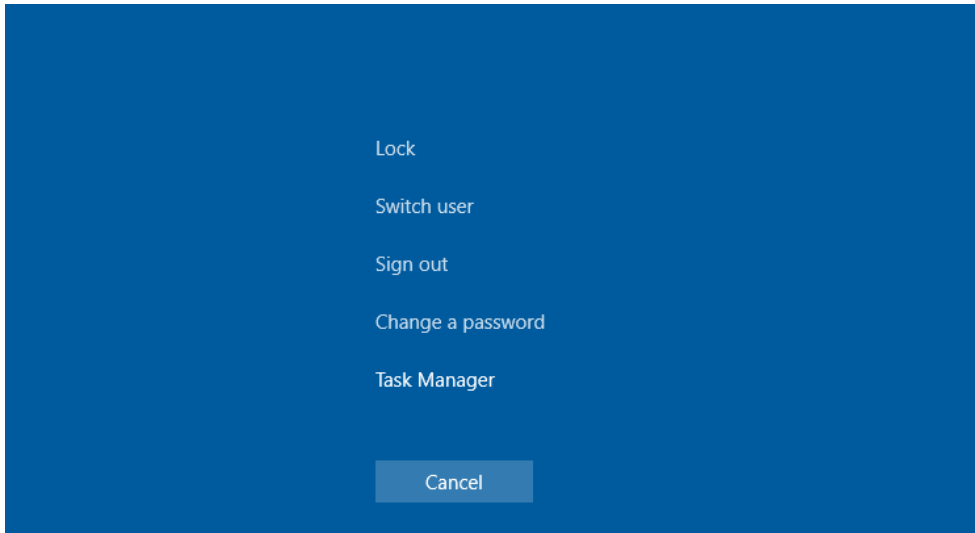## Changing your Password with a Windows 10 Laptop/Desktop/Mac
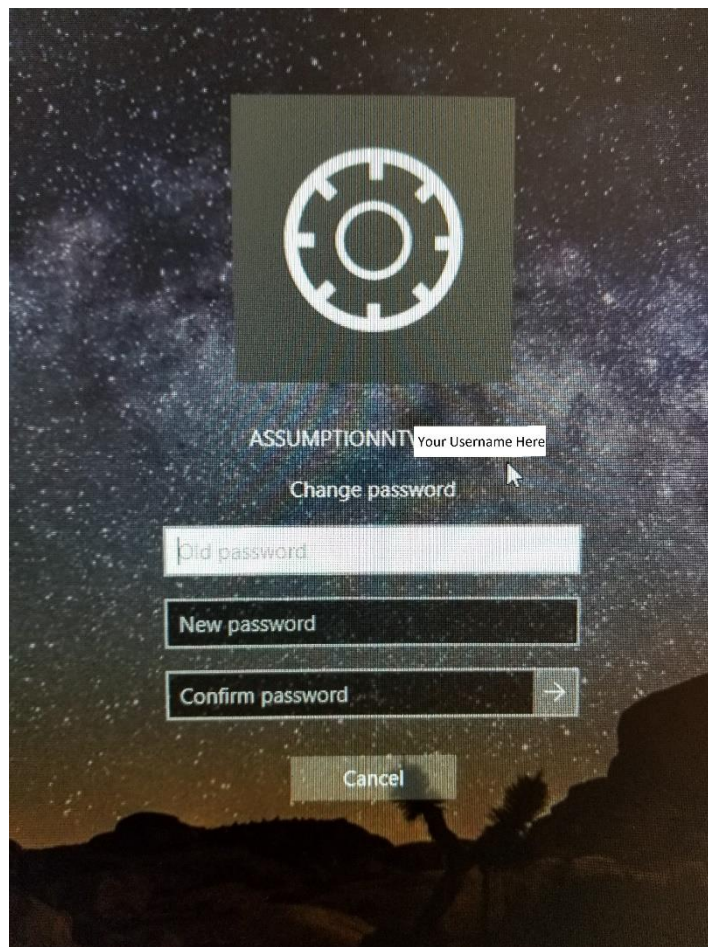
Warning All Windows 10 and Mac Laptops that are encrypted need to be plugged in directly to the network when changing the password. If the password is changed on Wi-Fi or at home, a password conflict with encryption will occur.

Step 1: Sign into your computer, make sure that you are plugged directly into the network with an Ethernet cable. **Desktops should not need to worry about this**

Step 2: Press Ctrl + Alt+ Delete, this will bring up a list of options, click on Change a Password. Continue to the next step.
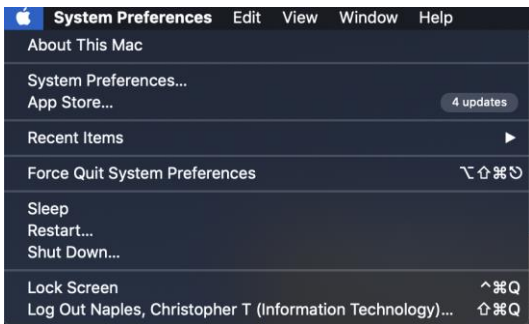

Step 3: A screen like this will appear. Enter the old password, then enter the new password in the next two fields. Hit the enter key to confirm. If the password is accepted, it will say the password changed successfully. Please see the Creating a Strong Password portion of the Password Management if you need assistance creating a new password.

