

IT release: Vaultkey password manager

Northwind Freight · Rollout July 7 to July 21, 2026 · All staff

Vaultkey replaces the shared 'Team Passwords' spreadsheet. Everyone moves over in three waves, and the spreadsheet becomes read-only on July 28.

Rollout waves

DATE	TEAMS
July 7	Finance and HR
July 14	Operations and Dispatch
July 21	Everyone else

What changes for you

- The Vaultkey browser extension installs automatically on company laptops.
- Team vaults replace the spreadsheet tabs.
- The spreadsheet becomes read-only on July 28, 2026 and IT archives it on August 31, 2026.

What you need to do

ACTION REQUIRED WITHIN 2 DAYS OF YOUR WAVE

- ☐ Accept the invite email from Vaultkey.
- ☐ Set a master password of at least 14 characters.

☐ Optional: install the Vaultkey mobile app.

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On Safari, turn the extension on yourself under Settings > Extensions.

Rollback

IT keeps the spreadsheet backup until August 31, 2026.

Get help

The #it-help Slack channel and IT office hours on Tuesdays and Thursdays at 2 p.m.

Owner: Priya Raman, IT Operations.