

Mac Password Change Checklist

If you have a university-issued Mac laptop, please change your password on campus. If you are unable to change your password on campus, please contact the IT Helpdesk at 508-767-7060 and we will be able to assist you.

- Plug your computer into a wired network port with an ethernet cable.
- Turn on or reboot your computer.
- Follow these steps to change the password.
 - Goto *System Preferences>Users & Groups>*
 - Select the *info* button next to your account.
 - Select *Change* next to *Password*.
- Enter the old password (your current password); Enter the new password; verify it and press the forward arrow. You should get a message that your password was successfully changed. If not follow the directions on the screen.
- Once this password is changed, press *Change Password* to conclude the process.
- Reboot your computer.
- Log in to the computer with the new password.
- If prompted to update the keychain, enter your old password. **Do not skip this step.**

(Now)

- Unplug the ethernet cable.
- Verify that Wi-Fi is working. If it isn't connected, choose ACStaff and enter your username (everything before @assumption.edu) and your new password.
- Open OneDrive and login if necessary. If prompted enter the MFA code.
- Open Word, which makes sure you are logged in. If not, login and if prompted, enter the MFA code.
- Open Outlook, which makes sure you are logged in. If not, login and if prompted, enter the MFA code.
- Open Adobe Creative cloud. Log in using your Assumption Credentials.

- With your computer (still) on Wi-Fi, reboot your computer and make sure you can log in.
 - If you cannot log in, then then reconnect to your wired port, and try again.
 - If you still cannot log in, then call the helpdesk at 508-767-7060