Changing your password on your Mac

To change your password on your Mac, there are 2 prerequisites. You need to first be physically on campus and second, you need to be connected via the wired network.
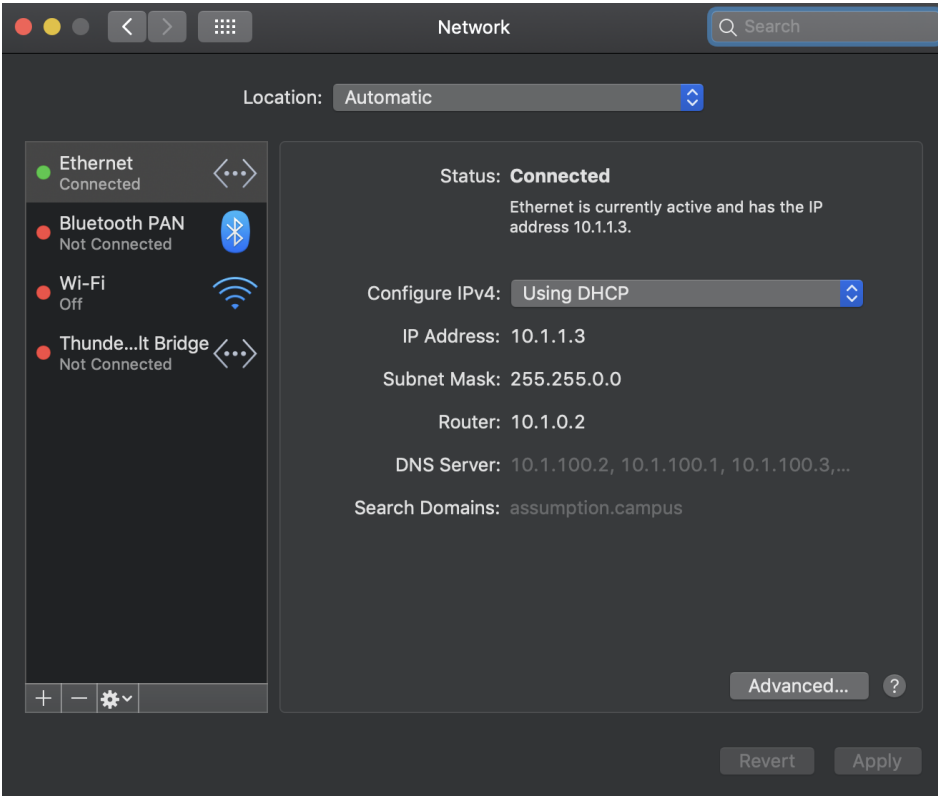
To verify your network, open system preferences from the Apple Menu at the top left corner of your screen.
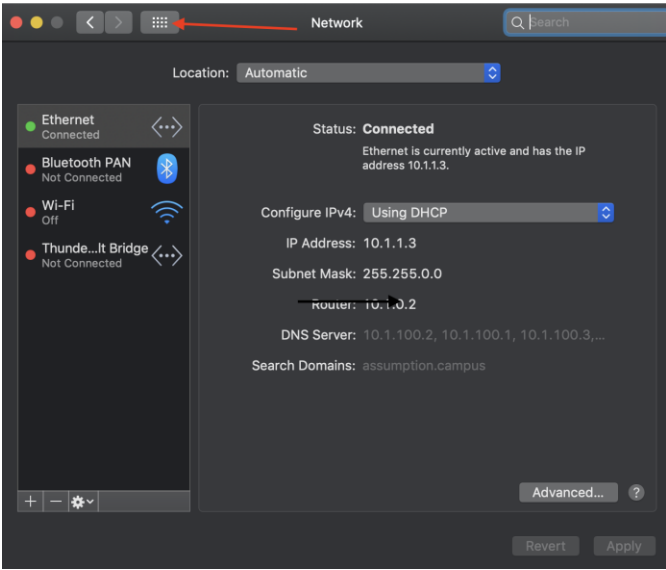

