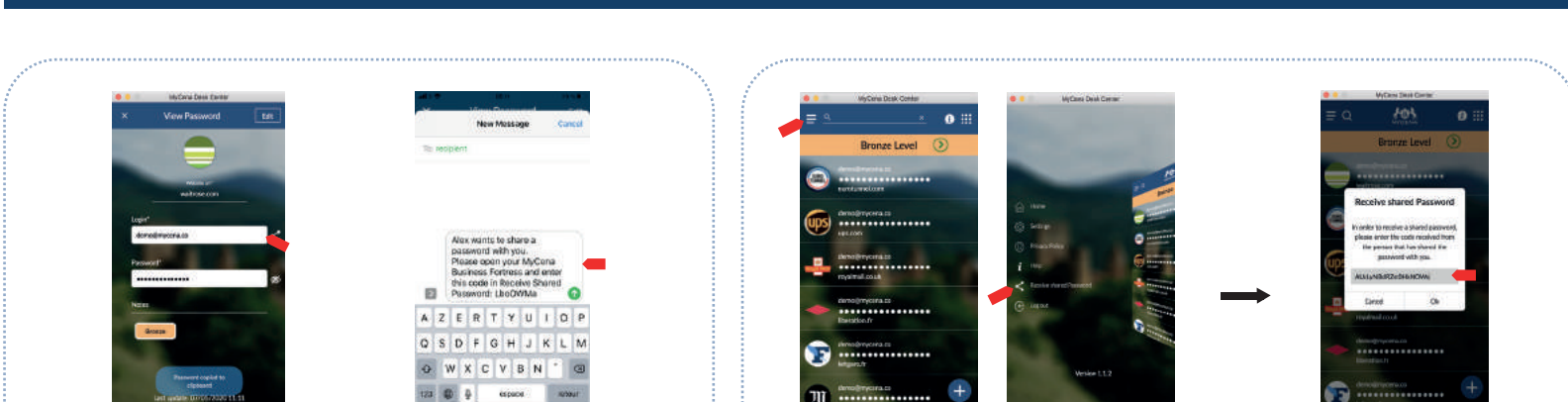
Notes:
1. This functionality may be disabled by your manager.

Use a password



- Find password by logo or by typing url/login/note in search bar
Change security level using green arrow and your security keys
- Click arrow to copy url, login, password or note
- Paste in place using CTRL+V or CMD+V on keyboard
Note: Passwords stay encrypted at all times

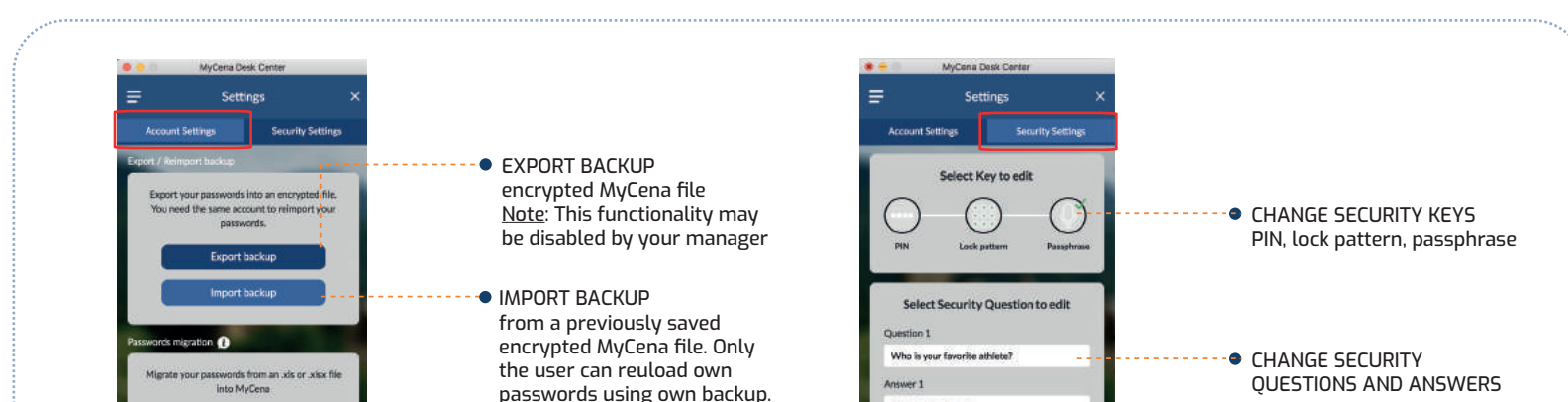
Share a password / Receive a shared password



- Click Share icon
You can decide if password is resharable
- Share preloaded message with code
Code is valid once only
- Open Menu and click Receive shared password
Passwords stay encrypted at all times
- Enter shared code
If url already exists, decide to replace or add password

Notes:
1. This functionality may be disabled by your manager.

Settings



- Go to Menu > Settings
 - Go to Security Settings
- EXPORT BACKUP encrypted MyCena file
Note: This functionality may be disabled by your manager
 - IMPORT BACKUP from a previously saved encrypted MyCena file. Only the user can reupload own passwords using own backup.
 - CHANGE SECURITY KEYS PIN, lock pattern, passphrase
 - CHANGE SECURITY QUESTIONS AND ANSWERS