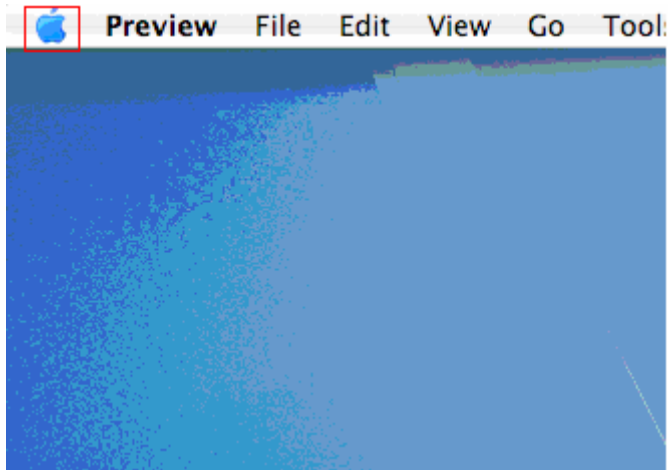


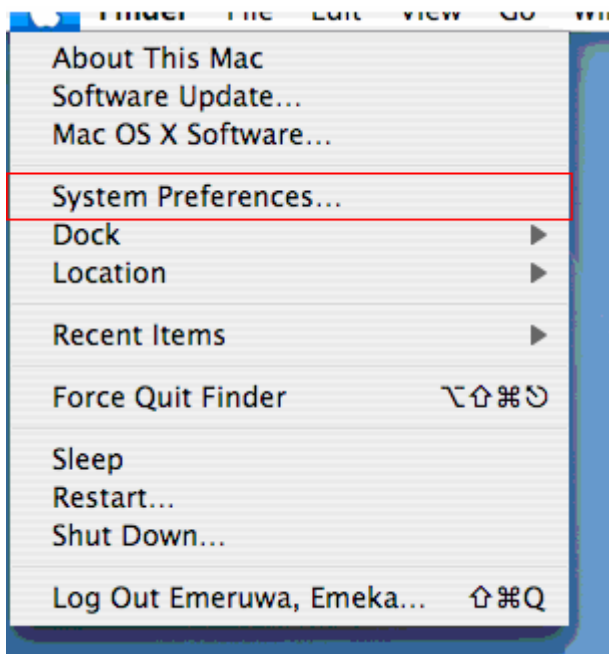
How to change your password on your campus Mac

The only approved method of changing passwords on a campus Mac (OS X 10.4.5).