Click System Preferences

Click Network

Ethernet (wired) or some delineation of that is what you want to connect to. Changing your password successfully will not work when you are on Wi-Fi.
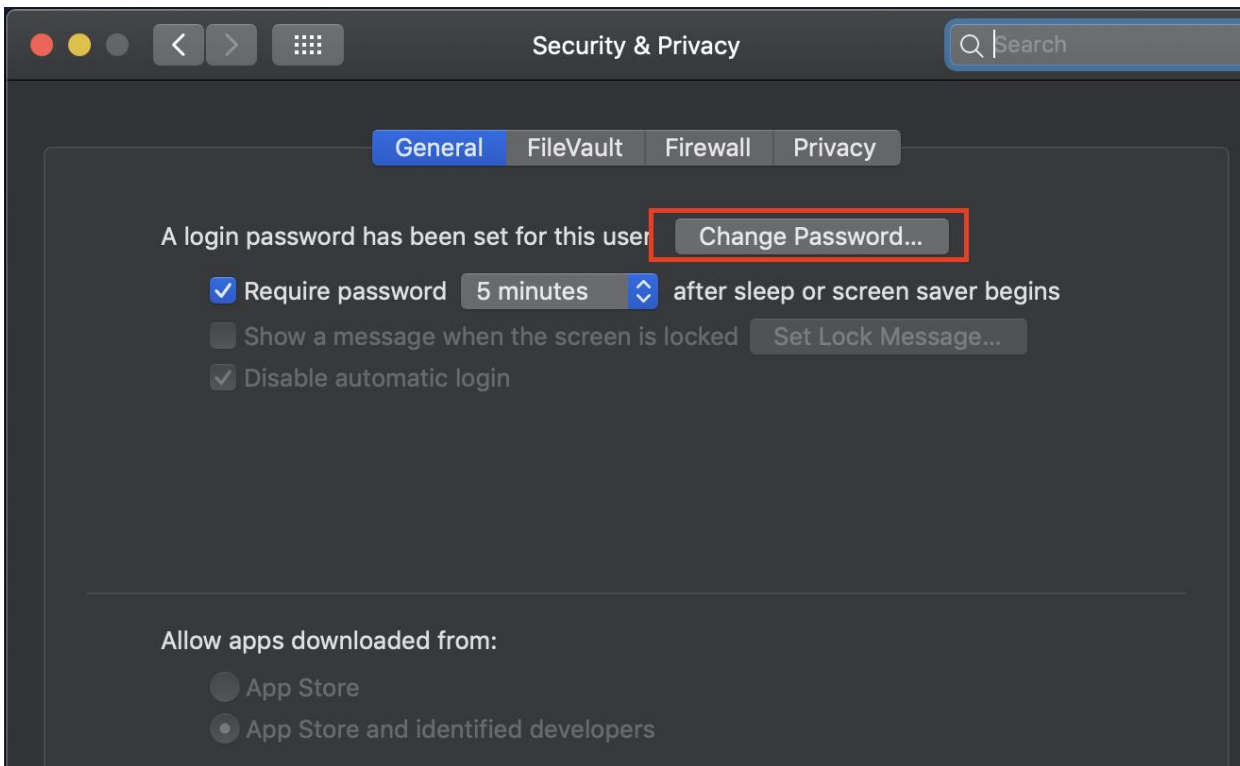
Once verified you are on the correct Ethernet network, click the waffle icon to go back
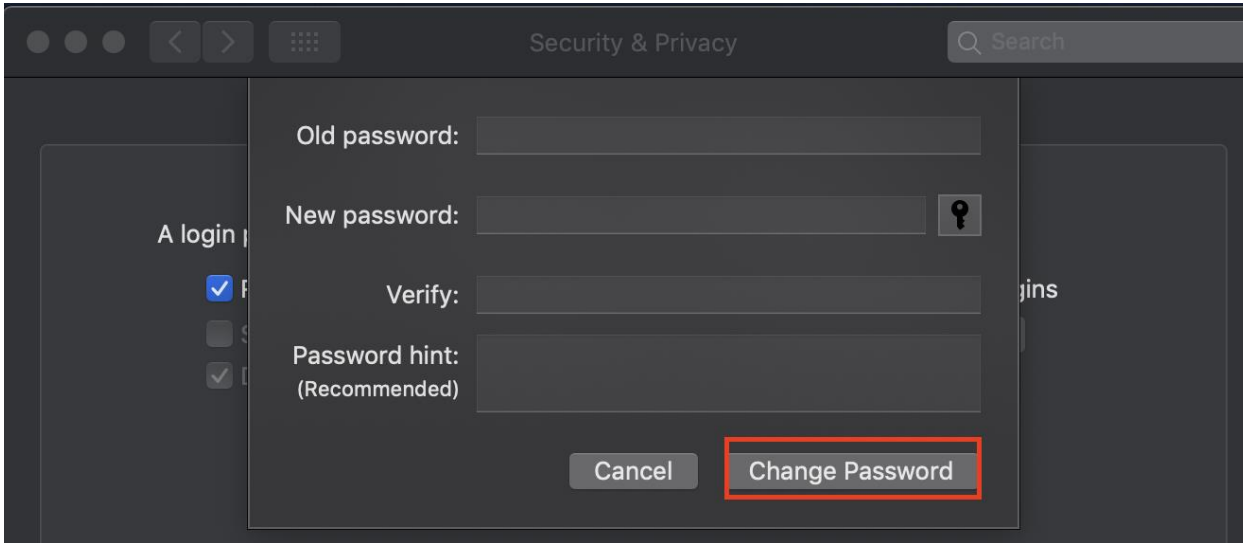
Click Security and Privacy

Click Change Password

Enter your current (old password) and then enter your new password, twice.

Click Change Password

Close system preferences but press the Red X.

Click the Apple button at the top right and click Restart. And click Restart again in the popup.