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 https://omes.secretservercloud.com/ once account enabled.
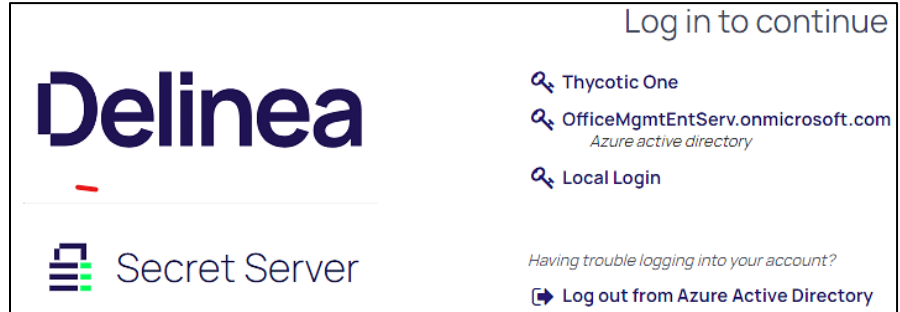   b. Select the **Azure Active Directory** log in option (Figure 1).

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).
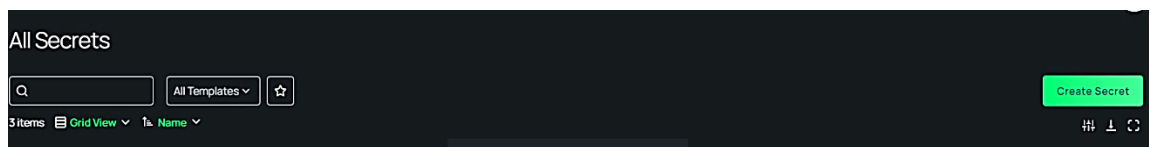

Figure 2. All Secrets.

d. Select an appropriate template for the type of account (Figure 3).

   (1) If unsure which template to use, select the default Web Password template.

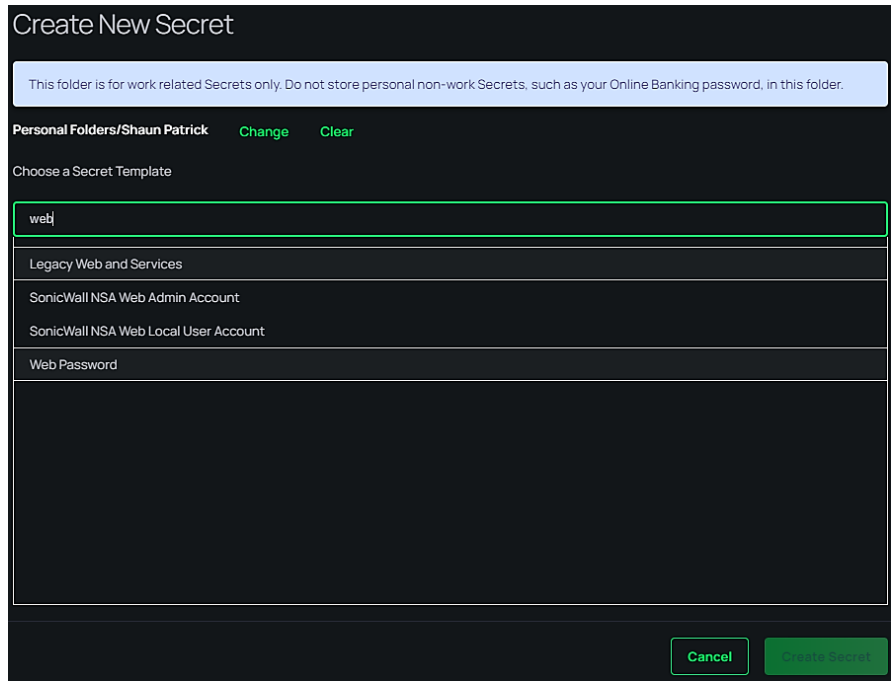   (2) Fill out the related fields for the account password you're saving.

Figure 3. Select Template.

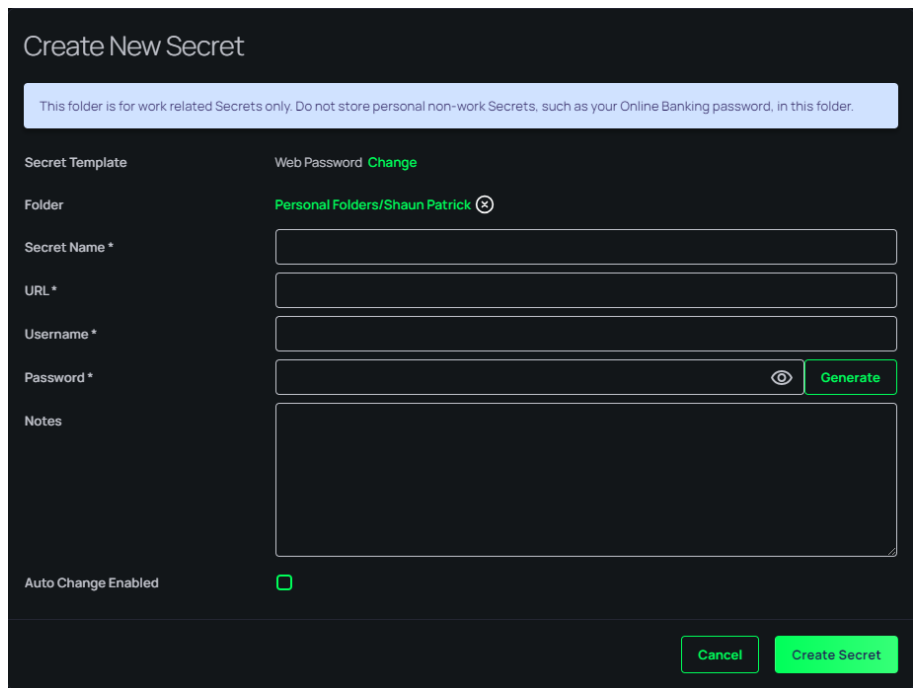e. Select **Create Secret** to save, once finished (Figure 4).