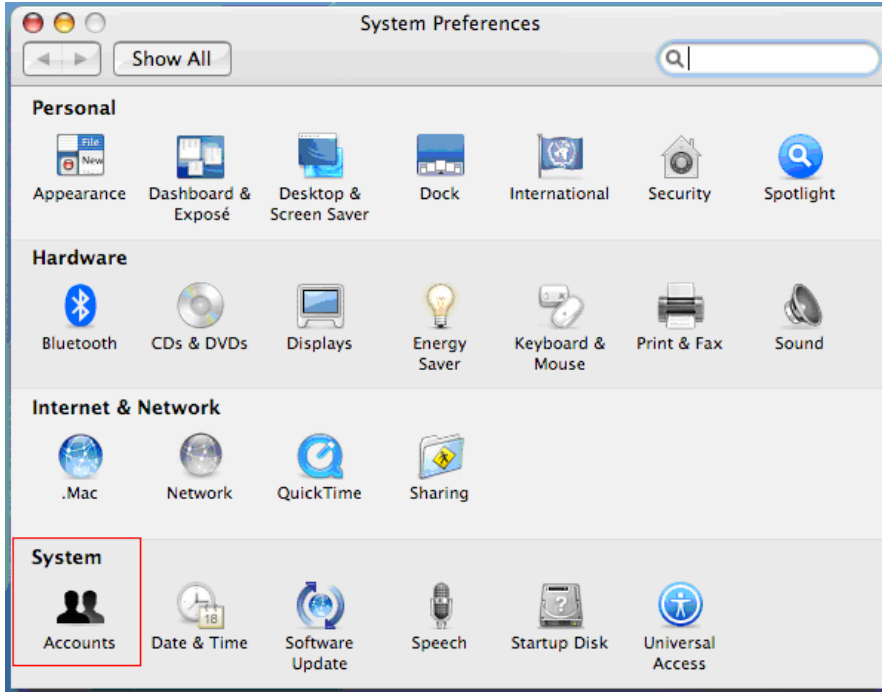
1. Click the **Apple** icon on the menu



2. Select **System Preferences**

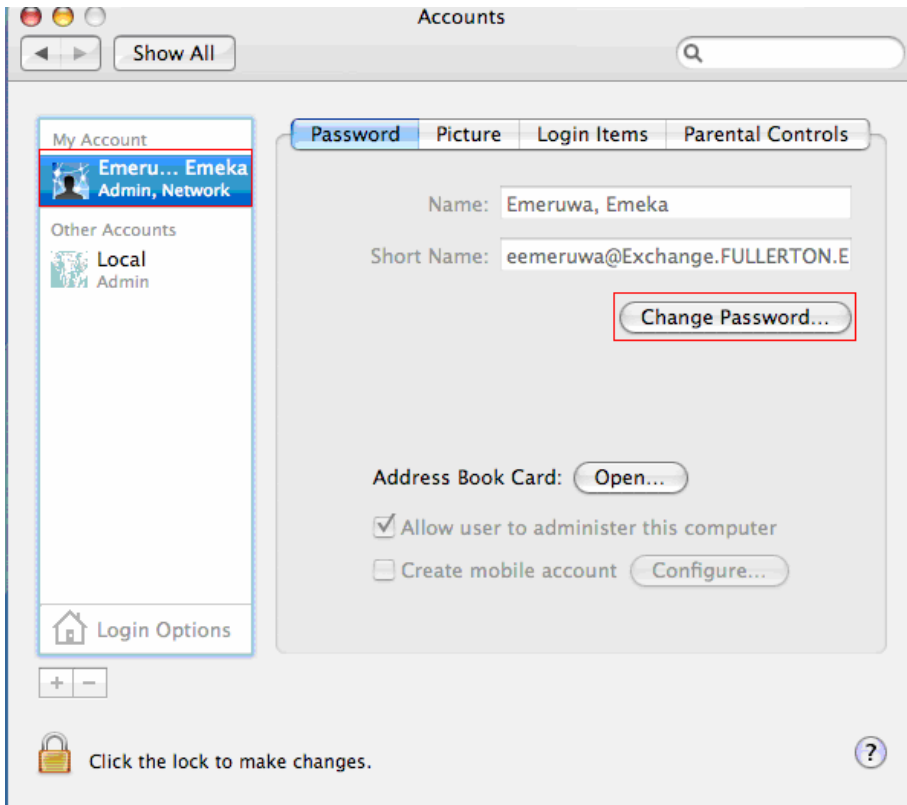


3. Click on **Accounts** in the System section

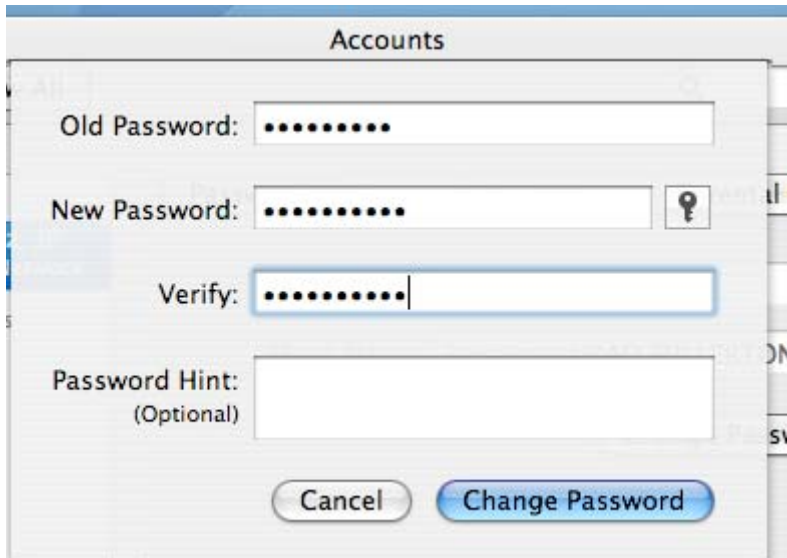


4. Make sure you highlight your **name - Admin, Network** account

5. Click the **Change Password** button



6. Type in your **current password** in the old password box and press the tab key
7. Type in your **new password** and press the tab key
8. Type in your **new password** again in the verify box and press the tab key
9. Click the **Change Password** button



The image shows a screenshot of a Mac OS X 'Accounts' dialog box. The dialog has a title bar that says 'Accounts'. It contains four text input fields: 'Old Password:' with a masked password of eight dots; 'New Password:' with a masked password of eight dots and a key icon to its right; 'Verify:' with a masked password of eight dots and a cursor at the end; and 'Password Hint: (Optional)' which is currently empty. At the bottom of the dialog are two buttons: 'Cancel' and 'Change Password'.

If everything has been done correctly, you will see a message verifying that your keychain password will be changed to your newly-created password.

Now, you must logout of your profile and login using your newly changed password.

Following any other procedure will result in a keychain error and will require assistance from the Help Desk. **DO NOT CHANGE YOUR PASSWORD ON THE WEBSITE** (unless you are out of town and must change your password).

Only change passwords directly on your assigned rollout Mac or on your profile of a shared campus OS X Mac.