

Care and Feeding of:

Mac OS X Login Password

Changing your Password:

On a Mac, the preferred way to change your password is via System Preferences using these steps:

- 1) Click on the Apple Logo in the upper right corner of the screen.
- 2) Click on System Preferences.
- 3) Click on "Accounts" or "Users & Groups" in the bottom left corner.
- 4) Make sure your name (at the top of the list on the left) is High Lighted.
- 5) Click on the "Change Password" button next to your user Icon.
- 6) Enter your Old Password, and your New Password. Repeat the new Password in the "Verify" line.
- 7) Click on the Change Password button.

Password Restrictions

To help keep your computer secure, password restrictions are in place. Your new password must adhere to the following restrictions:

- The password must be at least 8 characters long.
- The password must contain an Upper and Lower Case Letter, and a Number.
- The password cannot be one of the last 6 passwords you have used.

Changed your Password through Webmail, a Help Desk Ticket, or NoMAD? Your Login Keychain Password won't be changed! Information on this is located in FAQ 10 on the Help Desk Website, or follow the instruction below:

When you change your password on another computer other than your Mac, it causes your computer to become out of sync. In order to avoid this, when you login you will be prompted with a screen that says "**The System was unable to to unlock your login keychain**".

You *MUST* click on Update Keychain Password and then type in your old password and your current password to resync your Keychain. Do NOT click Continue Log In, this will cause errors in your keychain.

To Update the Keychain Password after Skipping the Prompt, and you know your old password::

- 1) Click on the Spotlight Search (Magnifying Glass) in the Upper Right Hand Corner of the Screen [Keyboard Shortcut: CMD+Space]
- 2) Type in "Keychain", Keychain Access should appear.
- 3) Double Click on Keychain Access in the list to launch it.
- 4) In Keychain Access, there will be a "Keychains" category in the Upper Left, locate "login" in this list and click on it to select it.
- 5) Click on "Edit" in the Menu Bar, and select "Change Password for Keychain "login"..."
- 6) The "Current Password" will be your previous password. The New Password must be the same as the password you currently use to login.
- 7) Click on "OK".

Create a New Default Keychain if you don't know your old password::

- 1) Follow the instructions to the left to open Keychain Access.
- 2) Click on the Keychain Access Menu in the Menu Bar at the top of the screen, and select "Preferences"
- 3) There will be a button to "Reset My Default Keychains", click this. This will cause all current passwords saved by MacOS or Safari to no longer be accessible.

This will reset your keychain and resync the password.