

## University Password Change for Macintosh

Changing your University Password on a Macintosh is a **two step process** that must be conducted from your office desktop or laptop computer.

Your University Password authenticates you for access to a variety of online services, including your e-mail, helios data storage, Segue, and WebAdvisor. To enhance security it is recommended that you reset your computer user account password to match your University Password.

### **PART 1 – Password Change on the Web**

1. Open a web browser to <https://webmail.southwestern.edu/cgi-bin/password/index.cgi>
2. Enter your **old password** followed by a **new password** (twice) that meets the security requirements for a University Password at Southwestern. Click **Change Password**.




The screenshot shows the 'Password Change' page for Southwestern University. At the top left is the 'PIRATES' logo. The main heading is 'Password Change' with 'southwestern university' below it. A blue information icon is followed by a warning: 'Changing your University password will change Email, Helios, mySouthwestern, WebAdvisor, and Segue passwords. Password changes will affect logging into computers in offices, classrooms or labs.' Below this are four input fields: 'Username:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. There are two buttons: 'Change Password' and 'Reset'. At the bottom, under 'Password Requirements', there is a bulleted list: 'At least two lower case letters', 'At least one upper case letter', 'At least one number', and 'Password length: 6 - 8 alphanumeric characters'.


## PART 2 – Changing Your Macintosh User Account

Follow the directions below based on the version of Mac OS X installed on your machine. To identify which version of Mac OS you have, choose ‘About this Mac’ from the Apple menu.

### Resetting a user's password - Mac OS X 10.3, 10.4 or later


1. From the **Apple** menu choose **System Preferences**.
2. From the **View** menu choose **Accounts**.
3. If the **lock icon** is closed, **click** to unlocked.  Note: You will be prompted to type in your old password.
4. Select the username whose password you want to change.
5. Click the **Change Password** button (Mac OS X 10.4 only).
6. Enter the new password in both the **Password** and **Verify fields**.
7. Click the **Reset Password** button (Mac OS X 10.4 only).
8. If a dialog box appears with the message "Your Keychain password will be changed to your new account password," click **OK**.

### Resetting a user's password - Mac OS X 10.2 through 10.2.8

1. From the **Apple** menu choose **System Preferences**.
2. From the **View** menu choose **Accounts**.
3. If the **lock icon** is closed, **click** to unlock.  Note: You will be prompted to type in your old password.
4. Select the username whose password you want to change.
5. Click **Edit User**.
6. Navigate to the **New Password** field.
7. Enter the new password in both the **Password** and **Verify** fields.
8. Click **Save**.
9. If a dialog box appears with the message "Your Keychain password will be changed to your new account password," click **OK**.

Note: Regardless of how many characters are actually in a Mac OS X 10.2 password, seven bullet characters (•••••••) will appear in the New Password and Verify fields the next time the password is edited.

### Resetting a user's password - Mac OS X 10.1.5 or earlier

1. From the **Apple** menu choose **System Preferences**.
2. From the **View** menu choose **Users**.
3. If the **lock icon** is closed, **click** to unlock.  Note: You will be prompted to type in your old password.
4. Select the username whose password you wish to change.
5. Click **Edit User**.
6. Enter the new password in both the **Password** and **Verify** fields.
7. Click **Save**.

Note: Regardless of how many characters are actually in the password, thirteen bullet characters (•••••••••••••) will appear in the Password and Verify fields the next time the password is edited.

**If you have any trouble please call the Helpdesk, x7333 for assistance.**