Figure 4. Create Secret.

Last reviewed date 10/14/2024
Last revised date 10/14/2024
Page **2** of **4**

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).

Figure 5. Get Icon.

        (3) Select **Add Extension** when prompted (Figure 6).

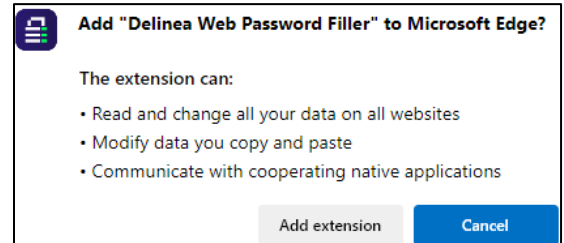   (4) Select **Extensions** (puzzle piece icon).

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).

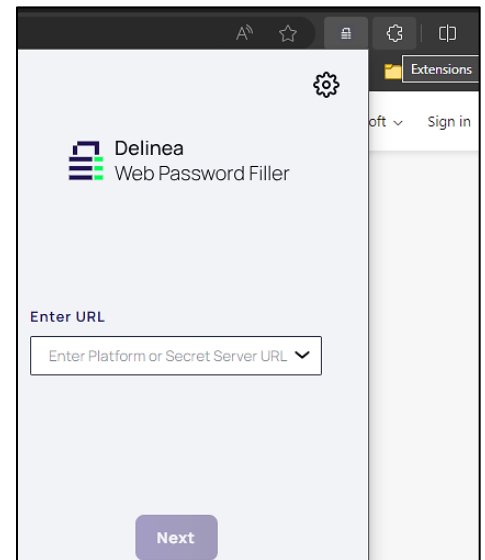   (8) Log in with your State of Oklahoma email address.

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).
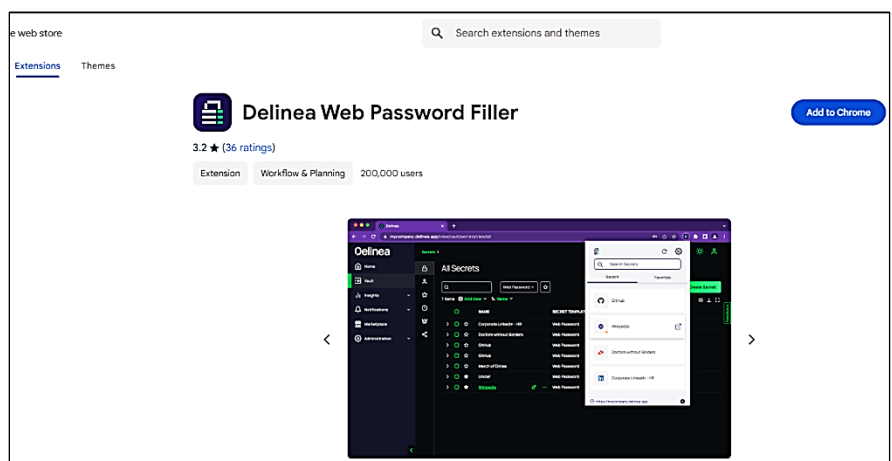

Figure 8. Add to Chrome.

(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 https://omes.secretservercloud.com/ into the Enter URL text box (Figure 8).

(6) Select **Next**.

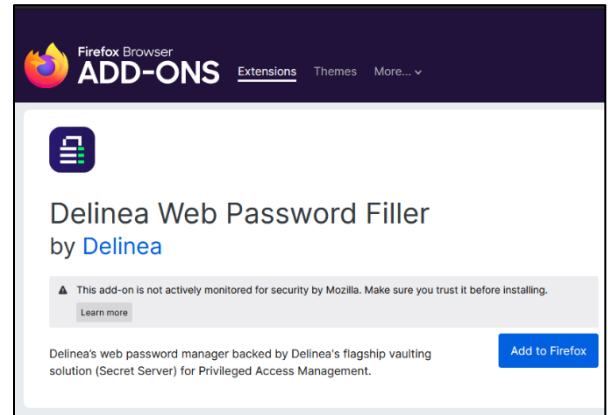(7) Select the **Azure Active Directory** login option (Figure 1).

(8) Log in with your State of Oklahoma email address.

Figure 9. Add to Firefox.